

LCC Property Contractor Portal

Service Contract Invoicing Guide

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Overview of the stages:

1. Find the contract instruction CINT number.
2. Finding the inspection(s) INS number.
3. Attaching inspection document(s) per inspection (INS).
4. Changing the inspection status to complete.
5. Creating the online invoice.
6. Selecting the relevant inspection numbers to attach.
7. Attaching a copy of the invoice document.
8. Submitting the invoice.

Contract instruction

Select **contract** from green bar across the top of the page.

The screenshot shows a green navigation bar with the following items: Home, Property, Finance, **Contract** (highlighted with a red box), Help Calls, Inspection, Assessment, Reports, Help, and Admin. Below the navigation bar, there is a sidebar with 'View' options: Work by Week, Work by Month, and Documents. The main content area shows 'Home' and 'Records Due (by Month)' with a 'Show Filter' button.

Select the **contract number** to be invoiced against.

The screenshot shows the 'Contracts List' page. The navigation bar is the same as above, but 'Contract' is now highlighted in blue. Below the navigation bar, there are tabs for 'Contracts', 'Instructions', 'Invoices', and 'Credit Notes'. The main content area shows 'Home > Contracts' and 'Contracts List' with a 'Show Filter' button. Below this, there is a table with the following data:

Action	Code	Name	Description	Supplier	Start Date	End Date
View	14/096	Servicing of Gas Fired & Food Prep Kitchen Equipment, Pressure Vessel safety inspections 2011-2016	servicing and repairs of gas fired and food...		01/04/2011	01/04/2017
View	14/117B	Mechanical Servicing East Area 2015-2019	Service and repairs of Gas, Oil and LPG...		30/11/2014	30/11/2019

The contract number '14/096' in the first row of the table is highlighted with a red box. The table also includes a 'Show Filter' button and pagination information: 'Items 1 - 2 of 2', '12 Per Page', and '< Prev 1 Next >'.

Find the **contract instruction** by selecting instructions from side bar:

Then select the relevant **(CINT number) contract instruction**:

Action	Code	Description	Year	Period	Estimate (£)	Actual (£)	Status
Edit	CINT00000019	14/096 - Servicing of Gas Fired & Food Prep...	2016-17	Jul	£3,048.00	£517.45	COM - Completed
Edit	CINT00000020	14/096 - Servicing of Gas Fired & Food Prep...	2016-17	Jul	£120.00	0	POS - Posted (Sent to Oracle)
Edit	CINT00000021	14/096 - Servicing of Gas Fired & Food Prep...	2016-17	Jul	£31,597.24	£6,238.65	POS - Posted (Sent to Oracle)

Instructions status

- Please note the status "**POS- Posted (Sent to Oracle)**" (see blue field) means it can be invoiced for.
- **COM- Completed** status means the contract has come to an end and has already been invoiced for.

Inspections

After selecting the hyperlinked **CINT number**, select **inspections** from the sidebar:

This enables suppliers to see the number of inspections to invoice for that specific contract instruction. In the image below there are 585.

The screenshot shows the 'View Contract Instruction' page in the Lancashire County Council system. The breadcrumb trail is 'Home > Contract Instructions > Edit Contract Instruction'. The page title is 'View Contract Instruction'. There are 'Save' and 'Cancel' buttons at the top. The 'Details' section contains the following information:

Code	CINT0000021
Reference	321215921
Description	14/096 - Servicing of Gas Fired & Food Prep Kitchen Equipment, Pressure Vessel safety inspections 2011-2016 PROp and Retained
Status	POS - Posted (Sent to Oracle) <input type="checkbox"/>
Actual Complete Date	<input type="text"/> Actual Complete Time (24h) <input type="text"/>
Print Format	SCINSORA - Service Contract Instruction Oracle <input type="checkbox"/>
Trade Code	Not Selected <input type="checkbox"/>
Financial Year	2016-17 - Financial Year 2016-17 <input type="checkbox"/>
Financial Period	Jul <input type="checkbox"/>

The sidebar on the left contains the following links:

- View
- Contract
- Inspections (585)**
- Invoices (122)
- Notes (0)
- Documents (0)
- Actions
- Edit Instruction
- New Invoice
- Send Email
- New Note
- New Document
- Links
- 103612

Key points about inspections:

- It is optional to invoice per inspection.
- The inspections against a contract instruction (CINT) **can be consolidated** if they are **not for a cheque book school**.
- There can be multiple inspections (INS) per site, which may be on different contract instructions (CINTs). The inspections must be invoiced per contract instruction (CINT).
- **An invoice cannot be submitted for multiple contract instructions (CINTs) or inspections (INS) on different contract instructions.**
- If an inspection is not found it may be attached to another contract instruction.
- If there are **missing inspections** the **design and construction** team must be contacted – please see further guidance section for contact information (page 16).
- **Can only invoice for inspections with the status set to complete.**
- **Issued status** means that it is a **chequebook school** so the invoice must be per school per Contract instruction (CINT).

Inspection screens

Upon selecting inspections the status must be must checked, as:

- **Issued** clarifies it is for a **cheque book school**.
- **Posted to oracle** means that it is **not** for a **cheque book school**.

This must be changed to complete as and when the work has been completed.

The screenshot shows the Oracle Contract Instructions interface. The top navigation bar includes Home, Property, Finance, **Contract**, Help Calls, Inspection, Assessment, Reports, Help, and Admin. Below this, there are tabs for Contracts, Instructions, Invoices, and Credit Notes. The main content area is titled 'Contract Instruction Inspections' and shows details for a specific instruction with Code CINT00000021. The description is '14/096 - Servicing of Gas Fired & Food Prep Kitchen Equipment, Pressure Vessel safety inspections 2011-2016 PROp and Retained'. The status is 'POS - Posted (Sent to Oracle)', the financial year is '2016-17 - Financial Year 2016-17', and the financial period is 'Jul'. Below the details is a 'Linked Inspection List' table with columns for Action, Code, Site, Site Description, Total (£), Type, Description, Plant, Status, and Due Date. Three rows are visible, with the first row (INS007159) having a status of 'ISSUED' and the second row (INS007302) having a status of 'COMPLETE'. The 'INS007159' code is highlighted with a red box in the original image.

Action	Code	Site	Site Description	Total (£)	Type	Description	Plant	Status	Due Date
Edit	INS007159	23450257000012000		£60.00	FP1	Servicing of Food Preparation Equipment	FPE - Food Preparation Equipment	ISSUED	29/03/2017
Edit	INS007302	23600064000012000		£60.00	FP1	Servicing of Food Preparation Equipment	FPE - Food Preparation Equipment	COMPLETE	29/03/2017
Edit	INS007316	23600147000012000		£60.00	FP1	Servicing of Food Preparation Equipment	FPE - Food Preparation Equipment	ISSUED	29/03/2017

Select the **(INS number) inspection number** for more information.

This is a close-up view of the 'Linked Inspection List' table. The row for 'INS007159' is highlighted with a red box around the 'Code' and 'Site' columns. The status 'ISSUED' is also visible in the original image.

Action	Code	Site	Site Description	Total (£)	Type	Description	Plant	Status	Due Date
Edit	INS007159	23450257000012000		£60.00	FP1	Servicing of Food Preparation Equipment	FPE - Food Preparation Equipment	ISSUED	29/03/2017

This takes you to the following screen:

Inspection documents:

The majority of suppliers will have to evidence inspections. These documents consist of either a **test certificate** or **service sheet**.

Attaching the inspection document

At this stage you **must attach any documents in PDF file format** such as certificates to the inspection.

This is done by selecting **new document** from the side bar:

- **Browse** for your file
- Enter **description** as highlighted below.
- Enter **compliant group** from the dropdown as highlighted below.
- **Save**.

Load Inspection Document

Inspection details

Code	INS007159
Group/Type	FPE - Food Preparation Equipment, FP1 - Servicing of Food Preparation
Site	23450257000012000 -
	Site: Site subscribed to PROP SA1
Status	ISSUED - Issued to supplier
Due Date	29/03/2017

Either choose a file or enter URL. Enter details of document, then select 'Save'.

Save Cancel

Document

Type File URL

File **Browse...**

Details

Description **test certificate.**

Group **COM - Compliance**

Comments

Save Cancel

All documents can be attached as a single PDF file or manually attach each file following the process as above.

Either choose a file or enter URL. Enter details of document, then select 'Save'.

Save Cancel

Document

Type File URL

File

Details

Description

Document Date

Next Review Date

Review Owner

Group Not Selected

Comments

Archived

Yes No

Save Cancel

Please note: Next review date; Review owner and Archived fields should be blank.

Changing the inspection status

Home Property

View

- [Documents \(0\)](#)
- [Notes \(0\)](#)
- [Plant \(0\)](#)
- [Tasks \(0\)](#)
- [Previous](#)
- [Series \(onwards\)](#)
- [Series \(all\)](#)
- [14/096](#)
- [CINT00000021](#)

Actions

- Edit Inspection**
- [New Document](#)
- [New Note](#)
- [Print Inspection](#)

Select **edit inspection** in the actions sidebar on the left of the page:

The inspection status MUST be changed to complete for each inspection to be invoiced.

Select the **status dropdown** as directed below.

Edit Inspection

Save Cancel

Details

Code	INS007159
Status	ISSUED - Issued to supplier ▼
Group	FPE - Food Preparation Equipment ▼

Change inspection (INS) status to complete, as below:

Edit Inspection

Save Cancel

Details

Code	INS007159
Status	ISSUED - Issued to supplier COMPLETE - Inspection completed
Group	FPE - Food Preparation Equipment ▼
Type	FP1 - Servicing of Food Preparation Equipment ▼

Scroll to the bottom of the inspection page to **enter the completed date** (when the work was completed). **Select yes or no as relevant** for updating the **logbook** at the site and for attaching **certificate documents** and **save**.

The screenshot shows a form with the following fields and controls:

- Completed Date:** A text input field with a calendar icon, highlighted with a red border.
- Logbook Updated:** Radio buttons for 'Yes' and 'No', with 'No' selected. The entire row is highlighted with a blue border.
- Certificate Loaded:** Radio buttons for 'Yes' and 'No', with 'No' selected. The entire row is highlighted with a blue border.
- Certificate Document:** A dropdown menu currently showing 'Not Selected'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom left, with 'Save' highlighted by a blue border.

The status must be changed for all inspections you wish to invoice for.

Online Invoice

To create the online invoice you must **select the CINT number** from the sidebar:

The screenshot displays the online invoice creation interface with the following elements:

- Navigation Bar:** Home, Property, Finance, Contract, Help Calls, **Inspection** (active), Assessment.
- Breadcrumbs:** Home > Inspections > Edit Inspection
- Message:** The inspection record has been updated.
- Section Header:** Edit Inspection
- Buttons:** Save, Cancel
- Details Table:**

Details	
Code	INS007159
Status	ISSUED - Issued to supplier
Group	FPE - Food Preparation Equipment
- Sidebar (View):**
 - Documents (0)
 - Notes (0)
 - Plant (0)
 - Tasks (0)
 - Previous
 - Series (onwards)
 - Series (all)
 - 14/096
 - CINT00000021** (highlighted with a red border)

Select **new invoice** from the sidebar to create your online invoice:

Key points for Online invoice:

- CINT number should show at the top of the page in the code section.
- The **net, VAT and Gross total fields** will **automatically populate** when other figures are entered.
- Description is optional.
- Final payment is always no.

Fields requiring data entry:

- Invoice number.
- Tax date matches paper invoice.
- If CIS applies.
- Labour/ material/ other costs.
- Tax rate.

When the field values (highlighted in red on the following page) have been populated you must **save**.

Image of the contract invoice screen:

Fields highlighted in red require data entry. Fields highlighted in blue will differ according to your contract instruction number and whether CIS is applicable to your business.

New Contract Invoice

Save Cancel

Details

Invoice No.	test invoice
Status	DRAFT - Draft
Tax Date	<input type="text"/>
Instruction	<input type="text"/> <input type="button" value="Clear"/>
	CINT00000021
Supplier	<input type="text"/>
	<input type="text"/>
CIS Applies	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description	<input type="text"/>
Owner	<input type="text"/> <input type="button" value="Find"/> <input type="button" value="Clear"/>
	<input type="text"/>
	<input type="text"/>
Final	<input type="radio"/> Yes <input checked="" type="radio"/> No

Actuals

Labour (£)	<input type="text"/>	0.00
Material (£)	<input type="text"/>	0.00
Other (£)	<input type="text"/>	0.00
Net Total (£)	<input type="text"/>	0.00
VAT (£)	<input type="text"/>	0.00
Gross Total (£)	<input type="text"/>	0.00

ST - Standard Rate

Save Cancel

Attaching the inspection(s) to online invoice

Inspection(s) MUST be attached, as shown below for payment.

This is done **after saving the online invoice** and **scrolling to the bottom of the page.**

- Select the **inspection(s)** to attach as highlighted in red.
- **Only inspections with completed status on the selected CINT will show.**
- If the **estimate value does not match your Net value amend the actual after selecting the inspection** as below in blue fields.
- If you are invoicing for **multiple inspections** please ensure the **net total value is equal to the total of the inspection value(s)** which is adjustable in the actual column. Please see blue fields below. **If this is not corrected then it can delay payments being processed.**

Material (£)	<input type="text" value="0.00"/>	
Other (£)	<input type="text" value="0.00"/>	
Net Total (£)	<input type="text" value="51.00"/>	
VAT (£)	<input type="text" value="10.20"/>	ST - Standard Rate <input type="button" value="v"/>
Gross Total (£)	<input type="text" value="61.20"/>	

Linked Inspections

Inspections

[Select All](#) [Clear All](#)

Select	Inspection	Group	Type	Completed	Site Description	Estimate (£)	Actual (£)
<input checked="" type="checkbox"/>	INS007159	FPE	FP1	13/06/2017		60.00	<input type="text" value="51.00"/>
<input type="checkbox"/>	INS007302	FPE	FP1	17/05/2017		60.00	<input type="text" value="60.00"/>
Selected Total:						£60.00	£51.00

Attaching the invoice document

Home Property

Contracts Instr

View

[CINT00000021](#)

[Notes \(0\)](#)

[Documents \(0\)](#)

Actions

[Edit Invoice](#)

[Change Status](#)

[New Note](#)

[New Document](#)

- Select **new document** from the sidebar.
- **Browse and attach** your **(PDF)** invoice file.
- **Enter description** as **supporting invoice**.
- **Enter group** is **financial**.
- **Save**.

PLEASE NOTE: THIS ATTACHMENT IS MANDATORY FOR PAYMENT.

View

[CINT00000021](#)

[Notes \(0\)](#)

[Documents \(0\)](#)

Actions

[Edit Invoice](#)

[Change Status](#)

[New Note](#)

[New Document](#)

[Home](#) > [Contract Invoices](#) > [Edit Contract Invoice](#) > [Documents](#) > [New Document](#)

Load Contract Invoice Document

Details

Invoice No.	test invoice
Status	DRAFT - Draft
Tax Date	13/06/2017
Instruction	CINT00000021
Description	
Final	N

Either choose a file or enter URL. Enter details of document, then select 'Save'.

Save Cancel

Document

Type File URL

File [Browse...](#)

Details

Description

Group ▼

Comments

Save Cancel

Invoice submission

The **status** must be changed to "**registered**" for LCC to access for payments to be processed. Ensure all earlier stages are completed to ensure they can be processed for payment without delay.

Select **change status** from the sidebar.

This is where the **status of the invoice** should be **changed to Registered** and then **saved**.

Please leave the **date and time** as it is to show when submission is made.

Confirmation of information being saved at each stage will always show across the top of the page.

REJECTED INVOICES must be **resubmitted** by creating a **new invoice** with: **attachments**, as per LCC requirements; with a **unique reference number**.

Potential error and solution

The **error message below** means the **actual and net total must match**. This occurs when the actual and estimate value on the online invoice do not match – please see page 13 to correct this.

Home Property Finance **Contract** Help Calls Inspection Assessment Reports Help Admin

Contracts Instructions Invoices Credit Notes

Home > Contract Invoices > Edit Contract Invoice > Status

Change Contract Invoice Status

Details

Invoice No.	test invoice
Status	DRAFT - Draft
Tax Date	13/06/2017
Instruction	CINT00000021
Description	
Final	N

To Approve the invoice the Invoice Net Total must equal linked inspection total.

Change Status

Status	DRAFT - Draft	
Date	13/06/2017	Time (24h) 12:45
Comments		

Save Cancel

Further Guidance:

For any further queries, please see below:

- **Missing Inspections**, please contact: designandconstruction@lancashire.gov.uk.
- **Online learning**, takes you through the steps:
<http://www3.lancashire.gov.uk/corporate/web/?siteid=6864&pageid=41660>.
- Contact PIM team for **support with the invoice submission process** on 01772 534966 option 2 or PIM@lancashire.gov.uk.