# **NSWH Supplier Portal** Quick Reference Guide

Version 2.00 29 June 2017



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# Introduction

The **NSWH Supplier Portal Quick Reference Guide** has been developed by HealthShare NSW Shared Financial Services for the use of suppliers.

The purpose of this Guide is to provide information about accessing the NSWH Supplier Portal, inquiring about Invoices and Payments and submitting a single invoice with an attached image.

We welcome your comments and feedback on the content in this document. Please forward any suggestions to: <u>HSNSW-Supplier.Portal@health.nsw.gov.au</u>

# **Terms Used in User Guide**

Term	Description
NSWH	New South Wales Health
elnvoicing	Electronic invoicing (also called elnvoicing) is a form of electronic billing. elnvoicing methods are used by trading partners, such as customers and their suppliers, to present and monitor transactional documents between one another and ensure the terms of their trading agreements are being met
FMIS	A Financial Management Information System is the software that an organisation uses to oversee and govern its income, expenses, and assets. NSW Health uses Oracle Financials R12, with the key functions of processing transactions such as purchases, payments, billing, receipts, reports and journals

# **Icons and Buttons**

lcon	Description						
•	Use Search icon to retrieve a populated list of values						
%	Use the percentage sign (%) also known as a 'Wildcard' to return all records, or between search data to refine search						
	Use Calendar icon to select date						
<b>(</b>	View a Tip showing information about the associated data						
NOTE	Key information provided						
Search	Launches a search to return result on the data entered						
Next 25 📎	View further records in search results						
S Previous 25	View previous records in search results						
Clear	Remove entered data from fields						
Cancel	Use Cancel button to cancel current action						
Bac <u>k</u>	Use Back button to return to previous page to make changes						
Submit	Use Submit button to log request						
Export	Export data to an Excel file						
Home	Return to the NSWH Supplier Portal Home page						
Logout	Log out of NSWH Supplier Portal						
<u>Blue Link</u>	Click blue link (e.g. Invoice and Payment numbers) to view details						
* Indicates required field	An asterisk (*) indicates that the field is mandatory and data must be entered before proceeding						
Y	Click Down Arrow to make a selection from available options						
Return to View Purchase Orders	'Return' links will return user to previous screen						

# **NSWH Supplier Portal**

The NSWH Supplier Portal is an internet-based interface that provides real-time information from the NSWH Financial Management Information System (FMIS).

The NSWH Supplier Portal includes the following functions:

#### Invoice Inquiry

Allows suppliers to view real-time updates on the status of Invoices including Paid, Awaiting Payment and Hold Information

#### • Payment Inquiry

Allows suppliers to view Payment details available including payment number, amount and referring invoice details

#### • Submit Individual Invoice\*

Allows suppliers to submit a single invoice with an image of the invoice attached

\*Please note that invoice submitted must contain a valid NSWH Health Oracle Purchase Order Number

#### • PO Inquiry

Allows suppliers to view real-time Purchase Order information including PO item details, Ship-To Location and overall status.

#### • Generate Reports

Allows users to extract information from the Portal by populating required parameters.



#### Accessing the NSWH Supplier Portal

° We recommend accessing the NSWH Supplier Portal using the following:

#### Software

• Microsoft Windows V7, V8.1 or V10

#### Browser

- Internet Explorer V11 (Recommended)
- Google Chrome
- 🥶 Firefox

## **Accessing the NSWH Supplier Portal**

- Navigate to the **HealthShare NSW Accounts Payable** internet page: <u>http://www.healthshare.nsw.gov.au/services/accounts-payable</u>
- Click the **Supplier Portal Login** button



- Enter Username and Password
- Enter information from image into Type Image field
- Click Login button

HealthShare NSW Su	ıpplier Portal
Login	
Username	
Password	
49	0 <u>Fy5</u> 5
Type Image	
	O Login
	Forgot Password?

• Select from three options by clicking the relevant button:

#### ° Invoice Inquiry

Allows you to view the status of an invoice

• Payment Inquiry

Allows you to view payment details and related invoices

 Submit Invoice Allows you to submit a single invoice and view submission details

Welcome to NSW Health Su Supplier Name & # ABN #	ipplier Portal					
Invoice Inquiry						
View invoice status View Invoices						
Payment Inquiry						
View payment and related invoices View Payments						
Submit Invoice						
Submit a single invoice and view submission details	Submit Invoice					

# **Invoice Inquiry**

**Invoice Inquiry** allows suppliers to view real-time updates on the status of Invoices including Paid, Awaiting Payment and Hold Information

• Click View Invoices button on Home page

Invoice Inquiry	
View invoice status	View Invoices

- Search Parameters
  - <sup>o</sup> Enter data in search parameter/s (see table below for details)
  - ° Click Search



You must enter data in one of the following fields: Invoice Number, Payment Number, or an Invoice Date Range

Supplier Portal	
Supplier Portal >	
View Invoices	
	Export Home
Simple Search	
Health Agency	Payment Status
2 Invoice Number	6 Invoice Amount From To
3 Payment Number	7 Invoice Date From To
Invoice Status	Approved & In-Process 🗸
4	Search Clear
Invoice	Health Agency Invoice Date Amount PO Number Invoice Received Date Status Detailed Status Payment Status Payment
No search conducted.	

	Search Parameters							
No.	Field	Description						
1	Health Agency	To view all Health Agencies leave this field blank To view a single Health Agency, enter a wildcard (%), click the Search icon and then select the required Health Agency						
2	Invoice Number	Enter Invoice number						
3	Payment Number	Enter Payment number						
4	Invoice Status	Select option: Approved & In-Process, Approved, In-Process, Cancelled, All						
5	Payment Status	Select option: Paid, Not Paid, Partially Paid						
6	Invoice Amount	Enter Invoice amount From (e.g. 1000) and To (e.g. 10000)						
7	Invoice Date	Click the Calendar icon to select dates <i>Note: Date Range currently limited to 150 days</i>						

#### • Search Results

° Search Results will appear in a table below the search parameters:

Supplier Portal						1000	
Supplier Portal >							
View Invoices							
						Export	Home
Simple Search							
Health Agency Invoice Number Payment Number Invoice Status Search Clear	Par Invoice A Invoic	vment Status imount From	Το 16 Το β1-Jan-2	016	3	Previous 1-25	<u>Next 25</u> 3
Invoice Health Agency	Invoice Date 🔻	Amount PO Number	Invoice Received Date	Status	Detailed Status	Payment Status	Payment
4373237 South Western Sydney Local Health District OU	29-Jan-2016	2816.19 25048157	01-Feb-2016	Approved		Paid	<u>6087176</u>
4373250 South Western Sydney Local Health District OU	29-Jan-2016	1051.75 24887811	01-Feb-2016	Approved		Paid	<u>6087176</u>
4373310 Sydney Local Health District OU	29-Jan-2016	4137.10 24887175	01-Feb-2016	Approved		Paid	<u>6078972</u>
4373192 Sydney Local Health District OU	29-Jan-2016	2200.00 24887785	01-Feb-2016	Approved		Paid	<u>6078972</u>
4373345 Nepean Blue Mountains Local Health District OU	29-Jan-2016	3823.25 24889131	29-Jan-2016	Approved		Paid	<u>6038185</u>

- Click 'Next 25' Next 25 O to view further records in your search results. Page displays a maximum of 25 records
- ° Click an Invoice Number Blue Link to view Invoice details
- Click a Payment Number <u>Blue Link</u> to view Payment details (see <u>Payment Inquiry</u> section in this Guide for further information)
- ° Click on column headings (Invoice, Invoice Date, Amount) to sort data
- ° Click Export button to export results into Excel file



0

Once results are displayed, refer to <u>Appendix 1 – Invoice Status Matrix</u> in this Guide for information about what action to take

#### • View Invoice Details

° Click Invoice Number Blue Link to view Invoice details

			PO	Invoice Received		Detailed	Payment	
Invoice Health Agency	Invoice Date 🔻	Amount	Number	Date	Status	Status	Status	Payment
4373192 Sydney Local Health District OU	29-Jan-2016	2200.00	24887785	01-Feb-2016	Approved		Paid	<u>6078972</u>

° Click Export to send results to an Excel file

#### Click View Invoices or Return to View Invoices to return to the previous screen

Supplier	Portal :	> View Invoices >								
Standar	d Invoi	ce: 4373192 (Total AUD 2200.00)								
Currency	=AUD									Export
C								Payment Informa	tion	
Genera	al			A	mount Sumn	lary		Paid	2200.00	
Invoi	ce Date	29-Jan-2016			Ite	em <b>2000.00</b>		Discount Taken	0.00	
9	Supplier				Freid	uht <b>0.00</b>		Due	0.00	
Supp	lier Site				Miscellaneous 0.00			Status	Paid	
	Address				Tax 200.00 💷					
		the second second			Withholding T	ax <b>0.00</b>				
					То	tal <b>2200.00</b>				
Invoice	e Lines									
Line 🔺	Туре	Description	Qty	UOM	Price	Amount PO Nur	mber PO Lii	ne PO Shipment	Buyer	
2	Item	INVOS ADULT SOMASENSORS	1	BOX OF 20	2000.00	2000.00 248877	85 1	1		
3	Tax	AU GST - GST - EXPENSES				200.00				
Return to	View I	nvoices								Export

#### • View Information

° Click the Information icon to view a Tip about the associated data

Amount Summary								
Item	2000.00							
Freight	0.00							
Miscellaneous	0.00							
Tax	200.00 💷							
Withholding Tax	0.00							
Total	2200.00							

° Click **OK** to close Tip

Тір		
This is the sum of the Tax invoice line type, excluding Tax included i Item invoice line type.	n the	
	OK	

### **Payment Inquiry**

**Payment Inquiry** allows suppliers to view Payment details available including Payment Number, Amount and Referring Invoice Details

• Click View Payments button on Home page

Payment Inquiry	
View payment and related invoices	View Payments

#### • Search Parameters

- Enter data in search parameter/s (see table below for details)
- ° Click Search



You must enter either a Payment Number, or enter one of the other parameters with a **Payment Date** range

Supplier Portal							
Supplier Portal >							
View Payments							
						Export	Home
Simple Search							
Health Agency		J Q	4 Payment Date	From	📄 То		
2 Payment Number			_				
3 Payment Amount From		То					
Searc	ch Clear						
Payment Hea	ith Agency F	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method
No search conducted.							

	Search Parameters					
No.	Search Parameter	Description				
	Health Agency	To view all Health Agencies leave this field blank				
1		To view a single Health Agency, enter a wildcard (%), click the search icon and then select the required Health Agency				
2	Payment Number	Enter Payment number				
3	Payment Amount	Enter Payment amount From (e.g. 1000) and To (e.g. 10000)				
4	Payment Date	Click the Calendar icon to select From and To dates <i>Note: Date Range is currently limited to 100 days</i>				

#### • Search Results

<sup>°</sup> Search Results will appear in a table below the search parameters:

Supplier Po	rtal					1 and the second second
Supplier Por	tal >					
View Paym	ients					
Simple Se	arch					
Pay Payment	Health Agency Q ment Number Amount From To Search Clear	Payment D	ate From 01-Jan-2016 🔤	To 31-Jan-2016 📄	() Province	25 26-50 V New 25 @
Payment	Health Agency	Remit-to Supplier	Remit-to Supplier Site	Payment Date 🔻	Currency	Amount Method
6031438	Ambulance Service of NSW OU	Constitute Physical	100 CONT.	22-Jan-2016	AUD	1812.25 Electronic
<u>6035099</u>	Nepean Blue Mountains Local Health District OU	Contract National	COMPANY CONTRACTOR	22-Jan-2016	AUD	22058.79 Electronic
6067345	Western Sydney Local Health District OU	Contraction (Stational)	and the second se	22-Jan-2016	AUD	59070.28 Electronic

#### • View Payment Details

<sup>o</sup> Click Payment Number <u>Blue Link</u> to view Payment details

Payment	Health Agency	Remit-to Supplier	Remit-to Supplier Site	Payment Date 🔻	Currency	Amount Method
6035099	Nepean Blue Mountains Local Health District OU	and the second s	and control of	22-Jan-2016	AUD	22058.79 Electronic

- ° Payment screen displays all invoices associated with the selected Payment Number
- <sup>o</sup> Click **Export** to send results to an Excel file
- ° Click View Payments or Return to View Payments to return to the previous screen

Supplier Port	tal					
Supplier Porta	al > View Payments >					
Payment: 60	35099 (Total AUD 22058.79)					
	Pay Remit- Remit-to Si	yment Date Method to Supplier upplier Site		Supplier Supplier Site Address Bank Account Number		Export
Included In	voices					
Invoice	Invoice Date	Type	Currency	Amount Status	Payment Status	Payment
4350921	04-Dec-2015	Standard	AUD	1829.30 Approved	Paid	1829.30
4351607	07-Dec-2015	Standard	AUD	5099.44 Approved	Paid	5099.44
4351554	07-Dec-2015	Standard	AUD	5193.95 Approved	Paid	5193.95
Return to View	v Payments					Export

#### • View Invoice Details

° Click Invoice Number Blue Link to view Invoice details

Invoice	Invoice Date	Туре	Currency	Amount Status	Payment Status	Payment
4 <u>351607</u>	07-Dec-2015	Standard	AUD	5099.44 Approved	Paid	5099.44

- ° Click Export to send results to an Excel file
- ° Click View Payments or Return to View Payments to return to the previous screen

Supplier	Portal										
Supplier Portal > View Payments > Payment Details >											
Standar	d Invoi	ce: 4351607 (Total AUD 5099.44)									
Currency	/=AUD									F	mort
									•*• ···		
Genera	al		Ar	nount Summar	y			ayment Informa	5000 44		
								Paid Discount Talaan	5099.44		
Invoi	ce Date	07-Dec-2015		Item	4635.8	5		Discount Taken	0.00		
5	Supplier	Condition Phy Ltd		Freight	0.00			Due	0.00		
Supp	lier Site	UNE (010)		Miscellaneous	0.00	_		Status	Paid		
1	Address	Lordert Bag. 2018		Tax	463.59	<u>()</u>					
		12 M 12 M 1 M 1 M 1 M 1	1	Withholding Tax	0.00						
				Total	5099.4	4					
Invoice	e Lines										
Line 🔺	Туре	Description		Qty UOM	Price	A mount PO Num	ber PO Li	ne PO Shipmen	t Buyer		
1	Item	SURGICAL BALLOON DISSECTOR, ROUND SHAPE, STERILE		5 EACH	311.17	1555.85 2453876	2 1	1	family fits	Includes Tre	-
2	Item	ENDO GIA TRI STAPLE/REPLACEMENT		10 EACH	308.00	3080.00 2453876	2 2	1	famous, its	Inclusion in c	-
3	Tax	AU GST - GST - EXPENSES				463.59					
D	P	- D - 1									1
<u>Return to</u>	<u>o Payme</u>	nt Details								E	sport

#### • View Information

Click the Information icon to view a Tip about the associated data
 Amount Summary

Item	4635.85
Freight	0.00
Miscellaneous	0.00
Tax	463.59 💷
Withholding Tax	0.00
Total	5099.44

° Click **OK** to close Tip

```
Tip
```

This is the sum of the Tax invoice line type, excluding Tax included in the Item invoice line type.

ОК

### **Submit Invoice**

**Submit Invoice** allows suppliers to submit a single invoice and attach an image of the invoice. Please note upon submittal, the invoice will not be visible in the Invoice Inquiry screen up to 48 hours.



Any invoice submitted must contain a valid NSWH Health Oracle Purchase Order Number

Click Submit Invoice button on Home page



- Enter data
  - Enter data in all fields on Invoice Submission page (see table below for details)
  - ° Click Submit Invoice

All fields are mandatory. You must select a Health Agency, enter an Invoice Number and a Purchase Order Number, and upload an Invoice Image File

Suppler Portal	
Invoice Submission	
Please Note: Only one invoice per attachment accepted (not more than SMB)	Home
Submit Invoice	
* Indicates required field 1 3	4
* Health Agency 🔄 🔍 * Invoice Number 🗊 * Purchase Order Number * Invoice Image File	Browse
Submit Invoice	

	Data Fields						
No.	Field	Description					
1	Health Agency	Enter a wildcard (%), click the Search icon and then select the required Health Agency					
2	Invoice Number	Enter Invoice number					
3	Purchase Order Number	Enter Purchase Order Number					
4	Invoice Image File	Click Browse, Click the selected Invoice image, Click Open, File Path will display in field (if incorrect image has been uploaded - click in field, click 'Delete' on Keyboard, and select new image to upload)					

#### • View Information

0

0

° Click the Information icon to view a Tip about the associated data

ial
ial
ial
OK
ociated da
(i)

° Click OK to close Tip

Тір	
Accepted file extensions are bmp, doc, docx, html, jpeg, pdf, png, p rtf, tif, txt, xls, xlsx and the file must not be password protected.	pt,
	OK

#### • Confirmation

 You will receive a confirmation message to advise when the Invoice File has been successfully submitted for processing:



#### • Form Validation Failures

<sup>o</sup> If mandatory fields have not been entered, a message will display identifying the relevant fields:



- Click OK to close message
- ° Enter data in mandatory fields and click Submit Invoice

#### Error Message 'Your submission has failed'

° If an incorrect File Type has been uploaded, the following Error Message will display:

🔕 Error

Your submission has failed. Accepted file extensions are bmp , doc , docx , html , jpeg , jpg , pdf , png , ppt , rtf , tif , txt , xls , xlsx and the file must not be password protected.

° Resubmit the invoice with a file which has an accepted file extension

#### Recently Submitted Invoices

A maximum of 10 recently submitted invoices will display on the Submit Invoice screen

<sup>o</sup> Click **Search Submitted Invoices** to view other previously submitted invoices

Recently Submitted Invoices									
Images under "Submitted Invoice Files" will be available to view for a limited period only.									
Search Submitted Invoices	Search Submitted Invoices								
Health Agency Invoice Number Purchase Order Number Submitted Invoice File Invoice Submitted Date									
Local Health District OU	4451124	26243040	4451124.pdf	11-Jul-2016 13:33:47					

#### ° Enter Invoice Number and/or Purchase Order Number

° Click Search

iupplier Portal								
Search Submitted Invoices								
This page will allow you to view	submission details							
Search								
Invoice Number Purchase Order Number Search Clear								
Health Agency	Invoice Number	Purchase Order Number	Submitted Invoice Image	Submitted Date				
No search conducted.								
Return to Submit Invoice								

Click Submitted Invoice File Blue Link to view an Invoice image

Health Agency	Invoice Number	Purchase Order Number	Submitted Invoice Image	Submitted Date 🔻
Local Health District OU	4451124	26243040	<u>4451124.pdf</u>	11-Jul-2016 13:33:47

### Reporting

The **Generate Report** tool allows users to extract information from the Portal by populating required parameters.



The report generated will be emailed to your registered email address (Portal user name) in as an Excel file. The data extract generally takes between 1min to 5mins depending on search parameters and user network performance.

• Click **Reports button** on home page

_	
Generate Report	
Run Reports	Reports

Click the Search icon

Supplier Portal			
	Oefine	Review	
Submit Report			
* Indicates required field		Home View Red	uests <u>C</u> ontinue
Program Name		L	
Parameters			
		Home View Red	uests <u>C</u> ontinue

#### Click Go button

Search	Search and Select: Program Name								
			Cance <u>l</u>	Select					
Searc	h								
To fin Search <b>Resul</b>	d your item, select a filter item in the pulldown lis n By Program Name 💙 📔	st and enter a value in the text field, the	en select the "Go" button.						
Select	Quick Select	Program Name	Application Name						
	No search conducted.								
About	this Page								
			Cancel	Select					

• Select Quick Select icon against desired report

Search								
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Program Name								
Poculto								
Results	•							
Select	Quick Select	Program Name	Application Name					
0		NSWH Supplier Invoice Status Report	NSWH Custom iSupplier Portal					
About this Page								
			Cance! Select					

- Parameters
  - ° Enter data in all parameters (see Submit Reports Fields table below for details)
  - ° Click **Continue**

Supplier F	Portal			a second		
		<b>O</b>				
		Define		Review		
Submit R	eport					
* Indicate	es required field			Home	View Requests	<u>Continue</u>
	Program Name	NSWH Supplier Invoice Status Report	J 🔍			
	Parameters					_
		1 * Supplier Name	Q			
		2 * Health Agency (Operating Unit)	All 🚽 🔍			
		3 * Invoice Status	Approved and In-Process 🚽 🔍			
		* Invoice Date From	29-Jun-2016			
		4 * Invoice Date To	29-Jun-2017			
				Home	View Requests	Continue

	Submit Report Fields					
No.	Field	Description				
1	Supplier Name	Automatically Populated – this is a preset field and cannot be changed				
2	Health Agency	Enter 'All' for no restrictions, or type in specific Operating Unit				
3	Invoice Status	Select option: Approved & In-Process, Approved, In-Process, Cancelled, All				
4	Invoice Date	Click the Calendar icon to select dates Note: Date Range currently limited to 730 days				

- Review screen allows user to confirm details before progressing
  - ° Click the **Submit** button to continue, or
  - ° Click the **Back** button to change parameters

Supplier Portal				
	0			
	Define	Review		
Schedule Request: Review				
			Cancel Back	Submit
Name				
Program Name NSV	WH Supplier Invoice Status Report	:		
Parameters				
Sup Health Agency (Oper Invoice Invoice Invoi	plier Name rating Unit) All oice Status Approved and In-Proc Date From 29-Jun-2016 ce Date To 29-Jun-2017	ess		
			Cancel Back	Submit

#### Confirmation

- You will receive a confirmation message to advise your Report has been scheduled to run. The report will be emailed to you on completion of the request.
- ° Click **OK**

Supplier Portal	
Information Your request for NSWH Supplier Invoice Status Report has been scheduled. The Request ID is 31464638	
	<u>O</u> K

#### Requests

The final Requests page will provide a historic list of reports run for your organisation

° Click **Home** to return to the Portal home page

Supplier Portal		
Requests		
✓TIP Note: your report will be emailed to you on completion of the request		
	Home	Submit Report
Request Query Type All My Requests 🔽 Go		
Requests Summary Table		
Refresh		
Request ID Name	Phase	Status
31464638 NSWH Supplier Invoice Status Report	Completed	Normal
31460903 NSWH Supplier Portal MultiLoad File to OIT (NSWH Supplier Portal MultiLoad File to C	DT) Completed	Normal
31460892 NSWH Supplier Portal MultiLoad File to OIT (NSWH Supplier Portal MultiLoad File to C	DT) Completed	Normal

### **PO Inquiry**

**PO (Purchase Order) Inquiry** allows suppliers to view real-time Purchase Order information including PO item details, Ship-To Location and overall status.



Only NSW Health Oracle Purchase Orders are accessible via the NSWH Supplier Portal. *iPharmacy and CBord (Food Services) Purchase Orders are <u>not</u> accessible via this source.* 

Click View PO button on Home page



#### • Search Parameters

- <sup>o</sup> Enter data in search parameter/s (see View PO Parameters table below for details)
- ° Click Search



You must enter data in one of the following fields: PO Number or an Order Date, or alternatively enter a Health Agency and Buyer

Supplier Portal										
Supplier Portal >										
View Purchase Orders										
									Export	Home
Simple Search										
1 PO Number 2 Order Date										
3 Buyer	<b></b>									
4 Health Agency	Q									
5 Status	OPEN V Search Clear									
PO Number	Rev Health Agency	Buyer	Order Date	Total	Ship-To Location	Requisition	Requestor	Status	Note to Supplier	
No search conducted.										
									Export	Home

	View PO Parameters					
No.	Field	Description				
1	PO Number	Enter PO Number				
2	Order Date	Click the Calendar icon is to select a specific order date				
3	Buyer	Enter Buyer name				
4	Health Agency	To view all Health Agencies leave this field blank To view a single Health Agency, enter a wildcard (%), click the Search icon and then select the required Health Agency				
5	Status	Select option: OPEN or CLOSED				

#### • Search Results

<sup>o</sup> Search Results will appear in a table below the search parameters:

Supplier P	ortal								
Supplier Po	ortal >								
View Purc	chase Orders								
									Export Home
Simple S	earch								
	PO Number	_		-					
	Order Date	12-Dec-	2016 🗐						
	Buyer			, Q					
	Health Agency			, Q					
	Status	OPEN	~						
			Search	Clear					
PO Number	Rev Health Agency	Buyer	Order Date	Total	Ship-To Location	Requisition	Requestor	Status	Note to Supplier
27627053	0 Western Sydney Local Health District OU	HSNSW 1515, Training	12-Dec-2016	432.85	WMDH HospDock Dock8 365000	13098287	in the state	OPEN	Please email notice of backorders, price, unit of measure and quantity variances or any other Purchase Order billing issues Dakeshkuma, patel@health.nsw.gov.au , All invoices to be sent to Accounts Payable-HSNW-scp.apayable@health.nsw.gov.au
<u>27630713</u>	0 Western Sydney Local Health District OU	HSNSW 631, Training	12-Dec-2016	224.00	WMDH HospDock Dock8 365000	13099828	transfer to	OPEN	Please email notice of HIGHER PRICE ONLY, backorders, unit of measure and quantity variances, more than one delivery address to phillip.tan@health.nsw.gov.au Do not duplicate this order if received more than one copy. Thank you All invoices to be sent to Accounts Payable HSNSW- scp.apayable@health.nsw.gov.au

- Click Next 25 Next 25 
   to view further records in your search results. Page displays a maximum of 25 records
- Click a PO Number <u>Blue Link</u> to view PO details (refer View PO Number point below for more information)
- ° Click a **Buyer** <u>Blue Link</u> to view Buyer Details including name, email and phone number
- ° Click on Ship-To Location Blue Link to view Ship-To address details
- ° Click on column heading Order Date to Sort Data
- ° Click Export button to export results into Excel file

#### • View PO Number

° Click **PO Number** <u>Blue Link</u> to view PO details

PO								
Number	Rev	Health Agency	Buyer	Order Date	Total	Ship-To Location	<b>Requisition Request</b>	or Status
27627053	0	Western Sydney	HSNSW	12-Dec-2016	432.85	WMDH HospDock	13098287	OPEN
	1	Local Health District	<u>1515,</u>			Dock8 365000		
		OU	Training					

#### • View PO Details

P Refer to **View Purchase Order** table below for description of fields

Supplier Portal							
Supplier Portal > Vie	v Purchase Orders >						
Standard Purchase Or	der: 27627053, 0 (Total AUD	432.85)					
Currency=AUD						Actions	View PDF V Go Export
1							
Order Information							
CIUCI Internation					-		
General			Terms ar	nd Conditions	4 Sum	nma ry Total	432.85
Total			Payme	ent Terms 30 Days		Received	0.00
Supplier	tonic management for the					Invoiced	310.00
Supplier Site	and the second s		Ship-To /	Address	F	Payment Status	Not Paid
Address			Addre	ss Dock 8 Westmead Hosnital			
	and the second second		Addie	REDBANK ROAD NORTHMEAD			
Buyer	HSNSW 1515, Training			2152			
Order Date	12-Dec-2016 07:31:16			HOURS 7.00A M - 3.30PM MON-FRI			
Description	13098287			Northmead, 2152			
Note to Supplier	Dease email notice of bac	korders price unit of measure ar	d Dill To A	Idease			
Note to supplier	quantity variances or any	other Purchase Order billing issu	es to	301 C35			
	Rakeshkumar.patel@healt	h.nsw.gov.au , All invoices to be s	ent Addres	ss c/o ACCOUNTS PAYABLE			
On section 11-1	to Accounts Payable- HSN	SW-scp.apayable@health.nsw.go	v.au	LOCKED BAG 5270			
Operating Unit	Western Sydney Local Hea	alth District OU		PARRA MA TTA			
				, 2124			
PO Details					-		
2							
Show All Details   Hide	All Details						
Details Line Typ	e Item/Job	Supplier Item	Description	UOM	Q	)ty Pri	ce Amount Status
Show 1 Goo	ds	R31039	MEDILED MINI ARCRYLIC	LID WITH FILTERS EACH		1 175.	77 175.77 Open
⊕ Show 2     Goo	ds	R39255	MEDILED MINI PAD	SET OF 4		2 128.	54 257.08 Open
Return to View Purchase	Orders					Actions	View PDF V Go Export

	View Purchase Orders						
No.	Field	Description					
1	Order Information	Provides a general overview of the Purchase Order					
2	PO Details	Click 'Show All Details' to view Ship-To Location, Qty and Amount details, Promised Date, Need-By Date, Payment Status, and overall Status					
3	Actions	Select from options: View PDF, View Receipts, View Invoices or View Shipments					
4	Summary	Displays Invoice Amount Details and Payment Status.					



Click the <u>Return to View Purchase Orders</u> link at the bottom left of the page to return to previous PO Inquiry page

# **Support for the NSWH Supplier Portal**

For support with any NSWH Supplier Portal issues, please see the contact details below:

Navigation Support	Password/Technical Support
Support in the navigation and general use of the NSWH Supplier Portal	Support relating to your password, login, or other technical issues for the NSWH Supplier Portal
Contact our Accounts Payable Support Team;	Contact the State Wide Service Desk;
Phone: 1300 883 965 – Option 1	Phone: 1300 28 55 33 – Option 2 and Option 2
Email: <u>HSNSW-Supplier.Portal@health.nsw.gov.au</u>	

# Appendix 1 – Invoice Status Matrix

Invoice Status	Detailed Status	Payment Status	Action Required		
Cancelled	Unable to process - Illegible invoice - Notification sent	Un-paid			
	Unable to process - Invoice incorrectly billed - Notification sent	Un-paid	Please review notification received, amend		
	Unable to process - Invoice missing valid PO - Notification sent	Un-paid	invoices as instructed and resubmit to Accounts Payable.		
	Unable to process - Invalid invoice - Notification sent	Un-paid			
	Please contact Accounts Payable for further details	Un-paid	Please contact Accounts Payable for further details on 1300 883 965 Option 1.		
In-Process	Credit Memo Requested from Supplier	Un-paid	Please review notification received via email and action as requested.		
No results found	<no additional="" comment=""></no>	<na></na>	Please allow 48hrs from time of submission for your invoice to be visible. Before resubmitting your invoice please contact Accounts Payable on 1300 883 965 Option 1		

### **Action Required**

### **No Action Required**

Invoice Status	Detailed Status	Payment Status	Description			
Cancelled	Duplicate copy is present in the system	<na></na>	Invoice has been cancelled as a duplicate copy has already been processed.			
	In Progress with HealthShare Accounts Payable	Un-paid				
	Awaiting Health Agency Approval	Un-paid				
	Awaiting Health Agency Approval - No Purchase Order provided	Un-paid				
	Awaiting Health Agency Approval - GPAL PO Hold	Un-paid				
In Process	Awaiting Health Agency Approval - Pharmacy Hold	Un-paid	Invoice is in progress, please allow 5 business			
In-Process	Awaiting Health Agency Approval - Freight requires approval	Un-paid	days for processing.			
	Awaiting Health Agency Approval - Qty Receipt Hold	Un-paid				
	In Progress with HealthShare Procurement & Logistics	Un-paid				
	In Progress with HealthShare Procurement & Logistics - Qty Order Variance	Un-paid				
	In Progress with HealthShare Procurement & Logistics - Price Variance	Un-paid				
<b>A</b>	<no additional="" comment=""></no>	Un-paid	Invoice is available for payment, payment will occur at the discretion of the Health Agency.			
Approved	<no additional="" comment=""></no>	Paid	Invoice has been paid, refer to payment number for details.			
End of User Guide						