

## London Borough of Camden

### Internet Supplier Portal (ISP)

- Invoice Creation
- View Options

### User Manual

## Contents

Introduction .....	4
1. Logging into Oracle .....	5
2. Access the Create Invoice and View/Query options .....	7
3. View Your Purchase Order.....	8
4. Create Your Invoice .....	11
5. Freight or Miscellaneous Charges .....	18
6. Delete an Invoice Line .....	19
7. Cancel or Delete an Invoice .....	19
8. View an Invoice.....	20
9. View Your Payment and Remittance .....	22

## Introduction

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This document relates to the Oracle Internet Supplier Portal where the supplier's standard invoicing method is to:

- Create and Submit invoices on the supplier portal

The document also provides the steps involved for the supplier to View/Query:

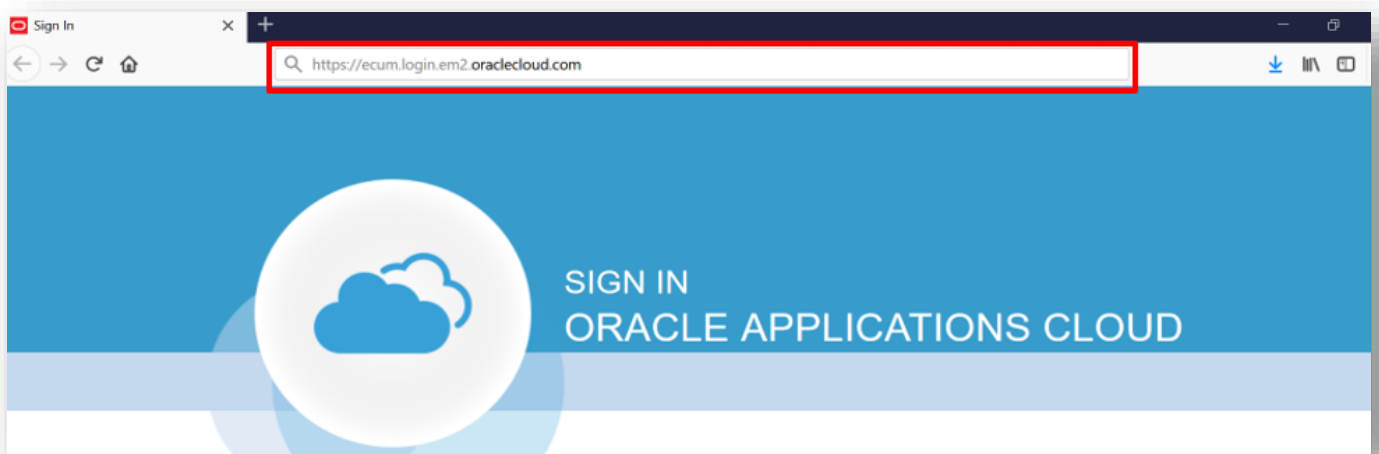
- Purchase Orders
- Invoices
- Payments
- Remittances

## 1. Logging into Oracle

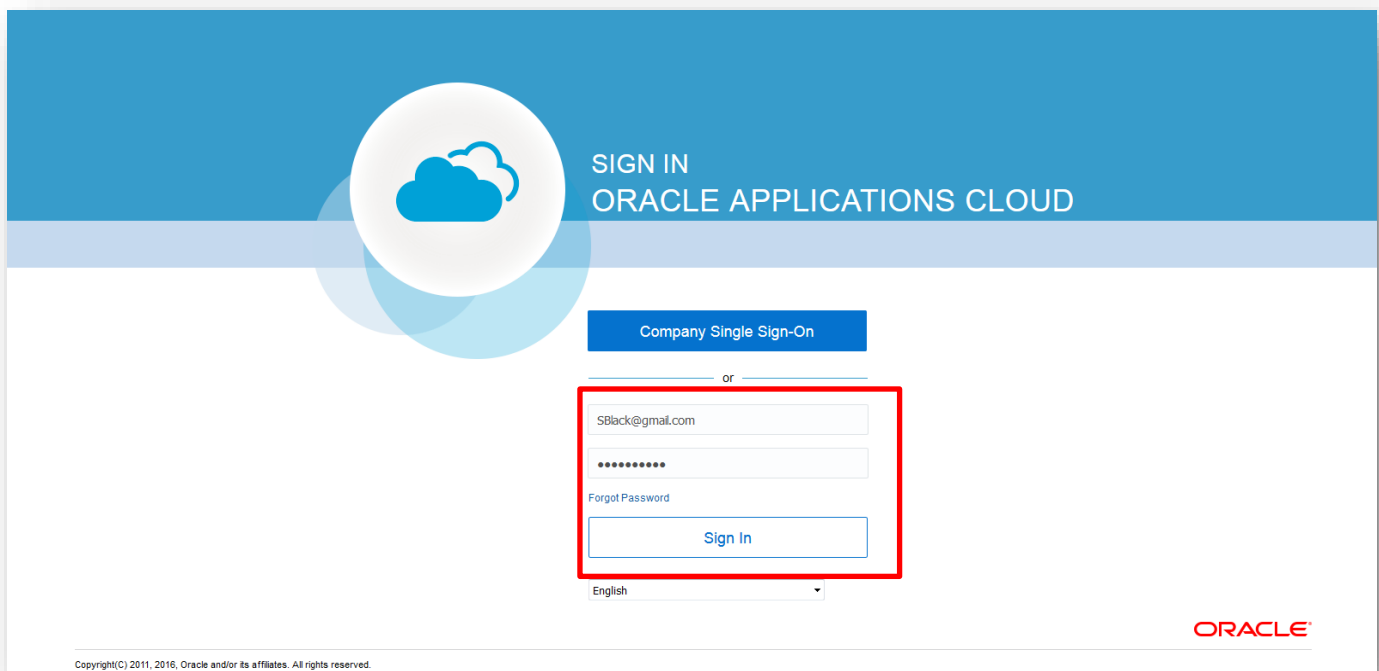
This section consist of the details on how to log into the Supplier Portal on Oracle. The preferred browsers to use are Mozilla Firefox or Chrome.

1. Go to your browser and enter the Oracle site URL:

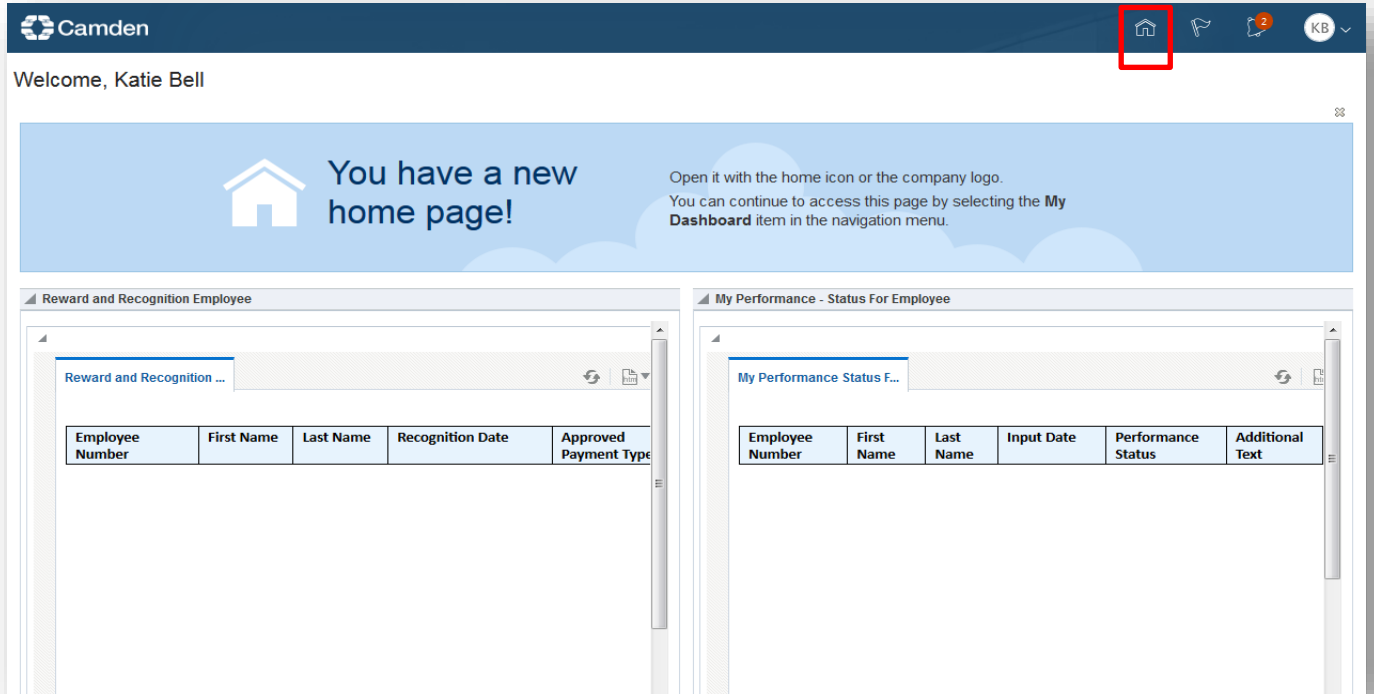
<https://ecum.login.em2.oraclecloud.com>



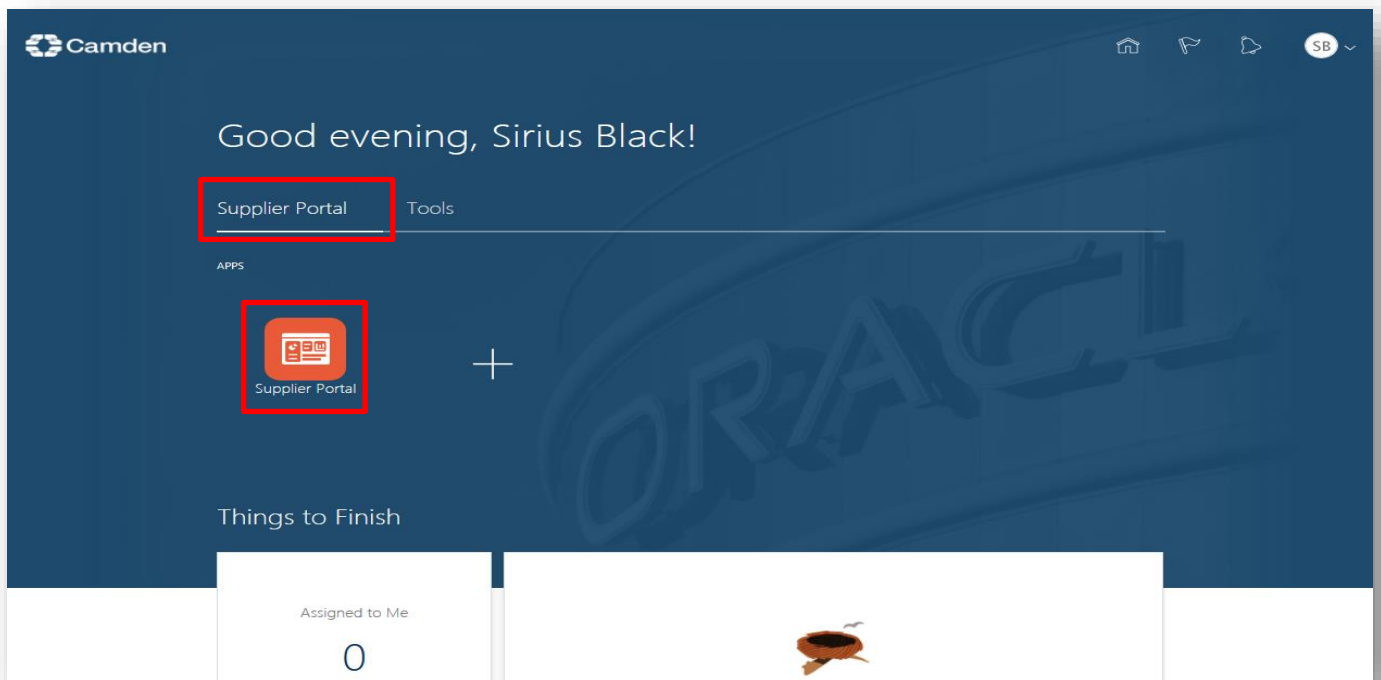
2. Enter your **Email** and **Password** and click **Sign In**.



- Logging into Oracle for the first time that day takes you to the landing page. Click on the **Home** button at the top of the page to take you to the Oracle Home page.



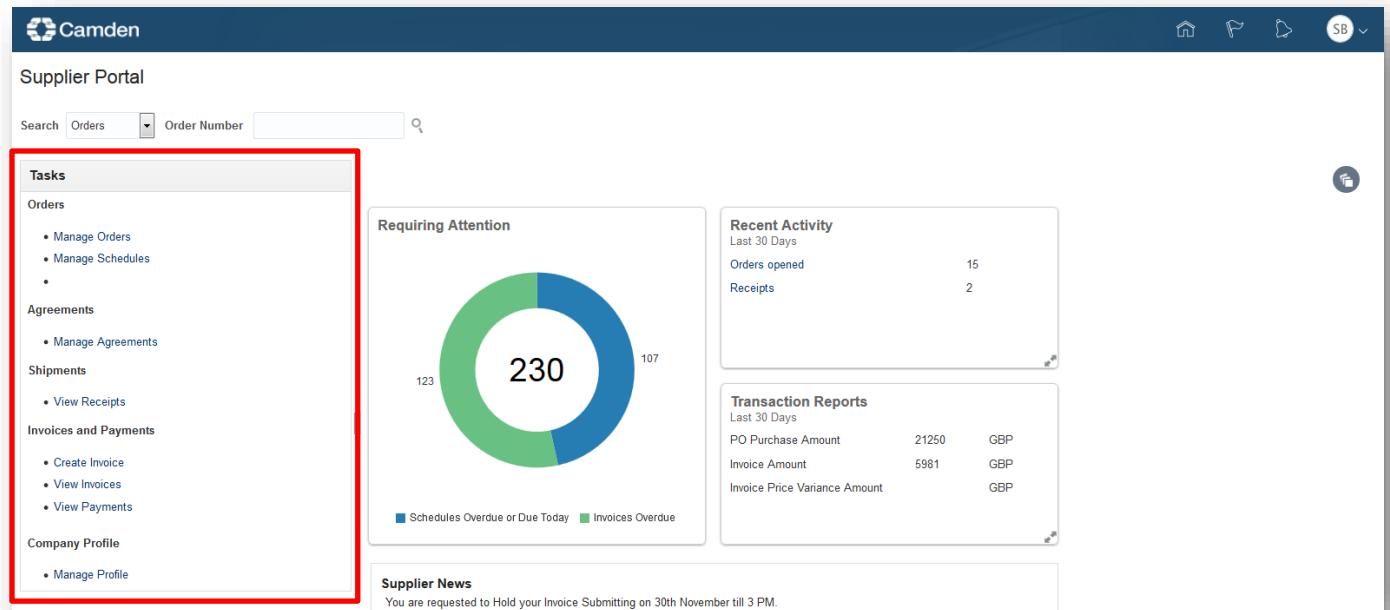
- On the Oracle Home page, click on the **Supplier Portal** heading, then the **Supplier Portal** module to access the Create Invoice and View option areas.



## 2. Access the Create Invoice and View/Query options

This section consist of the details on how to Create an Invoice and View/Query Purchase Orders, Invoices, Payments and Remittances.

These options are found under the **Tasks** segment of the Supplier Portal page.



**Supplier Portal**

Search  Orders  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Shipments
  - View Receipts
- Invoices and Payments
  - Create Invoice
  - View Invoices
  - View Payments
- Company Profile
  - Manage Profile

**Requiring Attention**

230

123 Schedules Overdue or Due Today 107 Invoices Overdue

**Recent Activity**  
Last 30 Days

Orders opened	15
Receipts	2

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	21250	GBP
Invoice Amount	5981	GBP
Invoice Price Variance Amount		GBP

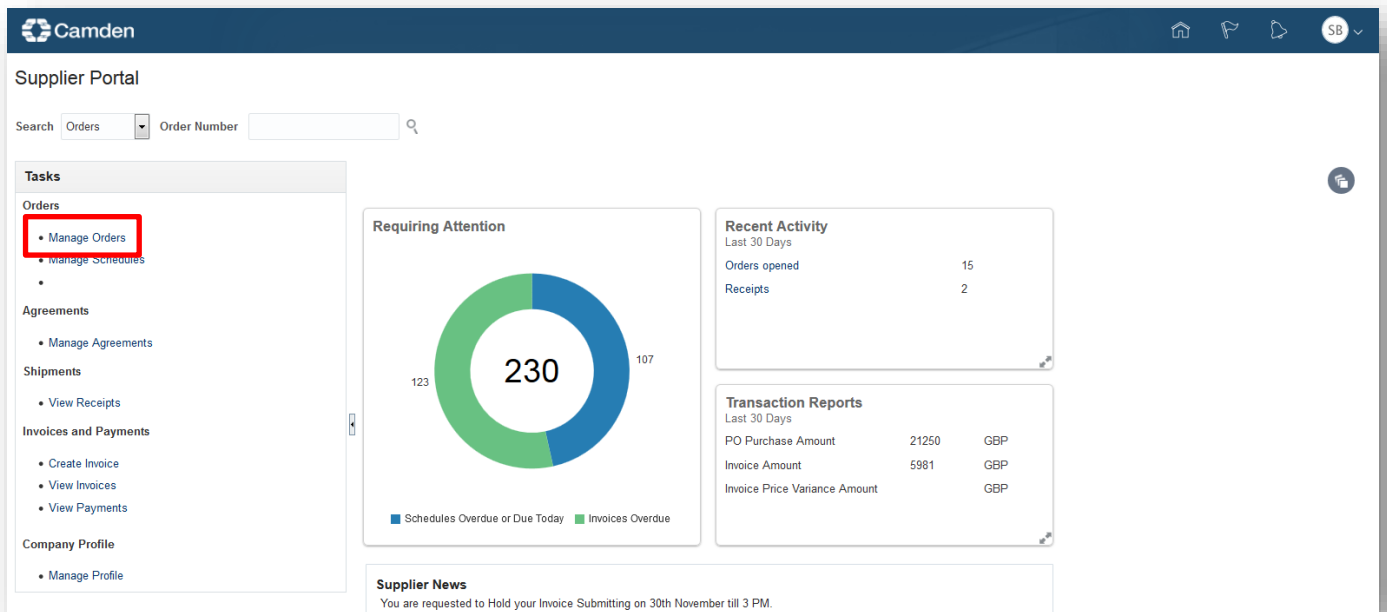
**Supplier News**  
You are requested to Hold your Invoice Submitting on 30th November till 3 PM.

### 3. View Your Purchase Order

This section consist of details on how to view your purchase orders. This includes viewing the purchase order status, e.g. if the purchase order is open or how much money is remaining on it.

After navigating to the Tasks segment on the Supplier Portal page shown above:

1. Click on **Manage Orders**



Supplier Portal

Search  Orders  Order Number

**Tasks**

- Orders
  - Manage Orders**
  - manage Schedules
- Agreements
  - Manage Agreements
- Shipments
  - View Receipts
- Invoices and Payments
  - Create Invoice
  - View Invoices
  - View Payments
- Company Profile
  - Manage Profile

**Requiring Attention**

230

123 107

■ Schedules Overdue or Due Today ■ Invoices Overdue

**Recent Activity**

Last 30 Days

Orders opened	15
Receipts	2

**Transaction Reports**

Last 30 Days

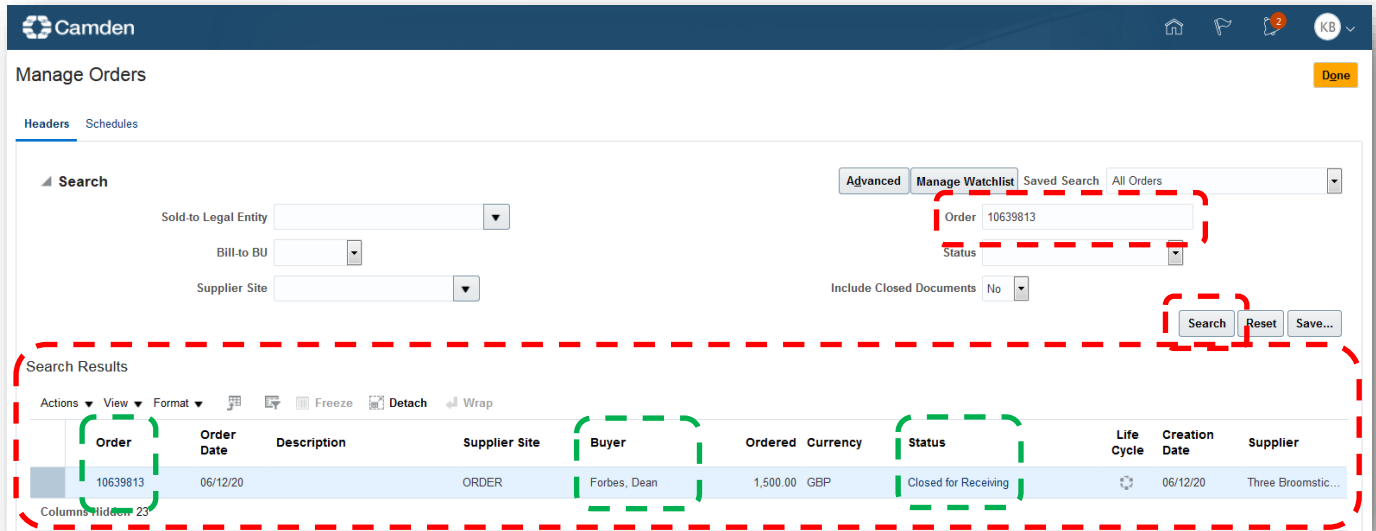
PO Purchase Amount	21250	GBP
Invoice Amount	5981	GBP
Invoice Price Variance Amount		GBP

**Supplier News**

You are requested to Hold your Invoice Submitting on 30th November till 3 PM.

2. Search for the purchase order

- Enter the purchase order in the **Order** field and click on **Search**. The purchase order is then listed, including details such as the **Order Date**, **Buyer** and **PO Status**



The screenshot shows the 'Manage Orders' interface in the Camden system. The search filters are set to 'Advanced' and 'Manage Watchlist'. The search criteria include 'Order' 10639813 and 'Status' 'Closed for Receiving'. The search results table is as follows:

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	Supplier
10639813	06/12/20		ORDER	Forbes, Dean	1,500.00	GBP	Closed for Receiving		06/12/20	Three Broomstic...

- Common purchase order statuses (*if unsure of the PO status contact the Buyer*):
  - **On Hold**: The Purchase Order is on hold
  - **Closed for Receiving**: The Purchase Order is Fully Received
  - **Closed for Invoicing**: The Purchase Order is Fully Invoiced
  - **Open**: The Purchase Order is open
  - **Cancelled**: The Purchase Order is cancelled
  - **Pending Change Approval**: The Purchase Order was revised and sent for approval to the related Camden staff member



### 3. Click on the purchase order

**Manage Orders**

Search filters: Sold-to Legal Entity, Bill-to BU, Supplier Site, Order (10639646), Status, Include Closed Documents (No).

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
10639646	18/11/20		ORDER	Equabalidet, Beniam	100.00	GBP	Open		18/11/20

- The Purchase Order page opens with more detail including the Description

**Purchase Order: 10639813**

Buttons: View PDF, Actions, Done

**Main**

**General**

Sold-to Legal Entity	London Borough of Camden	Supplier	Three Broomsticks Inc.	Ordered	1,500.00 GBP
Bill-to BU	Camden BU	Supplier Site	ORDER	Description	
Order	10639813	Supplier Contact		Source Agreement	
Status	Closed for Receiving	Bill-to Location	Central Invoicing Team	Supplier Order	
Buyer	Dean Forbes	Ship-to Location	5PS No Delivery Required		
Creation Date	06/12/20				

**Terms** Notes and Attachments

Required Acknowledgment	None	Shipping Method	
Payment Terms	28 Days	Freight Terms	— Pay on receipt
		FOB	— Confirming order

**Additional Information**

Contract Number: Contact Person:

**Lines** Schedules

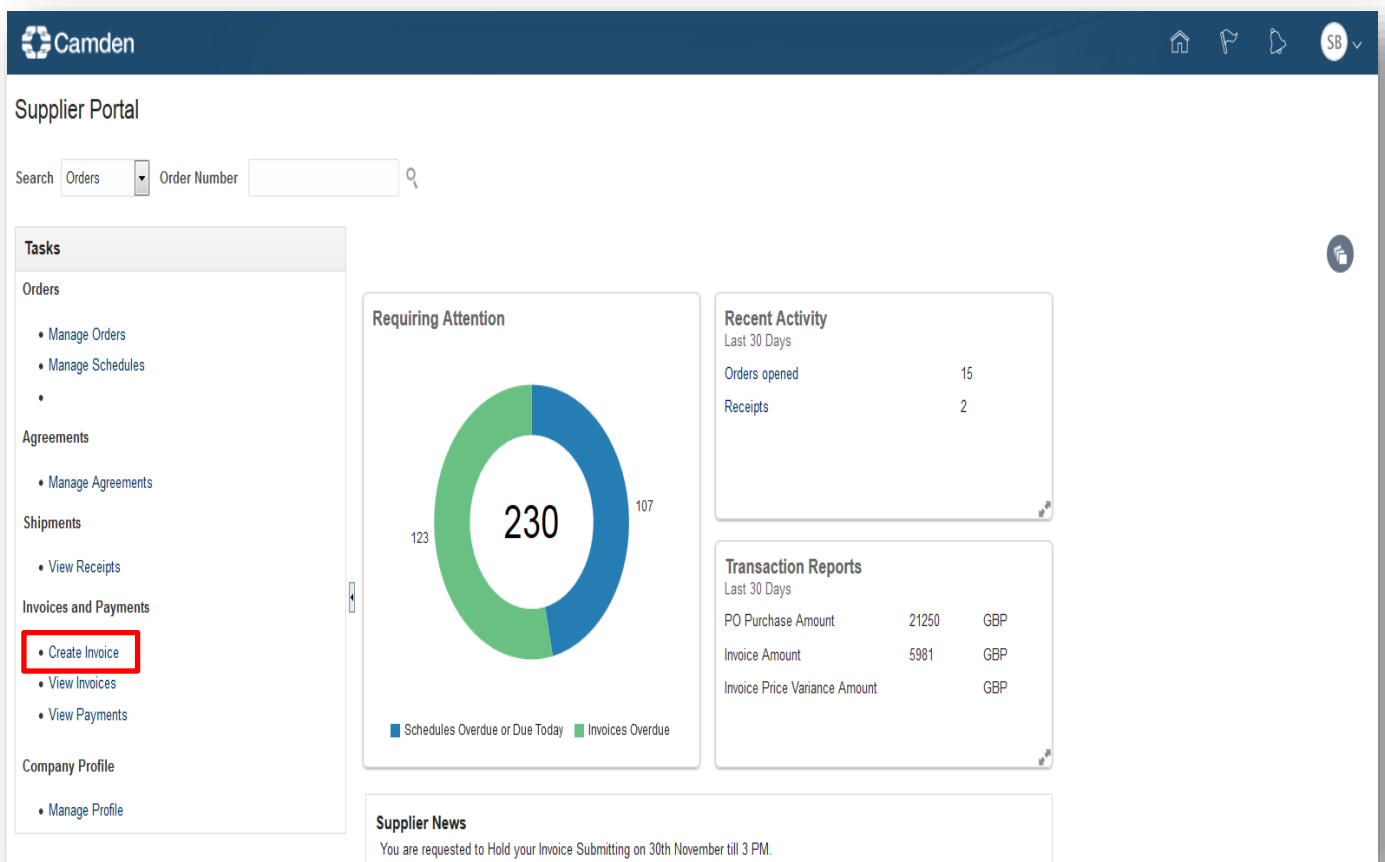
Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		Consultancy - December 2020			1,500.00	1,500.00	Closed for ...

## 4. Create Your Invoice

This section provides steps on how to create and submit a Purchase Order matched invoice.

**Note: Invoices cannot be submitted with POs that are Closed or Cancelled.**


### 1. Click on Create Invoice



The screenshot displays the Camden Supplier Portal interface. The top navigation bar includes the Camden logo, a search bar, and user profile information (SB). The main content area is titled "Supplier Portal" and features a search bar with a dropdown menu set to "Orders" and an "Order Number" input field. A left-hand navigation menu lists various tasks, with "Create Invoice" highlighted under the "Invoices and Payments" section. The main dashboard area contains several widgets: "Requiring Attention" with a donut chart showing 230 total items (123 Schedules Overdue or Due Today and 107 Invoices Overdue); "Recent Activity" showing 15 Orders opened and 2 Receipts in the last 30 days; "Transaction Reports" showing PO Purchase Amount (21250 GBP), Invoice Amount (5981 GBP), and Invoice Price Variance Amount (GBP); and "Supplier News" with a message about invoice submission on 30th November.

2. The **Create Invoice** page opens:

*Note: All fields on this page with an asterisk is mandatory*

 Camden

[Home](#)
[Flag](#)
[Refresh](#)
SB

Create Invoice

Invoice Actions ▾
 [Save](#)
[Save and Close](#)
[Submit](#)
[Cancel](#)

**\* Identifying PO**

Supplier THE LEAKY CAULDRON

Taxpayer ID 6652349

**\* Supplier Site**

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

**\* Number**

**\* Date** dd/mm/yy

**\* Type** Invoice

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

Address

Lines

View ▾
+
×
E
Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display.											
<b>Total</b>											

Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

	Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
					0.00	0.00

3. In the **Header** segment enter details in the following fields:

- **Identifying PO:** The Purchase Order number. Entering a PO number auto populates the Supplier Site and Address fields
- **Remit-to Bank Account:** Click on the dropdown menu to confirm and select the bank account
- **Number:** Enter the Invoice Number
- **Date:** Enter the Date for the Invoice
- **Type:** The default option is *Invoice*. Click on the dropdown menu and select *Credit Memo* if submitting a credit note

**Create Invoice**

Invoice Actions: Save, Save and Close, Submit, Cancel

\* Identifying PO: 10639647  
 Supplier: THE LEAKY CAULDRON  
 Taxpayer ID: 6652349  
 \* Supplier Site: REMIT  
 Address: 25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H 5YQ  
 Supplier Tax Registration Number: [ ]

Remit-to Bank Account: 12345678  
 Unique Remittance Identifier: [ ]  
 Unique Remittance Identifier Check Digit: [ ]  
 Description: [ ]  
 Attachments: None +

\* Number: 123456  
 \* Date: 06/12/20  
 \* Type: Invoice  
 Invoice Currency: GBP - Pound Sterling  
 Payment Currency: GBP - Pound Sterling

Customer  
 \* Customer Taxpayer ID: Borough 2  
 Name: London Borough of Camden  
 Address: [ ]

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display.											
Total											

4. In the **Lines** segment:

- Click on the **Select and Add** button

**Create Invoice**

Invoice Actions: Save, Save and Close, Submit, Cancel

\* Identifying PO: 10639647  
 Supplier: THE LEAKY CAULDRON  
 Taxpayer ID: 6652349  
 \* Supplier Site: REMIT  
 Address: 25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H 5YQ  
 Supplier Tax Registration Number: [ ]

Remit-to Bank Account: 12345678  
 Unique Remittance Identifier: [ ]  
 Unique Remittance Identifier Check Digit: [ ]  
 Description: [ ]  
 Attachments: None +

\* Number: 123456  
 \* Date: 06/12/20  
 \* Type: Invoice  
 Invoice Currency: GBP - Pound Sterling  
 Payment Currency: GBP - Pound Sterling

Customer  
 \* Customer Taxpayer ID: Borough 2  
 Name: London Borough of Camden  
 Address: [ ]

Lines

View + - **Select and Add** Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display.											
Total											

- The **Select and Add: Purchase Orders** pop up window opens
  - Select the appropriate **Purchase Order Line**, click on **Apply** and **OK**

**Select and Add: Purchase Orders**

**Search**

Advanced Saved Search

\*\* Purchase Order 10639647

\*\* Consumption Advice

\*\* Creation Date dd/mm/yy HH:mm

Search Reset Save...

**Search Results**

View Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
10639647	1	1				Training and Develo...	SPS No Delivery Re...	1,500.00

Apply OK Cancel

- The Purchase Order detail populates on the Lines segment
  - Scroll over to the right of the page and confirm and/or edit the Invoice Net **Amount**

**Create Invoice**

Invoice Actions Save Save and Close Submit Cancel

Identifying PO 10639647 Supplier THE LEAKY CAULDRON Taxpayer ID 6652349 Supplier Site REMIT Address 25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H 5YQ Supplier Tax Registration Number

Remit-to Bank Account 12345678 Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments None

Number 123456 Date 05/12/20 Type Invoice Invoice Currency GBP - Pound Sterling Payment Currency GBP - Pound Sterling

Customer Customer Taxpayer ID Borough 2 Name London Borough of Camden Address

**Lin...**

Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Training and Development...	5PS No Delivery P	STANDARD						1,500.00
								1,500.00

7. Confirm or Select the correct **Tax** to be applied to the invoice

- Scroll over to the right on the Lines segment and click on the **Tax Classification** dropdown menu.

**Identifying PO** 10639647  
**Supplier** THE LEAKY CAULDRON  
**Taxpayer ID** 6652349  
**Supplier Site** REMIT  
**Address** 25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H 5YQ  
**Supplier Tax Registration Number**

**Remit-to Bank Account** 12345678  
**Unique Remittance Identifier**  
**Unique Remittance Identifier Check Digit**  
**Description**  
**Attachments** None +

**Number** 123456  
**Date** 06/12/20  
**Type** Invoice  
**Invoice Currency** GBP - Pound Sterling  
**Payment Currency** GBP - Pound Sterling

**Customer**  
**Customer Taxpayer ID** Borough 2  
**Name** London Borough of Camden  
**Address**

**Lin...**

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		Training and Development ...	5PS No Delivery F	STANDARD					1,500.00

**Summary Tax Lines**

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	Amount
No data to display.					

- **EXEMPT** – The goods/service is exempt from VAT
- **NON-BUSINESS** – N/A
- **ZERO** – The goods/service is zero rated
- **STANDARD** – 20% VAT
- **VAT ONLY INVOICE** – N/A
- **REDUCED** – 5% VAT

### 8. Calculate Tax

- Go up to the top of the page and click on the **Invoice Actions** dropdown menu
- Select **Calculate Tax**

- **Exclusive Tax** is calculated
- The total **Invoice Amount** is calculated

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	UK_CAMDEN	VAT	UK_JURISDICT...	RECOVERABLE	STANDARD	20		20

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
100.00	0.00	0.00	0.00	20.00	120.00

### 9. Save and Submit the Invoice

- Go to the top of the page and click on **Save**  
*Note: Once saved the invoice number cannot be reused*

The screenshot shows the 'Create Invoice' form in the Camden system. The 'Invoice Actions' dropdown menu is open, and the 'Save' button is highlighted with a red box. The form contains the following data:

Identifying PO	10639647	Remit-to Bank Account	12345678	* Number	123456
Supplier	THE LEAKY CAULDRON	Unique Remittance Identifier		Date	06/12/20
Taxpayer ID	6652349	Unique Remittance Identifier Check Digit		Type	Invoice
Supplier Site	REMIT	Description		Invoice Currency	GBP - Pound Sterling
Address	25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H 5YQ	Attachments	None +	Payment Currency	GBP - Pound Sterling
Supplier Tax Registration Number					

- Click on **Submit** to finally submit the invoice

The screenshot shows the 'Create Invoice' form in the Camden system. The 'Invoice Actions' dropdown menu is open, and the 'Submit' button is highlighted with a red box. The form contains the same data as the previous screenshot:

Identifying PO	10639647	Remit-to Bank Account	12345678	* Number	123456
Supplier	THE LEAKY CAULDRON	Unique Remittance Identifier		Date	06/12/20
Taxpayer ID	6652349	Unique Remittance Identifier Check Digit		Type	Invoice
Supplier Site	REMIT	Description		Invoice Currency	GBP - Pound Sterling
Address	25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H 5YQ	Attachments	None +	Payment Currency	GBP - Pound Sterling
Supplier Tax Registration Number					

- A banner pops up confirming that the invoice was submitted

The screenshot shows the Camden system with a confirmation banner at the top. The banner text is: **Invoice 123456 has been submitted.** Below the banner, the 'Invoice: 123456' summary page is displayed, showing the following data:

Identifying PO	10639647	Remit-to Bank Account	12345678	Number	123456
Supplier	THE LEAKY CAULDRON	Unique Remittance Identifier		Date	06/12/20
Taxpayer ID	6652349	Unique Remittance Identifier Check Digit		Type	Invoice
Supplier Site	REMIT	Description		Invoice Currency	GBP
Address	25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H 5YQ	Attachments	None	Payment Currency	GBP
Supplier Tax Registration Number					

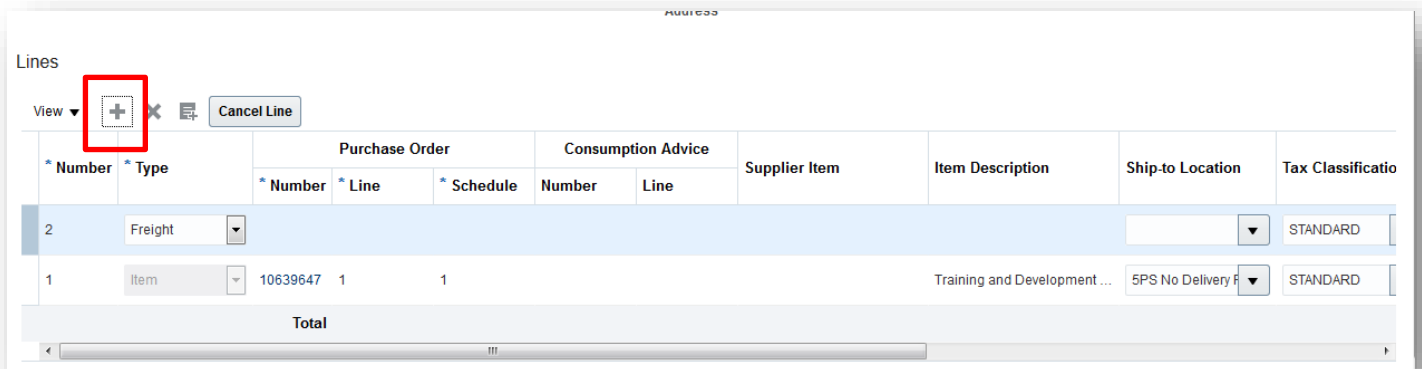


## 5. Freight or Miscellaneous Charges


Freight or Miscellaneous Charges are **only** applicable if there is a Freight or Miscellaneous charge **not originally accounted for in the purchase order**

After creating the PO matched invoice line (See section 4 above)

- Click on the **Add (+)** button in the Lines segment. An additional line is added.

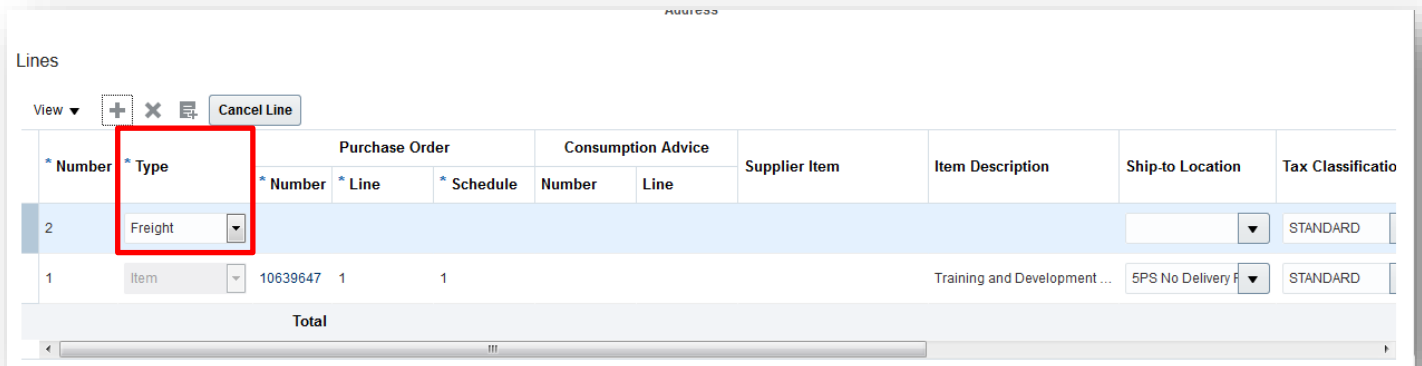


Lines


View ▾ **+** ×  Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classificatio
		* Number	* Line	* Schedule	Number	Line				
2	Freight									STANDARD
1	Item	10639647	1	1			Training and Development ...	5PS No Delivery F		STANDARD
Total										

- From the **Type** dropdown menu, select **Freight** or **Miscellaneous**



Lines

View ▾ **+** ×  Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classificatio
		* Number	* Line	* Schedule	Number	Line				
2	Freight									STANDARD
1	Item	10639647	1	1			Training and Development ...	5PS No Delivery F		STANDARD
Total										

- Follow the steps to select the correct **Tax Classification**
- Enter the freight or miscellaneous **Amount** to be charged
- Follow the steps to **Calculate Tax**
- Finally **Save** and **Submit** the invoice

## 6. Delete an Invoice Line

An invoice line can be deleted if created in error but before it is submitted.

- Select the invoice line to be deleted and click on the **Delete (X)** button

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
2	Freight									STANDARD
1	Item	10639647	1	1				Training and Development ...	5PS No Delivery F	STANDARD
<b>Total</b>										

- You cannot Delete an Invoice Line if the tax is already calculate. The only option available is to **Cancel Line** which will not delete the line but will reduce the line value to zero '0'.

## 7. Cancel or Delete an Invoice

To **Cancel** or **Delete** an invoice, go to the **Invoice Action** dropdown menu and select:

- Cancel Invoice or
- Delete Invoice

**Create Invoice**

Identifying PO: 10639647  
 Supplier: THE LEAKY CAULDRON  
 Taxpayer ID: 6652349  
 Supplier Site: REMIT  
 Address: 25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H 5YQ  
 Supplier Tax Registration Number: [ ]

Remit to Bank Account: 12345678  
 Unique Remittance Identifier: [ ]  
 Unique Remittance Identifier Check Digit: [ ]  
 Description: [ ]  
 Attachments: None +

Invoice Actions: Save Save and Close Submit Cancel  
 Calculate Tax Ctrl+Alt+X  
 Cancel Invoice  
 Delete Invoice

12345678  
 07/12/20  
 Type: Invoice  
 Invoice Currency: GBP - Pound Sterling  
 Payment Currency: GBP - Pound Sterling

Customer

## 8. View an Invoice

To view an Invoice, navigate to the Supplier Portal page and click on **View Invoices**

- The View Invoices page opens

- Invoice search options include the following fields:
  - **Invoice Number** – Enter the invoice number in this field and click on **Search**
  - **Supplier** – Click on the dropdown menu, select the supplier name and click on **Search** to search for all invoices
  - **Purchase Order** – Enter the purchase order number associated with the invoice and click on **Search**

**Note: Fields with double asterisks [\*\*] – At least one is required to perform the search**

- After clicking on Search, the invoice is listed in the **Search Results** which show details on the invoice including the **Invoice Status**

**View Invoices** Done

**Search** Advanced Saved Search All Invoices

**\*\* Invoice Number**

**\*\* Supplier** Three Broomsticks Inc.

Supplier Site

**\*\* Purchase Order**

Consumption Advice

Invoice Status

Paid Status

Payment Number

**\*\* At least one is required**

**Search Results**

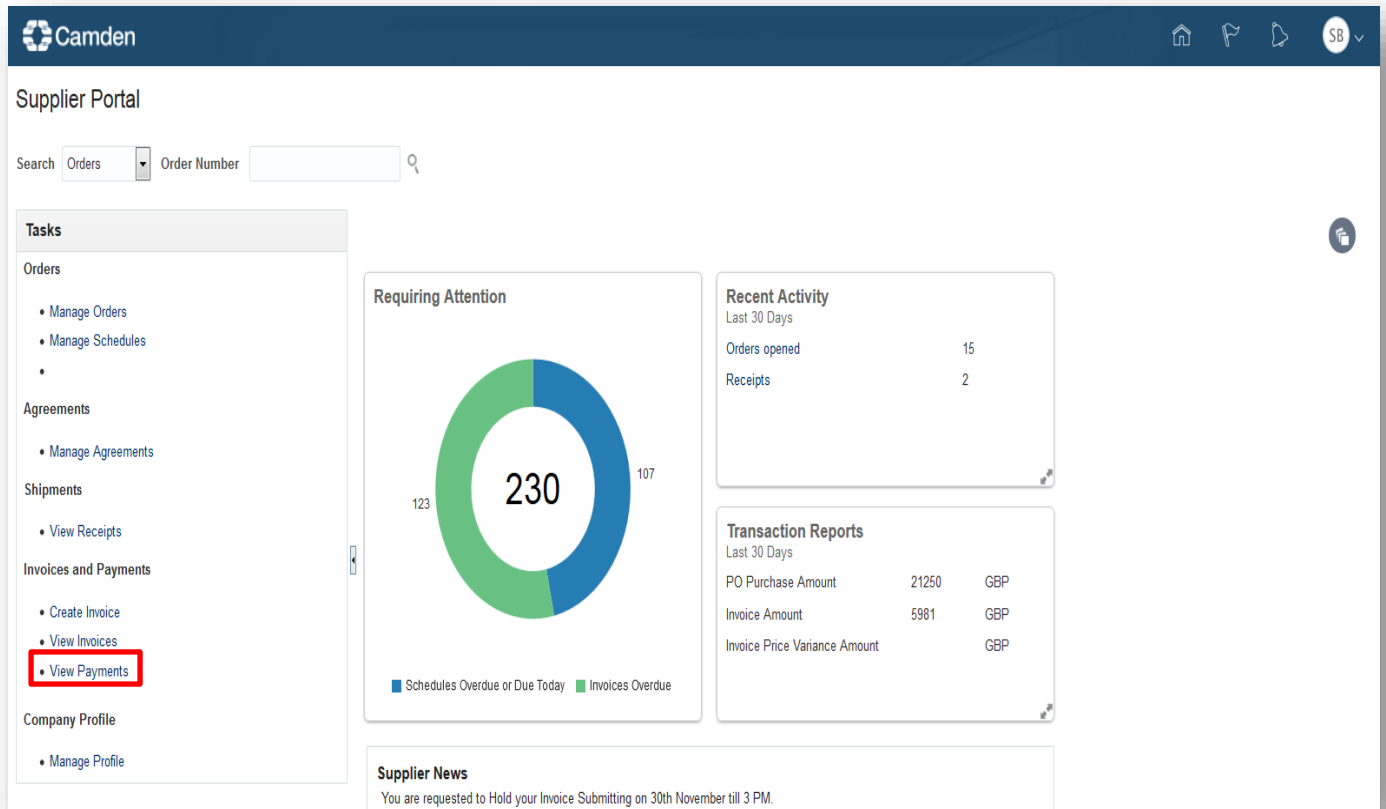
View

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status
10976	29/09/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	91,999.20 GBP	Approved
10919	30/07/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	42,408.00 GBP	Approved
10889	24/06/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	91,998.60 GBP	Approved
10862	28/05/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	91,998.60 GBP	Approved
10841	29/04/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	91,998.60 GBP	Approved
10841A	29/04/20	Standard	10639644	Three Broomsticks Inc.	REMIT	120.00 GBP	120.00 GBP	On hold

- Click on the Invoice Number to drill down further into the invoice details

## 9. View Your Payment and Remittance

### 1. Navigate to the Supplier Portal page and click on **View Payments**



The screenshot displays the Camden Supplier Portal interface. On the left is a navigation menu with categories: Orders, Agreements, Shipments, Invoices and Payments, and Company Profile. Under 'Invoices and Payments', the 'View Payments' option is highlighted with a red box. The main content area features a search bar, a 'Requiring Attention' donut chart, a 'Recent Activity' table, a 'Transaction Reports' table, and a 'Supplier News' section.

**Requiring Attention**

Category	Count
Schedules Overdue or Due Today	107
Invoices Overdue	123
<b>Total</b>	<b>230</b>

**Recent Activity**  
Last 30 Days

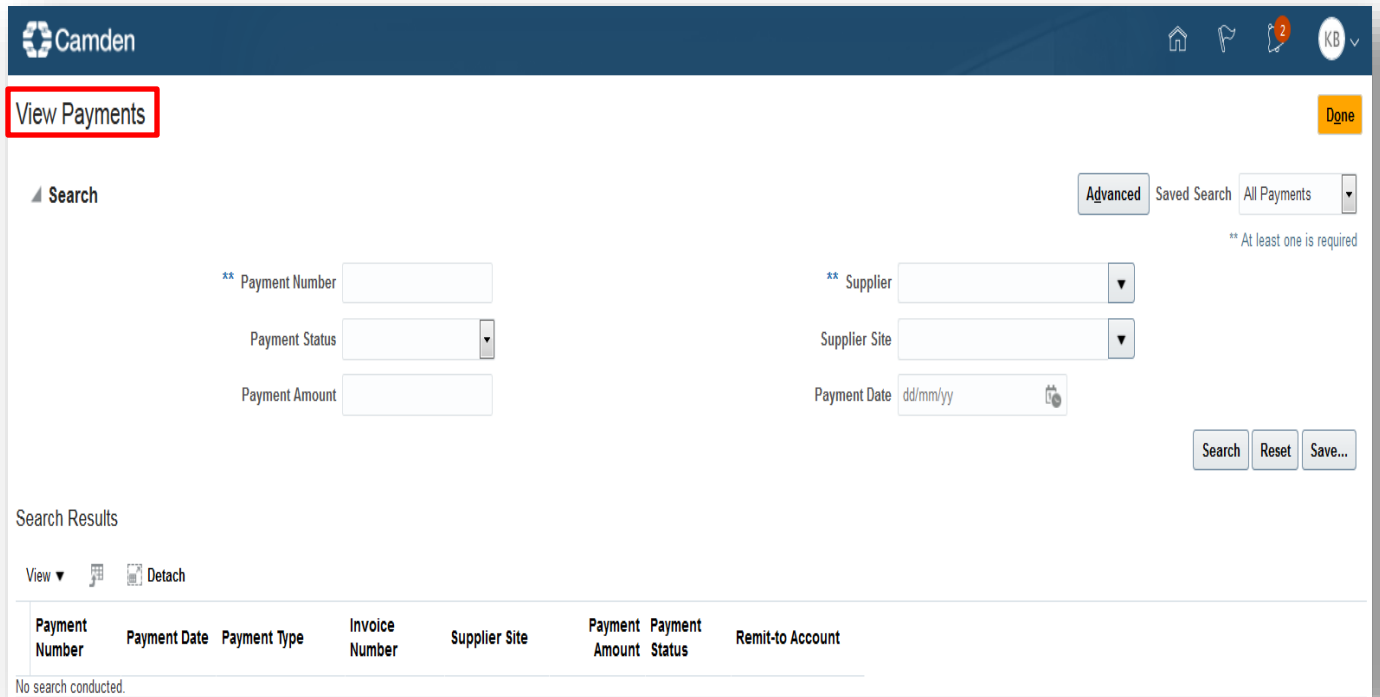
Orders opened	15
Receipts	2

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	21250	GBP
Invoice Amount	5981	GBP
Invoice Price Variance Amount		GBP

**Supplier News**  
You are requested to Hold your Invoice Submitting on 30th November till 3 PM.

## 2. The View Payments page opens



**View Payments** Done

Search Advanced Saved Search All Payments

**\*\*** Payment Number  **\*\*** Supplier

Payment Status  Supplier Site

Payment Amount  Payment Date dd/mm/yy

\*\* At least one is required

Search Reset Save...

Search Results

View   Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.							

- Invoice search options include the following fields:
  - **Payment Number** – Enter the remittance or cheque number and click on **Search**
  - **Supplier** – Click on the dropdown menu, select the supplier name and click on **Search** to search for all payments

**Note: Fields with double asterisks [\*\*] – At least one is required to perform the search**

View Payments

Search

Advanced Saved Search All Payments

\*\* At least one is required

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier Three Broomsticks Inc.

Supplier Site

Payment Date dd/mm/yy

Search Reset Save...

Search Results

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier Site	Payment Amount	Payment Status	Remit-to Account
120789	27/10/20	Payment Process Request	10976	REMIT	91,999.20 GBP	Cleared	34561768
111506	27/08/20	Payment Process Request	10919	REMIT	42,408.00 GBP	Cleared	34561768
105791	22/07/20	Payment Process Request	10889	REMIT	91,998.60 GBP	Cleared	34561768
101814	25/06/20	Payment Process Request	10862	REMIT	91,998.60 GBP	Cleared	34561768
96986	27/05/20	Payment Process Request	10841	REMIT	91,998.60 GBP	Cleared	34561768
87643	03/04/20	Payment Process Request	10765	REMIT	38,657.10 GBP	Cleared	34561768

- After clicking on Search, the payment is listed in the **Search Results** which show details on the payment including:
  - The **Payment Number** (remittance)
  - The **Payment Date** (date payment left Camden)
  - The **Invoice Number** (including multiple invoices)
  - The **Payment Amount** (total payment made)
  - The **Remit-to Account** (bank account paid into)
- Clicking on the Payment Number drills down further into the payment where the number of invoices paid and other details are shown

