

# Supplier Portal Transactions

## Introduction

This guide displays the Supplier Portal tasks to:

- View purchase Orders (PO) raised
- Create Invoices linked to Purchase Orders
- Create Invoices without Purchase Orders

The screenshot displays the LSEG Supplier Portal interface. At the top, the LSEG logo is visible on the left, and navigation icons (home, list, notifications, and a user profile icon labeled 'CB') are on the right. Below the header, the page is titled 'Supplier Portal'. A search bar is present with a dropdown menu set to 'Orders' and an 'Order Number' input field. A left-hand navigation menu lists various tasks categorized under Orders, Shipments, Invoices and Payments, Negotiations, Auctions from Seller, Qualifications, Products, and Company Profile. The main content area features a 'Requiring Attention' section with a donut chart showing 1 item (Questionnaires). To the right, there are two boxes for 'Recent Activity' and 'Transaction Reports', both indicating 'No data available' for the last 30 days. Below these, a 'Supplier News' section provides a welcome message and links to LSEG's sustainability strategy. Further down, an 'Invoicing' section outlines payment terms and conditions, and an 'AP Invoice Queries' section provides contact information for account payable issues. The bottom of the page includes a 'Purchase Order Terms and Conditions' link and a 'Supplier Support' section with contact details.

# Supplier Portal Transactions

## 1. View purchase Order

- Navigation – Search for “**Orders**”
- Enter relevant order number

1

Supplier Portal

Search

Orders

Order Number

541PO000000064

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- Manage Questionnaires
- View Qualifications

Products

- Manage Item Change Orders

Company Profile

- Manage Profile

Requiring Attention

25

25

Invoices Overdue

Recent Activity

Last 30 Days

Orders changed or canceled	3
Orders opened	51
Receipts	16
Payments	4

Transaction Reports

Last 30 Days

PO Purchase Amount	109K	GBP
Invoice Amount	292K	GBP
Invoice Price Variance Amount	0	GBP

Supplier News

Welcome to the London Stock Exchange Group ("LSEG")!

We are committed to evaluating new and adaptive Suppliers to meet our evolving needs. We look for strong capabilities, high-quality and attractive commercial offerings that build long lasting partnerships. We partner with our Suppliers to drive savings, ensure compliance, manage demand and reduce supply chain risk to drive LSEG's profitability and competitive advantage. LSEG is committed to making Supplier Sustainability an integral part of the way it does business. You can find more about LSEG's sustainability ambitions here - as link: <https://www.lseg.com/en/sustainability-strategy>

Invoicing

\* We aim to pay all Invoices with correct Purchase Order ("PO") numbers as per the contracted due date or as per the terms and conditions.

\* We operate a strict no-PO-no-pay policy which means you must have a valid Purchase Order before starting work and submitting an Invoice for payment.

\* Always ask for a PO from your LSEG contact.

\* LSEG standard payment terms are Net 60 days from the date the Invoice is received by LSEG, except where country laws and legislation dictate that separate payment terms must be applied.

AP Invoice Queries

If you have any questions or issues, please contact [Accountspayable@lseg.com](mailto:Accountspayable@lseg.com)

Purchase Order Terms and Conditions

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Supplier Support

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# Supplier Portal Transactions

## 2. View Purchase Order

- Note Order Life Cycle on righthand side of the page
- **Click on “View PDF”** to download the purchase order
- **Click on “Done”** to return to the Home page

2

Purchase Order: 541PO000000064

View PDF

Actions

Refresh

Done

Order Life Cycle

Ordered: 4,000.00 GBP  
Received: 0.00 GBP  
Delivered: 0.00 GBP

Amount (GBP)

View Details

General

Sold-to Legal Entity

FTSE International Limited

Supplier

FudgeLearn Training Supplier (External)

Ordered

4,000.00 GBP

Bill-to BU

GB GBP MN BU

Supplier Site

Head Office - Training

Description

Requisition Training Deferred Cost

Order

541PO000000064

Supplier Contact

Carlo Bredenkamp

Source Agreement

UKPA000000041

Status

Closed for Receiving

Additional Contact Email

Supplier Order

Buyer

Satli Razou Madimchetty

Bill-to Location

UK London (10 Paternoster Square)

Master Contract

Creation Date

17-Sep-2025

Ship-to Location

UK London (10 Paternoster Square)

Terms

Notes and Attachments

Required Acknowledgment

None

Shipping Method

— Requires signature

Payment Terms

Immediate

Freight Terms

None

FOB

None

— Pay on receipt

— Confirming order

Lines

Schedules

Actions

View

Format

Freeze

Detach

Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1		Oracle Training Material			4,000.00	4,000.00	4,000.00	Closed for...

# Supplier Portal Transactions

## 3. View Purchase Order

To view a list of all open orders:

- Select “**Manage Orders**” from the Tasks list
- **Click** on “**Search**”
- Click on the “**Order Number**” hyperlink to view order detail

The screenshot displays the 'Supplier Portal' interface. At the top, there is a blue circle with the number '3'. Below this, the title 'Supplier Portal' is centered. A search bar is present with a dropdown menu currently set to 'Orders' and a label 'Order Number' to its right. Underneath the search bar is a section titled 'Tasks' in a grey header. Below the 'Tasks' header, there are three main categories: 'Orders', 'Shipments', and 'Invoices and Payments'. Under the 'Orders' category, there is a list of links: 'Manage Orders' (which is highlighted with a red rectangular box), 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. Under the 'Shipments' category, there are links for 'View Receipts' and 'View Returns'. Under the 'Invoices and Payments' category, there are links for 'Create Invoice', 'Create Invoice Without PO', 'View Invoices', and 'View Payments'.

# Supplier Portal Transactions

## 1. Create Invoices Matched to a PO

- Select “**Create Invoice**” from the Tasks list

1

Supplier Portal

Search

Orders

Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- View Receipts
- View Returns

Invoices and Payments

- **Create Invoice**
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- Manage Questionnaires
- View Qualifications

Products

- Manage Item Change Orders

Company Profile

- Manage Profile

Requiring Attention

25

25

Invoices Overdue

Recent Activity

Last 30 Days

Orders changed or canceled	3
Orders opened	51
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Payments	4

Transaction Reports

Last 30 Days

PO Purchase Amount	109K	GBP
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Invoicing

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\* Always ask for a PO from your LSEG contact.

\* LSEG standard payment terms are Net 60 days from the date the Invoice is received by LSEG, except where country laws and legislation dictate that separate payment terms must be applied.

AP Invoice Queries

If you have any questions or issues, please contact [Accountspayable@lseg.com](mailto:Accountspayable@lseg.com)

Purchase Order Terms and Conditions

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Supplier Support

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# Supplier Portal Transactions

## 2. Create Invoices Matched to a PO

- Enter or select the PO number to invoice
- Enter the Invoice Number
- Enter Invoice Date

**Note:** Invoices can not be backdated

2

Create Invoice ?

\* Identifying PO 541PO000000064

Supplier Projectcom Training Supplier (External)

Taxpayer ID

\* Supplier Site Head Office - Training

Address 15 Wickham Road, BECKENHAM, Kent, UNITED KINGDOM

Supplier Tax Registration Number

Customer

\* Customer Taxpayer ID 03108236

Remit-to Bank Account XXXX0888

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

Tax Control Amount

Name FTSE International Limited

Address 10 Paternoster Square, LONDON, London, EC4M 7LS, UNITED KINGDOM

Invoice Actions Save Save and Close Submit Cancel

\* Number INV541\_0064

\* Date dd-mm-yyyy

Type Invoice

Invoice Currency GBP - Pound Sterling

Payment Currency GBP - Pound Sterling




# Supplier Portal Transactions

## 3. Create Invoices Matched to a PO

- In the Lines Region, click on the “Select and Add” icon
- **Click on “Select All”** to add all lines  
(Or select relevant lines)
- **Click on “OK”**


3

Lines

View    Cancel Line

Select and Add: Purchase Orders

Search

Advanced Saved Search 

\*\* At least one is required




\*\* Purchase Order 541PO000000064

\*\* Consumption Advice


\*\* Creation Date dd-mmm-yyyy H: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				
541PO0000...	1	1				Oracle Training Mat...	UK London (10 Pat...	4,000.00

Apply  Cancel

# Supplier Portal Transactions

## 4. Create Invoices Matched to a PO

- Click on the Attachments “+” icon to add the required Invoice .pdf as attachment
- Click on “Choose File”** to select and upload the invoice
- Click on “OK”**

**4**

Create Invoice ?

Identifying PO: 541PO000000064  
 Supplier: FudgeLearn Training Supplier (External)  
 Taxpayer ID:  
 Supplier Site: Head Office - Training  
 Address: 15 Wickham Road, BECKENHAM, Kent, UNITED KINGDOM  
 Supplier Tax Registration Number:

Remit-to Bank Account: XXXX0888  
 Unique Remittance Identifier:  
 Unique Remittance Identifier Check Digit:  
 Description:  
 Attachments: None +  
 Tax Control Amount:

Invoice Actions: Save Save and Close Submit Cancel

\* Number: INV5410064  
 \* Date: 30-Sep-2025  
 Type: Invoice  
 Invoice Currency: GBP - Pound Sterling  
 Payment Currency: GBP - Pound Sterling

Customer:  
 Customer Taxpayer ID: 03108236  
 Name: FTSE International Limited  
 Address: 10 Paternoster Square, LONDON, London, EC4M 7LS, UNITED KINGDOM

Lines

View + - Cancel Line

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
		* Number	* Line	* Schedule	Number	Line									
2	Item	541PO0...	1	1			Oracle Training Material	UK London (10)						4,000.00	Oracle Training
<b>Total</b>														4,000.00	

Attachments

Actions View + -

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File	No file chosen		Carlo Bredenti

Rows Selected: 1

OK Cancel



# Supplier Portal Transactions

## 4. Create Invoices Matched to a PO

- Click on “Submit” to submit the Invoice

4

Create Invoice ?

Identifying PO541PO000000064

SupplierFudgeLearn Training Supplier (External)

Taxpayer ID

Supplier SiteHead Office - Training

Address15 Wickham Road, BECKENHAM, Kent, UNITED KINGDOM

Supplier Tax Registration Number

Remit-to Bank AccountXXXX0888

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

AttachmentsNone

Tax Control Amount

Invoice Actions

Save

Save and Close

Submit

Cancel

\* NumberINV5410064

\* Date30-Sep-2025

TypeInvoice

Invoice CurrencyGBP - Pound Sterling

Payment CurrencyGBP - Pound Sterling

Customer

Customer Taxpayer ID03108236

NameFTSE International Limited

Address10 Paternoster Square, LONDON, London, EC4M 7LS, UNITED KINGDOM

Lines

View

+

×

📄

Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
		* Number	* Line	* Schedule	Number	Line										
2	Item	541PO0...	1	1				Oracle Training Material	UK London (10)						4,000.00	Oracle Training
Total															4,000.00	

# Supplier Portal Transactions

## 1. Create Invoices not Matched to a PO

- Select **“Create Invoice without PO”** from the Tasks list

1

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

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- Manage Profile

Requiring Attention

25

25

Invoices Overdue

Recent Activity

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Last 30 Days

PO Purchase Amount	109K GBP
Invoice Amount	292K GBP
Invoice Price Variance Amount	0 GBP

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Supplier Support

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# Supplier Portal Transactions

## 2. Create Invoices not Matched to a PO

- **Select or Enter the Supplier Site**
- **Enter the Invoice Number**
- **Enter the Invoice Date**
- **Enter the Invoice Currency**
- **Enter the Requester email**

**Note:** Invoices can not be backdated

2

Create Invoice Without PO ?

Supplier FudgeLearn Training Supplier (External)

Taxpayer ID

\* Supplier Site Head Office - Training

Address 15 Wickham Road, BECKENHAM, Kent, UNITED KINGDOM

Supplier Tax Registration Number

Customer

\* Customer Taxpayer ID 03108236

Remit-to Bank Account XXXX0888

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description Invoice Without PO

Attachments None

Tax Control Amount

Name FTSE International Limited

Address 10 Paternoster Square, LONDON, London, EC4M 7LS, UNITED KINGDOM

Invoice Actions Save Save and Close Submit Cancel

\* Number INV541\_NP\_01

\* Date 30-Sep-2025

\* Type Invoice

Invoice Currency GBP - Pound Sterling

Payment Currency GBP - Pound Sterling

\* Requester Email Shelley.Harper-Lee@lseg.com

Requester Name shelley harper-lee

# Supplier Portal Transactions

## 3. Create Invoices not Matched to a PO

- In the Lines Region, click on the “+” icon to Add Lines
- **Enter the Line Amount**

3

Lines

View **+** Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Invoice Line Description
2	Item				2,500.00	Invoice Without PO
Total					2,500.00	

# Supplier Portal Transactions

## 4. Create Invoices Matched to a PO

- Click on the Attachments “+” icon to add the required Invoice .pdf as attachment
- **Click on “Choose File”** to select and upload the invoice
- **Click on “OK”**

4

Attachments ×

Actions ▼ View ▼ + ×

Type	Category	* File Name or URL	Title	Description	Attached By
File <span>▼</span>	From Supplier <span>▼</span>	<span>Choose File</span> No file chosen	<input type="text"/>	<input type="text"/>	Carlo Bredent

Rows Selected 1

OK Cancel

# Supplier Portal Transactions

## 4. Create Invoices not Matched to a PO

- Click on “Submit” to submit the Invoice

4

Create Invoice ⓘ

Identifying PO541PO000000004

SupplierFudgeLam Training Supplier (External)

Taxpayer ID

Supplier SiteHead Office - Training

Address15 Wickham Road, BECKENHAM, Kent, UNITED KINGDOM

Supplier Tax Registration Number

Remit-to Bank AccountXXXX0888

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

AttachmentsNone

Tax Control Amount

Invoice Actions

Save

Save and Clone

Submit

Cancel

\* NumberINV5410064

\* Date30-Sep-2025

TypeInvoice

Invoice CurrencyGBP - Pound Sterling

Payment CurrencyGBP - Pound Sterling

Customer

Customer Taxpayer ID03108236

NameFTSE International Limited

Address10 Paternoster Square, LONDON, London, EC4M 7LS, UNITED KINGDOM

Lines

View

Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
		* Number	* Line	* Schedule	Number	Line										
2	Item	541PO0...	1	1				Oracle Training Material	UK London (10)						4,000.00	Oracle Training
Total															4,000.00	