



Cardea Supplier Portal Guide

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Dashboard Alerts

Dashboard alerts allow you to select areas requiring action and act as a navigational shortcut in the system.

Click on the relevant alert to navigate to the required area of the system.



Acknowledge Orders

Signal willingness to supply goods in quantities requested

Orders Awaiting Acknowledgement - Windows Internet Explorer provided by CDDFT NHS Trust

Application: Supplier Portal | Home | Sign Out

Cardea eProcurement | Durham and Tees Valley NHS

Home | Document Administration | Raise Credit Note | Credit Note Requests | Requested Credit Note Requests | My Invoices | Orders Ready for Invoicing | **Acknowledge Orders** | Acknowledged Orders | Payments Received | Blanket Orders | Returns Process | Company Administration | Catalogue Data | Catalogue Management | PPQ Requests

Page 1 of 1 of 5 records returned.

Search For: [] Date: All [] [Search] [Clear] [Customise] [] Items per page: 50

	View	Order No.	Seller Inv.	Date	Type	Status	Requisitioner	Trust	Supplier	Net Value	Gross Value
Select	View	RXP0000756469		23 Nov 2011	Purchase Order	New	Dave Hindson	COUNTY DURHAM AND DARLINGTON NHS FOUNDATION TRUST	AIDAPT	420.00	504.00
Select	View	RXP0000756470		23 Nov 2011	Purchase Order	New	Dave Hindson	COUNTY DURHAM AND DARLINGTON NHS FOUNDATION TRUST	AIDAPT	143.00	171.60
Select	View	RXP0000756468		23 Nov 2011	Purchase Order	New	Dave Hindson	COUNTY DURHAM AND DARLINGTON NHS FOUNDATION TRUST	AIDAPT	539.90	647.88
Select	View	RXP0000756462		23 Nov 2011	Purchase Order	New	Dave Hindson	COUNTY DURHAM AND DARLINGTON NHS FOUNDATION TRUST	AIDAPT	121.00	145.20
Select	View	RXP0000756460		22 Nov 2011	Purchase Order	Viewed	Dave Hindson	COUNTY DURHAM AND DARLINGTON NHS FOUNDATION TRUST	AIDAPT	21.90	26.28

Version: 4.4.321.970

An email is sent to inform the Supplier that there is an order ready to be acknowledged.

You can either click the dashboard alert **"You have X new orders to acknowledge"** or go to Acknowledge order menu within the Document Administration Folder on the left hand side menu.

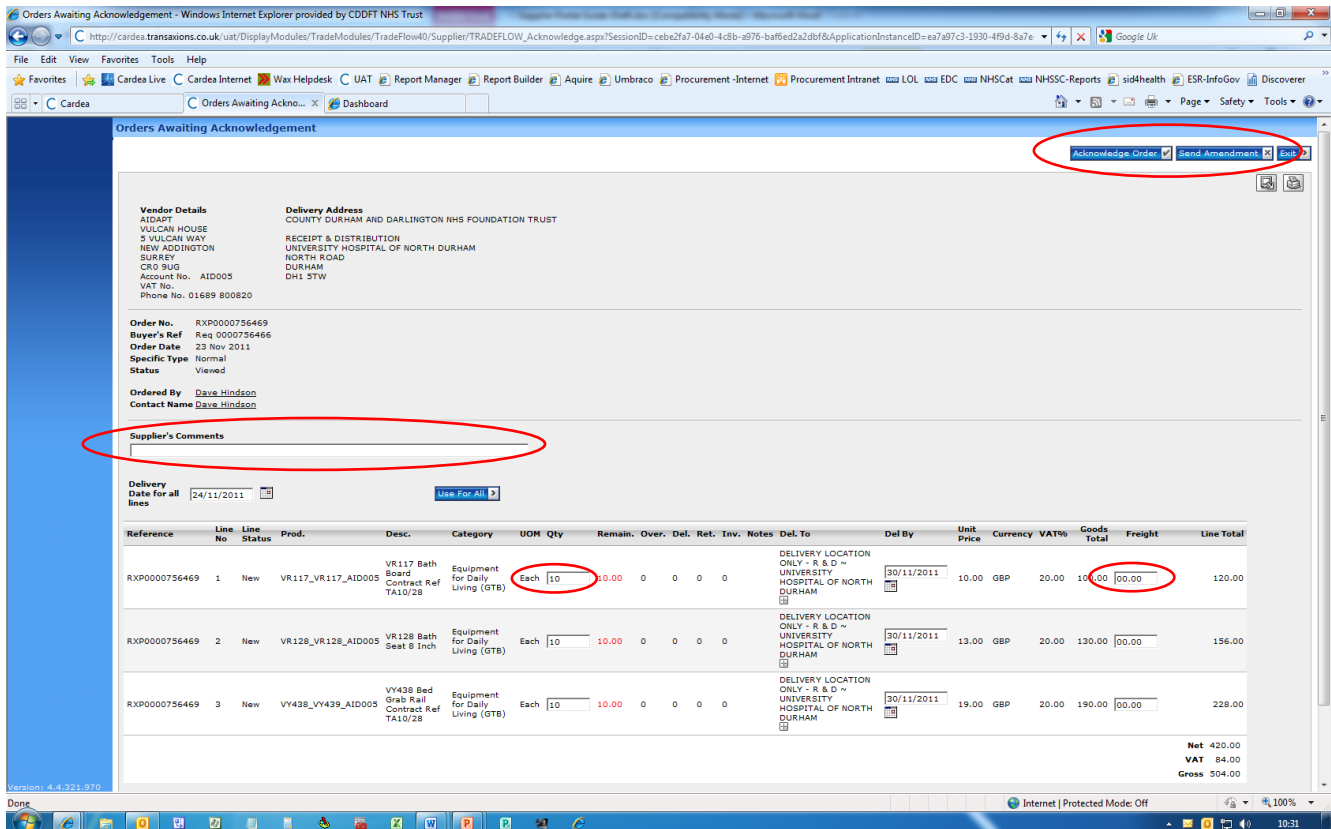
Click the 'Select' link against the order that you wish to acknowledge.

Any comments can be added in the Supplier's Comments box.

Select **Acknowledge Order** ☒ to supply requested quantities.

Amend an Acknowledged Order

Amend the order quantities or Freight Charges and send back to Procurement for approval



Orders Awaiting Acknowledgement

Vendor Details
AIDAPT
VULCAN HOUSE
5 VULCAN WAY
NEW ADDINGTON
SURREY
CR0 9UG
Account No. AID005
VAT No.
Phone No. 01689 800820

Delivery Address
COUNTY DURHAM AND DARLINGTON NHS FOUNDATION TRUST
RECEIPT & DISTRIBUTION
UNIVERSITY HOSPITAL OF NORTH DURHAM
NORTH ROAD
DURHAM
DH1 1TW

Order No. RXP0000756469
Buyer's Ref Req 0000756466
Order Date 23 Nov 2011
Specific Type Normal
Status Viewed
Ordered By Dave Hindson
Contact Name Dave Hindson

Supplier's Comments

Delivery Date for all lines 24/11/2011 [Use For All](#)

Reference	Line	Line Status	Prod.	Desc.	Category	UOM	Qty	Remain.	Over.	Del.	Ret.	Inv.	Notes	Del. To	Del By	Unit Price	Currency	VAT%	Goods Total	Freight	Line Total	
RXP0000756469	1	New	VR117_VR117_AID005	VR117 Bath Board Contract Ref TA10/28	Equipment for Daily Living (GTB)	Each	10	10.00	0	0	0	0		DELIVERY LOCATION ONLY - R & D - UNIVERSITY HOSPITAL OF NORTH DURHAM	30/11/2011	10.00	GBP	20.00	100.00	00.00	120.00	
RXP0000756469	2	New	VR128_VR128_AID005	VR128 Bath Seat 8 Inch	Equipment for Daily Living (GTB)	Each	10	10.00	0	0	0	0		DELIVERY LOCATION ONLY - R & D - UNIVERSITY HOSPITAL OF NORTH DURHAM	30/11/2011	13.00	GBP	20.00	130.00	00.00	156.00	
RXP0000756469	3	New	VY438_VY438_AID005	VY438 Bed Grab Rail Contract Ref TA10/28	Equipment for Daily Living (GTB)	Each	10	10.00	0	0	0	0		DELIVERY LOCATION ONLY - R & D - UNIVERSITY HOSPITAL OF NORTH DURHAM	30/11/2011	19.00	GBP	20.00	190.00	00.00	228.00	
																			Net	420.00		
																			VAT	84.00		
																			Gross	504.00		

Click the Select link against the order that you wish to acknowledge.

If you are unable to for fill the complete order you can amend the qty you wish to despatch.

You can add Freight charge against each product line.

Please enter any amendment information in the Supplier's Comments box.

Select **Send Amendment** this will send the order back to the Procurement Dept for approval.



Cardea eProcurement

Price Amendment

Amend the Product Price and send back to the Procurement for approval

Orders Awaiting Acknowledgement - Windows Internet Explorer provided by CDDFT NHS Trust

http://cardea.transactions.co.uk/ust/DisplayModules/TradeFlow40/Supplier/TRADEFLOW_Acknowledge.aspx?SessionID=cebe2f7-04e0-4c8b-a976-baffed2a2dbf6&ApplicationInstanceID=ea7a97c3-1930-4f9d-8a7e...

File Edit View Favorites Tools Help

Cardia Live Cardia Internet Wax Helpdesk UAT Report Manager Report Builder Acquire Umbraco Procurement - Internet Procurement Intranet LOL EDC NHSCat NHSSC-Reports sid4health ESR-InfoGov Discoverer

Cardia Orders Awaiting Ackno... Dashboard

Acknowledge Order **Send Amendment** Exit

Vendor Details
AID007
VULCAN HOUSE
5 VULCAN WAY
NEW ADDINGTON
SURREY
CR2 9UG
Account No. AID005
VAT No.
Phone No. 01689 800820

Delivery Address
COUNTY DURHAM AND DARLINGTON NHS FOUNDATION TRUST
RECEIPT & DISTRIBUTION
UNIVERSITY HOSPITAL OF NORTH DURHAM
NORTH ROAD
DURHAM
DH1 1TW

Order No. RXP0000756469
Buyer's Ref Req 0000756466
Order Date 23 Nov 2011
Specific Type Normal
Status Viewed
Ordered By Dave Hindson
Contact Name Dave Hindson

Supplier's Comments

Delivery Date for all lines 24/11/2011 Use For All

Reference	Line No	Line Status	Prod.	Desc.	Category	UOM	Qty	Remain.	Over.	Del.	Ret.	Inv.	Notes	Del. To	Del By	Unit Price	Currency	VAT%	Goods Total	Freight	Line Total
RXP0000756469	1	New	VR117_VR117_AID005	VR117 Bath Board Contract Ref TA10/28	Equipment for Daily Living (GT8)	Each	10	10.00	0	0	0	0		DELIVERY LOCATION ONLY - R & D - UNIVERSITY HOSPITAL OF NORTH DURHAM	30/11/2011	10.00	GBP	20.00	100.00	00.00	120.00
RXP0000756469	2	New	VR128_VR128_AID005	VR128 Bath Seat 8 Inch	Equipment for Daily Living (GT8)	Each	10	10.00	0	0	0	0		DELIVERY LOCATION ONLY - R & D - UNIVERSITY HOSPITAL OF NORTH DURHAM	30/11/2011	13.00	GBP	20.00	130.00	00.00	156.00
RXP0000756469	3	New	VY438_VY439_AID005	VY438 Bed Grab Rail Contract Ref TA10/28	Equipment for Daily Living (GT8)	Each	10	10.00	0	0	0	0		DELIVERY LOCATION ONLY - R & D - UNIVERSITY HOSPITAL OF NORTH DURHAM	30/11/2011	19.00	GBP	20.00	190.00	00.00	228.00
																				Net	420.00
																				VAT	84.00
																				Gross	504.00

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Done

Internet | Protected Mode: Off

10:33

Click the Select option against the relevant order line.

Enter unit price in Supplier's Comments Box.

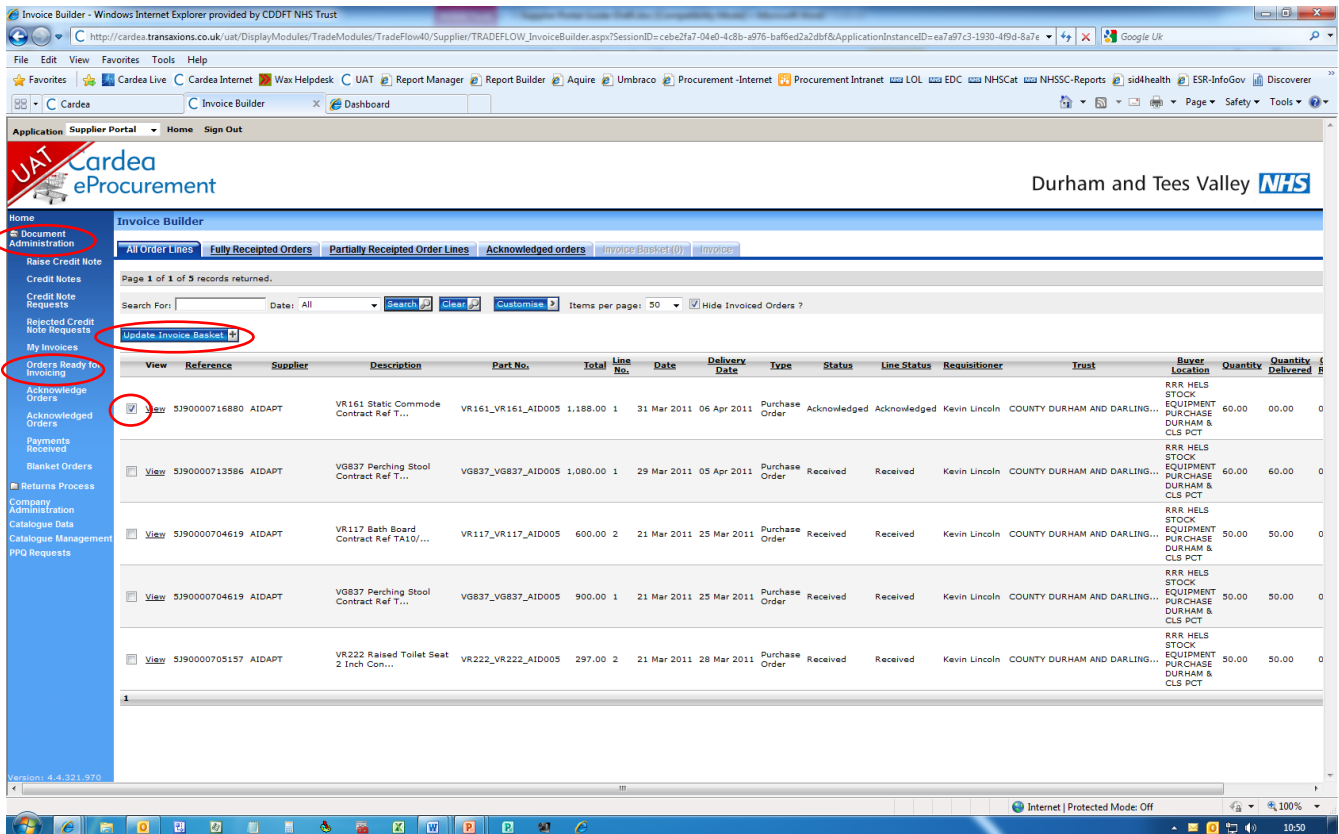
Select **Send Amendment** this will send the order back to Procurement for approval.

Once approved and updated by Procurement an invoice can be entered against the order.

Once the goods have been receipted on Cardea, the invoice is immediately available for payment.

Invoicing

Ability to manually enter an invoice against an order.



Invoice Builder - Windows Internet Explorer provided by CDDFT NHS Trust

http://cardea.transactions.co.uk/ust/DisplayModules/TradeModules/TradeFlow40/Supplier/TRADEFLOW_InvoiceBuilder.aspx?SessionID=cebe2fa7-04e0-4c8b-a976-baf5ed2a2dbf&ApplicationInstanceID=ea7a97c3-1930-4f9d-8a7e

Application: Supplier Portal Home Sign Out

Cardea eProcurement Durham and Tees Valley NHS

Home

Document Administration

Raise Credit Note

Credit Note Requests

Repeated Credit Note Requests

My Invoices

Orders Ready to Invoicing

Acknowledge Orders

Acknowledged Orders

Payments Received

Blanket Orders

Returns Process

Company Administration

Catalogue Data

Catalogue Management

PPQ Requests

Invoice Builder

All Order Lines Fully Received Orders Partially Received Order Lines Acknowledged orders Invoice Basket (0) Invoice

Page 1 of 1 of 5 records returned.

Search For: Date: All Search Clear Customise Items per page: 50 Hide Invoiced Orders ?

Update Invoice Basket

View	Reference	Supplier	Description	Part No.	Total	Line No.	Date	Delivery Date	Type	Status	Line Status	Requisitioner	Trust	Buyer Location	Quantity	Quantity Delivered
<input checked="" type="checkbox"/>	5390000716880	AIDAPT	VR161 Static Commode Contract Ref T...	VR161_VR161_AID005	1,188.00	1	31 Mar 2011	06 Apr 2011	Purchase Order	Acknowledged	Acknowledged	Kevin Lincoln	COUNTY DURHAM AND DARLING...	RRR HELS STOCK EQUIPMENT PURCHASE DURHAM & CLS PCT	60.00	00.00
<input type="checkbox"/>	5390000713586	AIDAPT	VG837 Perching Stool Contract Ref T...	VG837_VG837_AID005	1,080.00	1	29 Mar 2011	05 Apr 2011	Purchase Order	Received	Received	Kevin Lincoln	COUNTY DURHAM AND DARLING...	RRR HELS STOCK EQUIPMENT PURCHASE DURHAM & CLS PCT	60.00	60.00
<input type="checkbox"/>	5390000704619	AIDAPT	VR117 Bath Board Contract Ref TA10/...	VR117_VR117_AID005	600.00	2	21 Mar 2011	25 Mar 2011	Purchase Order	Received	Received	Kevin Lincoln	COUNTY DURHAM AND DARLING...	RRR HELS STOCK EQUIPMENT PURCHASE DURHAM & CLS PCT	50.00	50.00
<input type="checkbox"/>	5390000704619	AIDAPT	VG837 Perching Stool Contract Ref T...	VG837_VG837_AID005	900.00	1	21 Mar 2011	25 Mar 2011	Purchase Order	Received	Received	Kevin Lincoln	COUNTY DURHAM AND DARLING...	RRR HELS STOCK EQUIPMENT PURCHASE DURHAM & CLS PCT	50.00	50.00
<input type="checkbox"/>	5390000705157	AIDAPT	VR222 Raised Toilet Seat 2 Inch Con...	VR222_VR222_AID005	297.00	2	21 Mar 2011	28 Mar 2011	Purchase Order	Received	Received	Kevin Lincoln	COUNTY DURHAM AND DARLING...	RRR HELS STOCK EQUIPMENT PURCHASE DURHAM & CLS PCT	50.00	50.00

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Internet | Protected Mode: Off

10:50

An email is sent to the Supplier stating there is an order ready for Invoicing.

You can either select the dashboard alert **"You have X new orders ready for Invoicing"** or go to 'Orders ready for Invoicing' link located within the Document Administration Folder on the left hand side menu.

Place a tick against the order lines that you wish to create an invoice for.

Click **Update Invoice Basket** .

Click **Invoice Basket (2)** Tab.



Invoicing Cont.

Invoice Builder - Windows Internet Explorer provided by CDDFT NHS Trust

http://cardea.transactions.co.uk/uat/DisplayModules/TradeModules/TradeFlow40/Supplier/TRADEFLOW_InvoiceBuilder.aspx?SessionID=cebe2f7-04e0-4c8b-a976-baffed2a2dbf8&ApplicationInstanceID=ea7a97c3-1930-4f9d-8a7e

Application: Supplier Portal Home Sign Out

UAT Cardea eProcurement Durham and Tees Valley NHS

Home Document Administration Returns Process Company Administration Catalogue Data Catalogue Management PPQ Requests

Invoice Builder

All Order Lines Fully Received Orders Partially Received Order Lines Acknowledged orders Invoice Basket (1) Invoice

Invoice Address: COUNTY DURHAM AND DARLINGTON COMMUNITY HEALTH SERVICES FINANCE DEPT - SHARED SERVICES HENSON CLOSE SOUTH CHURCH ENTERPRISE PARK BISHOP AUCKLAND DL14 6WA

Vendor Details: AIDAPT VULCAN HOUSE 5 VULCAN WAY NEW ADDINGTON SURREY CR0 9UG Account No. AID005 VAT No. Phone No. 01669 800820

Invoice No. [Field]

Invoice Date: 24/11/2011 [Calendar Icon]

Net Total: 990.00

VAT Total: 198.00

Gross Total: 1188.00

Vendor Notes [Text Area]

PO Number: S300000716880 Net Total: 990.00 To be invoiced: 1188.00

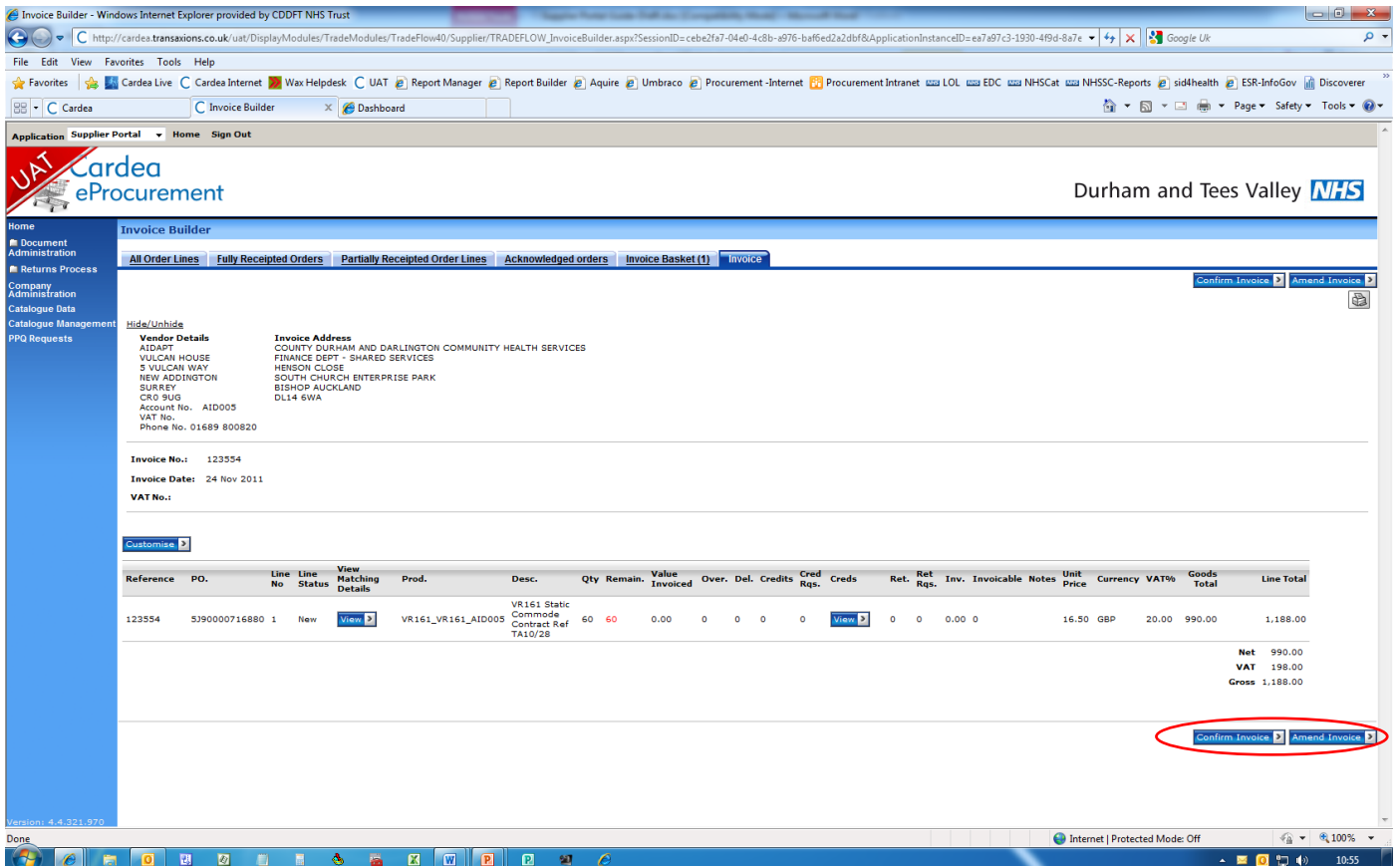
Proceed to Invoice Start Again

Enter your company Invoice Number and Invoice date.

A note can be added in the Vendor Notes Box.

Select **Proceed to Invoice** >

Invoicing Cont.



Invoice Builder - Windows Internet Explorer provided by CDDFT NHS Trust

http://cardea.transactions.co.uk/uat/DisplayModules/TradeModules/TradeFlow40/Supplier/TRADEFLOW_InvoiceBuilder.aspx?SessionID=cebe2fa7-04e0-4c8b-a976-baffed2a2dbf8&ApplicationInstanceId=ea7a97c3-1930-4f9d-8a7e...

Application: Supplier Portal | Home | Sign Out

Cardea eProcurement | Durham and Tees Valley **NHS**

Home | Document Administration | Returns Process | Company Administration | Catalogue Data | PPQ Requests

Invoice Builder

All Order Lines | Fully Received Orders | Partially Received Order Lines | Acknowledged orders | Invoice Basket (1) | **Invoice**

Confirm Invoice | Amend Invoice

Hide/Unhide

Vendor Details
AIDAPT
VULCAN HOUSE
5 VULCAN WAY
NEW ADDINGTON
SURREY
CR0 8UG
Account No. AID005
VAT No.
Phone No. 01689 800820

Invoice Address
COUNTY DURHAM AND DARLINGTON COMMUNITY HEALTH SERVICES
FINANCE DEPT - SHARED SERVICES
HENSON CLOSE
SOUTH CHURCH ENTERPRISE PARK
BISHOP AUCKLAND
DL14 6WA

Invoice No.: 123554
Invoice Date: 24 Nov 2011
VAT No.:

Customise

Reference	PO	Line No	Line Status	View Matching Details	Prod.	Desc.	Qty	Remain.	Value Invoiced	Over.	Del.	Credits	Cred Rqs.	Creds	Ret. Rqs.	Inv.	Invoicable	Notes	Unit Price	Currency	VAT%	Goods Total	Line Total	
123554	S390000716880	1	New	View	VR161_VR161_AID005	VR161 Static Commode Contract Ref TA10/28	60	60	0.00	0	0	0	0	0	0	0	0.00	0		16.50	GBP	20.00	990.00	1,188.00
																						Net	990.00	
																						VAT	198.00	
																						Gross	1,188.00	

Confirm Invoice | Amend Invoice

version: 4.4.321.970

Done

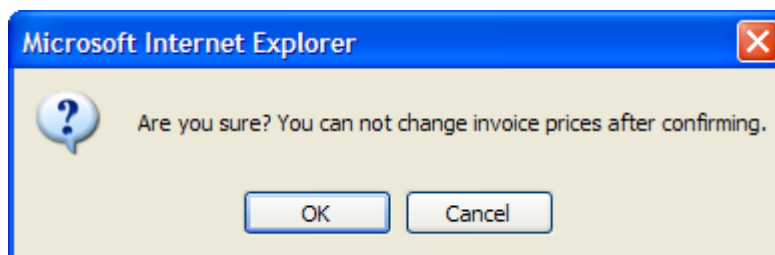
Internet | Protected Mode: Off

10:55

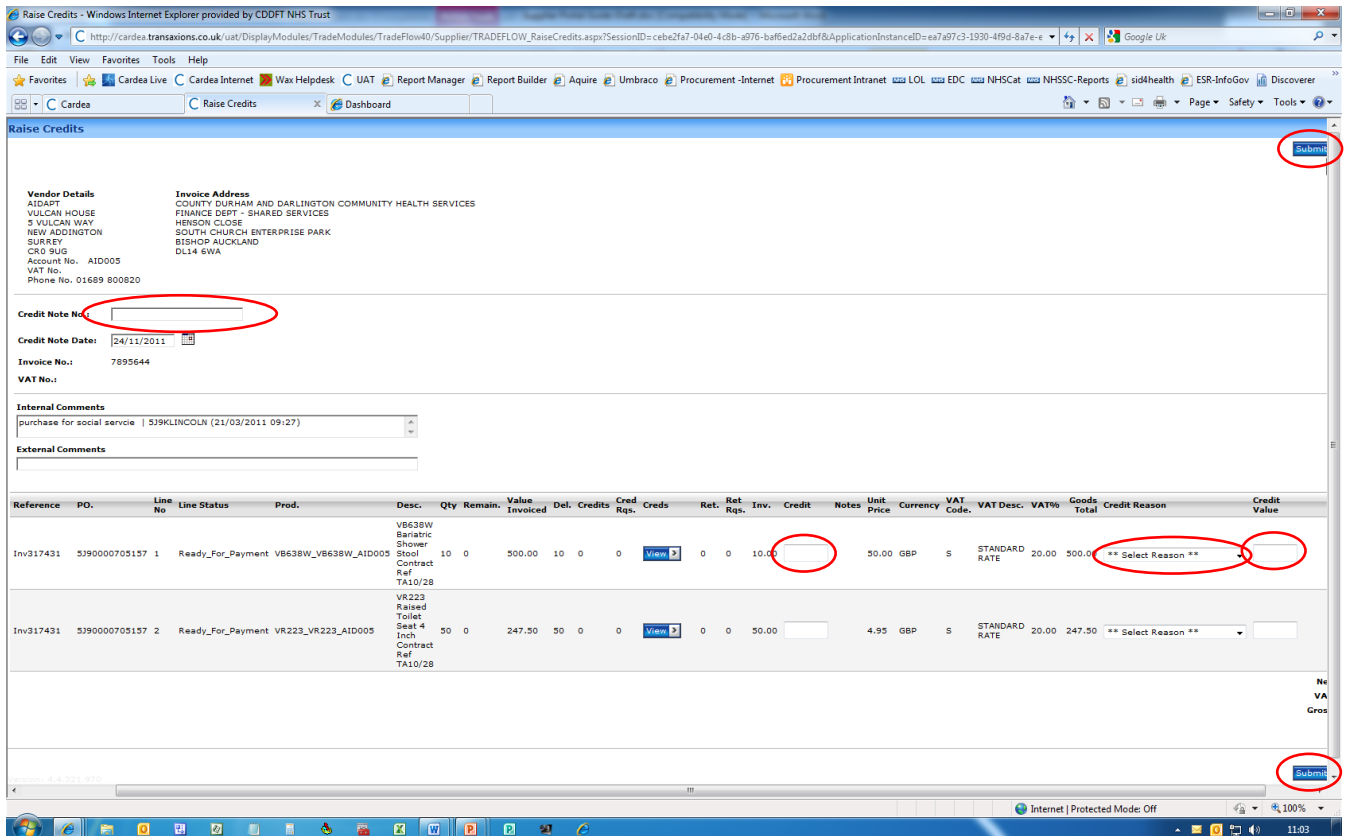
Select **Confirm Invoice** if the quantity you wish to invoice is correct, otherwise select **Amend Invoice** and change the quantity.

Select **Recalculate Invoice**.

Select **Confirm Invoice**.



Raise a Credit Note



Vendor Details
AIDAPT
VULCAN HOUSE
5 VULCAN WAY
NEW ADDINGTON
SURREY
CR0 9UG
Account No. AID005
VAT No.
Phone No. 01689 800820

Invoice Address
COUNTY DURHAM AND DARLINGTON COMMUNITY HEALTH SERVICES
FINANCE DEPT - SHARED SERVICES
HERISON CLOSE
SOUTH CHURCH ENTERPRISE PARK
BISHOP AUCKLAND
DL14 6WA

Credit Note No.

Credit Note Date: 24/11/2011

Invoice No.: 7895644

VAT No.:

Internal Comments
purchase for social service | 519KILNOLN (21/03/2011 09:27)

External Comments

Reference	PO	Line No	Line Status	Prod.	Desc.	Qty	Remain.	Value Invoiced	Del. Credits	Cred. Reg.	Credits	Ret. Reg.	Inv.	Credit	Notes	Unit Price	Currency	VAT Code	VAT Desc	VAT%	Goods Total	Credit Reason	Credit Value
Inv317431	5190000705157	1	Ready_For_Payment	VB638W_VB638W_AID005	VB638W Bariatric Shower Stool Contract Ref TA10/28	10	0	500.00	10	0	0	0	10.00			50.00	GBP	S	STANDARD RATE	20.00	500.00	** Select Reason **	
Inv317431	5190000705157	2	Ready_For_Payment	VR223_VR223_AID005	VR223 Raised Toilet Seat 4 Inch Contract Ref TA10/28	50	0	247.50	50	0	0	0	50.00			4.95	GBP	S	STANDARD RATE	20.00	247.50	** Select Reason **	

Submit

Click the 'Raise Credit Note' link within the Document Administration Menu.

Select against the invoice you wish to raise the credit against.

Enter Credit Note Number and date.

Enter the Quantity you are returning in the Credit box.

Or enter a monetary value in the Credit Value box.

Click the drop down arrow to select the reason for the Credit.

Select 