

Electronic Blue Slip Process

Open electronic blue slip link on:

Intouch/ My Finance/ Make, process and authorise payments/ Electronic Blue Slip Form

1. Authenticate User email address

Blue Slip

Warning - Do Not Use This Form in Internet Explorer

Internet Explorer cannot be used to complete this form as doing so will result in an error; please instead use Microsoft Edge or Google Chrome.

Microsoft Edge
Microsoft recommended browser

Google Chrome
App

Please enter your email *

Ⓜ must end @cumbria.gov.uk

Start Blue Slip

Enter your gov.uk email address and click 'start blue slip'.

IMPORTANT

You will need to complete this step every time you wish to submit an invoice for payment.

Each time you enter your email address, you will be sent a new PIN code.

The PIN code must be used within 1 hour of receiving receiving it and can only be used once.

File Message Help Tell me what you want to do

Delete Archive Sent Packages Reply Reply All Forward Share to Teams Handbook To Manager Team Email Move Assign Policy

Blue Slip PIN: 6340

CCC <bluegreensliphelper@cumbria.gov.uk>
To Reid, Karen E

Your authentication PIN code for Blue slip
Is
6340

Open your Outlook account and retrieve the PIN code you have been sent from 'bluegreensliphelper@cumbria.gov.uk'

Authenticate your email address

A one time PIN code has been emailed to you (Karen.reid@cumbria.gov.uk). Please enter the PIN below to continue.

Pin Code

Submit

Enter your 4 digit PIN code from your email and click 'submit'.

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2. Basic Details

You will need the invoice and the supplier list to complete this form.

Organisation * **Use drop down**

Type * **Use drop down**

Please enter the invoice number exactly as it appears on the invoice. Underscores (_) and percent symbols (%) are not supported and will be omitted.

Invoice Number *

Supplier name *

Supplier number *

Postcode *

Sort Code

Account Number

Enter bank details if supplier has provided on invoice

Inv Date *

Received date *

[Continue](#)

Acc. No: HAW5001
HAW5001

Date: 11/12/22

Inv. No: inv24995
Invoice to:

PIONEER FOODSERVICE

PFD (Carlisle) Ltd, Rosehill Estate, Carlisle, CA1 2RW • Tel: 01228 523474 • Fax: 01228 512906
info@pioneerfoods.co.uk • www.pioneerfoods.co.uk
Co. Reg. No. 557210 • VAT Reg. No. 242 0272 50
Payment by BACS to NatWest: account no. [REDACTED], sort code [REDACTED]

EXAMPLE INVOICE

CATERING MANAGER
HAWSE END CENTRE
PORTINSCALE
KESWICK
CUMBRIA
CA12 5UE

Description	Quantity	Price	Per Qty	Nett	VAT
CONSOLIDATED INVOICE 05.12.22-11.12.22	0	.00	1	0.00	A
GOODS SUPPLIED	1	189.38	1	189.38	A
GOODS SUPPLIED + VAT	1	8.90	1	8.90	B
Total :				198.28	
Total VAT :				1.78	
Total Payable :				200.06	

-----VAT Analysis-----

Code	Rate%	Taxable	Tax
A	0.00	189.38	0.00
B	20.00	8.90	1.78

Terms: MONTHLY ACCOUNT

Link to supplier spreadsheet can be found at [Intouch/ My Finance/ Make, process and authorise payments/ Supplier Report](#)

Tap 'ctrl + F' to search

Use 'Find All' when you do the search to identify if there is more than one supplier containing your search criteria. If there is, check the full name and address against the invoice to identify the correct Supplier.

If the Supplier is not on the list, they will need to complete a 'new supplier form' which can be found: [GUIDE TO INTRANET](#)

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3. Line Input

Please use multiple lines to separate items on the invoice that have:

- Multiple Cost Centres
- Different rates of VAT
- Different nominal/ project codes

Blue Slip Form

Line Input

Please enter the invoice lines

Description *	Cost Centre *	Nominal Code *	Fund	Project code	Employee number	Detail / Asset Code	Net *	VAT *	Gross *	Tax Code *	
Food Dec 2022							8.90	1.78	10.68	01 - 20% VAT	Add more lines
Food Dec 2022							189.38	0	189.38	06 - Zero Rate	Delete

Description	Quantity	Price	Per Qty	Nett	VAT
CONSOLIDATED INVOICE 05.12.22-11.12.22	0	.00	1	0.00	A
GOODS SUPPLIED	1	189.38	1	189.38	A
GOODS SUPPLIED + VAT	1	8.90	1	8.90	B
Net amount				Total :	198.28
				Total VAT :	1.78

				Total Payable :	200.05

-----VAT Analysis-----					
Code	Rate%	Taxable	Tax		
A	0.00	189.38	0.00		
B	20.00	8.90	1.78		
Terms: MONTHLY ACCOUNT					

This entry will show on the budget line therefore should be descriptive enough to make it clear what the invoice was for.

Continue

If unknown please ask the budget holder

Only populate if one needs to be used, contact budget holder if unknown.

Required if invoice relates to:
Pensions, Overpayment of Salary, Cycle to Work scheme or Car Loan

Only if used. If not, leave blank

Line total before vat

Line VAT amount

System generated line total including VAT

Select from drop down list

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4. Confirm Totals

Blue Slip Form

Confirm Totals

Please check that the line details you entered, and the calculated totals, are correct

Description	Cost Centre	Nominal Code	Fund	Project code	Employee number	Detail / Asset Code	Net	VAT	Gross	Tax Code
Food Dec 2022	7124301	33280	-	-	-	-	£8.90	£1.78	£10.68	01 - 20% VAT
Food Dec 2022	7124301	33280	-	-	-	-	£189.38	£0.00	£189.38	06 - Zero Rated (Food/Transport/Newspapers/Books)

Total Net Amount
£198.28

Total Tax Amount
£1.78

Total Gross Amount
£200.06

Do these totals reflect the value of the invoice correctly? *

Yes No

If the details match the totals on your invoice select 'Yes' and continue. If they do not match select 'no' and then 'Edit Line' to return to the previous screen.

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5. Document Upload

Invoices must be valid e.g. the document must say 'Invoice'. We cannot pay statements or order acknowledgements.

If the invoice you are paying is in paper format, scan all pages of the invoice as a double sided document and save the scanned document to your computer. Documents should be scanned double sided as some suppliers print their bank details on the back of the invoice.

You must provide email evidence of authorisation at this stage. To convert an email to pdf please click on the 'Email Conversion Help'.

Blue Slip Form

Document Upload

Please provide a copy of the invoice

Please note: we no longer accept email files - you must convert these to PDF if you need to provide them

[Email Conversion Help](#)

Upload a copy of the invoice

Blue Green Slip Invoice File *	Invoice Number *	+ Add another file
Choose a file...	inv24995	Delete

[Continue](#)

Click Continue once complete

Click 'Choose a file...' and attach the scanned document from the folder you have saved it to.

To add a second file click

[+Add another file](#)

Electronic Blue Slip Process

6. Confirmation Page

Please check all details provided are correct.

Blue Slip Form

Confirmation Page

Please check that all details provided are correct. Once satisfied, please enter authorisation details and click the submit button to submit this slip for processing.

Organisation	Cumberland
Type	Invoice Entry
Sub type	Invoice
Invoice Number	inv24955
Supplier name	Pioneer
Supplier number	TS005134
Postcode	CA1 2BW
Sort Code	-
Account Number	-
Invoice Date	Sun, 11 Dec 2022
Received date	Thu, 15 Dec 2022

Description	Cost Centre	Nominal Code	Fund	Project code	Employee number	Detail / Asset Code	Net	VAT	Gross	Tax Code
Food Dec 2022	7124301	53280	-	-	-	-	£8.90	£1.78	£10.68	01 - 20% VAT
Food Dec 2022	7124301	53280	-	-	-	-	£189.38	£0.00	£189.38	06 - Zero Rated (Food/Transport/Non-paper/Books)
Total Net Amount										
£198.28										
Total Tax Amount										
£1.78										
Total Gross Amount										
£200.06										

Invoice Number	inv24955	Blue Green Slip Invoice File
		inv24955.pdf

Authorisation user *

* By clicking the check box you are confirming that prices have been agreed to those quoted in any order or request for goods/services.
* By clicking the check box you are confirming that goods / services have been received and have been agreed to those quoted in order or request for goods/services.
* By clicking the check box you are confirming you have obtained the correct authorisation to process this invoice. And upon request you can provide evidence that the budget holder has asked you to pay this invoice against the cost centre and with the budget holders ID you are entering into this form.

I confirm the above 3 statements

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7. Authorisation

Once satisfied that all details are correct, please enter authorisation details and tick the box to confirm you agree to the 3 statements shown. Once done, click the submit button which will appear to submit this invoice for payment.

AUTHORISATION MUST BE SOUGHT TO APPROVE INVOICES BEFORE SUBMITTING THE BLUE SLIP.

Authorisation user *

If the value of the invoice is over £25k an additional authorisation user box will appear for details of the second authoriser to be captured.



- By clicking the check box you are confirming that prices have been agreed to those quoted in any order or request for goods/services
- By clicking the check box you are confirming that goods / services have been received and have been agreed to those quoted in order or request for goods/services
- By clicking the check box you are confirming you have obtained the correct authorisation to process this invoice. And upon request you can provide evidence that the budget holder has asked you to pay this invoice against the cost centre and with the budget holders ID you are entering into this form.

I confirm the above 3 statements

8. Confirmation email

You will receive the below confirmation email to your mailbox.

SUBMITTED: Blue slip for Pioneer | Invoice ref: inv24995

 CCC <bluegreensliphelper@cumbria.gov.uk>
To  Reid, Karen E

The Blue slip,
Type: Invoice,
Supplier name: Pioneer, Supplier number: TS005134, Reference: inv24995 , Gross Amount: £200.06
Submitted to Purchase to Pay: Fri 17th 03 2023 | 12:33:04 PM

Queries/ problems/ difficulties

Contact the Purchase to Pay team on:

01228 221077 or
purchasetopay@cumbria.gov.uk