This Quick Reference Guide has been designed to show you how to submit Delivery Statements against ESF Contract Deliverables not covered by the ESF ILR Submission process.

1. Overview

What are Delivery Statements?

A Delivery Statement is the method by which you are required to record actual delivery against non ILR contract deliverables identified in your ESF Contracts.

Why do I need to submit them?

You have a contractual responsibility to notify the LSC of actual delivery against your planned profile. If a submission is not made, reconciliation will be made against zero delivery against your non ILR contract deliverables and providers run the risk of previously made profile payments being reclaimed.

Who can submit them?

You should have access to Provider Gateway and have been assigned the user role of DS Creator for the Delivery Statement Application.

Regional LSC offices will need to grant you access to the Delivery Statement Application. Nominated users will be assigned a User Approver role, which will enable them to create DS Creator Roles for your staff.

When do I submit them?

Delivery Statements should be submitted on a monthly basis by the 4th working day of the following calendar month.

Reporting periods run from the contract start date to the contract end date.

The reporting period for each month opens on the first day of that month.

In addition, statements from previous periods can be accessed, amended and resubmitted as required.

Upon submission of a Delivery Statement a confirmation email is sent to the submitter.

2. Accessing the Delivery Statement Application

The Delivery Statement Application is accessed via Provider Gateway. To access the Provider Gateway:


2. Click on the Login to the Secure Provider Gateway button in the Main Menu on the left hand side of the page.

3. Click on the Login button on the right hand side of the page.

4. Enter your User Name and Password and click on the Login button. If you do not have one, please contact your Regional / Local LSC Office.
5. Click on the **Delivery Statements** button in the Main Menu on the left hand side of the page.

6. The Delivery Statement’s Contract List page is displayed, listing the approved ESF contracts requiring the submission of Delivery Statements.

7. Click on the contract you want to view / make a submission for and the Delivery Statement Summary page is displayed listing all open and past reporting periods.

8. Click on the **Home** button on the Main Menu on the left hand side of the page at any point to return to the Contract List page.

3. **Filtering the Contract List**

The Contract List page is displayed when you first access the Delivery Statement Application. By default, it lists all open ESF contracts requiring the submission of delivery statements. Users can select the required contract from the list or refine it using the Contract Filter.

For example, if you know the number of the contract concerned, enter it into the **Contract Number** field and click on the **Search** button.

Note: Partial searches are not supported, so you will need to enter the complete contract number (e.g. AR430-145). It is not case sensitive.

Alternatively, to view delivery statement information relating to ‘closed’ contracts, ensure that the **Include Closed Contracts** ‘Yes’ option is selected prior to clicking on the **Search** button.

4. **Working with Delivery Statements**

**Creating Delivery Statements**

To create a delivery statement for a particular period:

1. Login to the Provider Gateway and access the Delivery Statement Application.
2. Select the contract of interest. The Delivery Statement Summary page is displayed listing the reporting periods relevant to the contract, when they were last updated, and their current status.
3. Select the **Reporting Period** you wish to make the submission for.
The Delivery Statement page is displayed listing general details about the contract, its deliverables (planned vs actual amounts) and performance against the contract overall.

4. Click in the Volume Actual field to the right of the deliverable and enter the number delivered in that period.

5. Tab to the next field or click anywhere else on the page and, if appropriate, the Actual Value field is updated, as well as the Contract Value and Volume To Date fields.

6. Click on the Save button underneath the list of deliverables or Cancel to abandon the process. Upon saving, the status of the statement for the selected period is updated to ‘Work in Progress’.

7. When the statement is complete and has been saved, it can be submitted to the LSC. Click on the Submit button underneath the list of deliverables. Note: The LSC cannot view or process this information until the delivery statement is submitted.

A confirmation message should then appear at the top of the page in red text.

8. Click on the Cancel button to return to the Delivery Statement Summary page. The status of the statement is updated to ‘Approved’.

Note: You are not required to complete actual fields where planned and actual delivery is zero. However, actual delivery can still be recorded if it has occurred during that reporting period.

Updating a Delivery Statement

Delivery statements for previous periods can be updated retrospectively even if they have already been submitted.

To do this:

1. Access the contract concerned.
2. Select the reporting period you wish to update.
3. Amend the statement as required and then click on the Save button underneath the deliverables. Upon saving, the submit button becomes available once again.
4. Click on the Submit button to resubmit the actual deliverable details.
Printing a Delivery Statement

Details relating to a particular statement can be printed at anytime. To print details for a particular contract and reporting period:

1. Access the contract concerned.
2. Select the reporting period you wish to print the details of.
3. Click on the Print button underneath the list of deliverables and the details appear in a print preview window.
4. Click on the Print button at the top of the page, select an appropriate printer and click on the Print button at the bottom of the print dialogue box.

Deleting a Delivery Statement

Only statements with a status of “Work in Progress” can be deleted. To delete a “Work in Progress” statement:

1. Access the contract concerned.
2. Select the “Work in Progress” Reporting Period you wish to delete.
3. Click on the Delete button underneath the list of deliverables.
4. The statement is deleted and you are returned to the Delivery Statement Summary page, from which you can access the same reporting period and create a new statement or select another.

5. Exiting the Delivery Statement Application

To exit the Delivery Statement Application:

1. From any area of the application, click on the Logout button in the Main Menu on the left hand side of the page.
2. You are logged out of the system and returned to the Provider Gateway login page.

6. Further Help and Guidance

If you are having difficulties accessing the Provider Gateway and / or the Delivery Statement Application, or have any queries, please contact your Regional / Local LSC Office in the first instance.

A list of Regional Contacts is maintained on The Gateway website at: http://thegateway.lsc.gov.uk/contact/userapprovers/.