



# Manage Invoices through Supplier Portal

Quick Reference Guide  
2023/2024



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Manage Invoices through Supplier Portal



# Manage Invoices through Supplier Portal



**Purpose:** To manage shipments through the supplier portal



**Supplier**



**Procurement**

**Supplier Portal**

Search: Orders | Order Number: [ ]

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Channel Programs**
  - Manage Programs
- Shipments**
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Consigned Inventory**
  - Review Consumption Advises
- Invoices and Payments**
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments

**Requiring Attention**

4

- Orders to Acknowledge: 1
- Schedules Overdue or Due Today: 3

**Recent Activity**

Last 30 Days

Agreements changed or canceled	1
Orders opened	1

**Transaction Reports**

Last 30 Days

PO Purchase Amount	1.83K CAD
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**Supplier News**

Welcome to Redpath's Supplier Portal!  
Happy Testing :)

**Note:** The graphic infolets provide an interactive readout of real time information. You can see recent activities and news. You can also see items requiring attention, which you can access by drilling down into the infolet.

1. Open the supplier portal
2. Go to the Invoices and Payments section under the Tasks pane on the left side of the screen



# Manage Invoices through Supplier Portal

1. Click Create Invoice
2. The Invoice Entry page will appear
3. Click Identifying PO and select the PO that you want to invoice
4. Enter the Invoice Number, Date and other details, if required. Add attachments, as needed
5. Under Lines, click the Select and Add icon
6. The line level details of the PO get populated and will be ready for review
7. Select the lines for which you want to create an invoice and click OK (or Select All)
8. Edit the quantities on Products or dollars on Services to match your invoice (**DO NOT MODIFY TAXES**)
9. Click the Invoice Actions button and select Calculate Tax
10. For invoices in Saved status, the supplier can perform the following actions:
  - i. Delete/cancel the invoice
  - ii. Delete/cancel a line in the invoice
11. Once all the required changes are made, click Submit. The invoice will be submitted

**Invoices and Payments**

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

**Create Invoice** Invoice Actions

Identifying PO: 22105-3123 \* Number: 001

Supplier: My Company \* Date: 6/5/23

Taxpayer ID: 999999999 Type: Invoice

Supplier Site: Main Invoice Currency: CAD - Canadian Dollar

Address: 1224 Vanier St, North Bay, North Bay ON P1B 6A8, Canada Payment Currency: CAD - Canadian Dollar

Supplier Tax Registration Number:

**Lines**

View

**DO NOT USE + USE**

**Select and Add: Purchase Orders** X

Search Advanced Saved Search

\*\* Purchase Order: 22105-3123 \*\* Consumption Advice:

\*\* Creation Date: m/d/yy h:mm a \*\* At least one is required

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
22105-3123	1	1				paper plates	Redpath Canada - ...	50
22105-3123	2	1				cutlery	Redpath Canada - ...	50

Invoice Actions

