

Manage Invoices through Supplier Portal

Quick Reference Guide 2023/2024





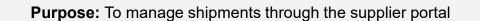
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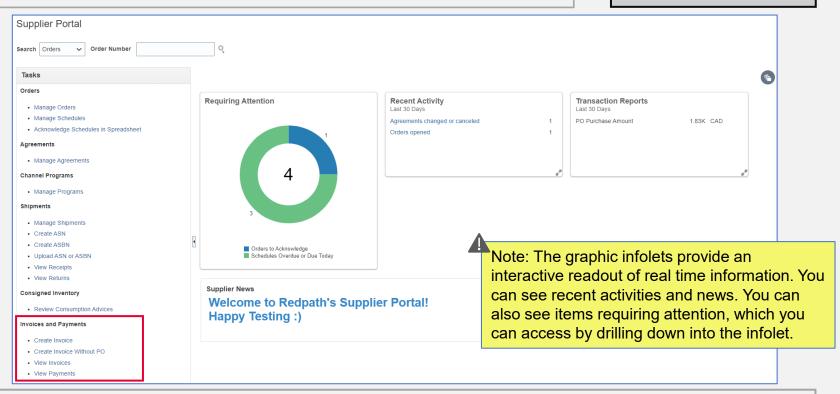


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Supplier Procurement

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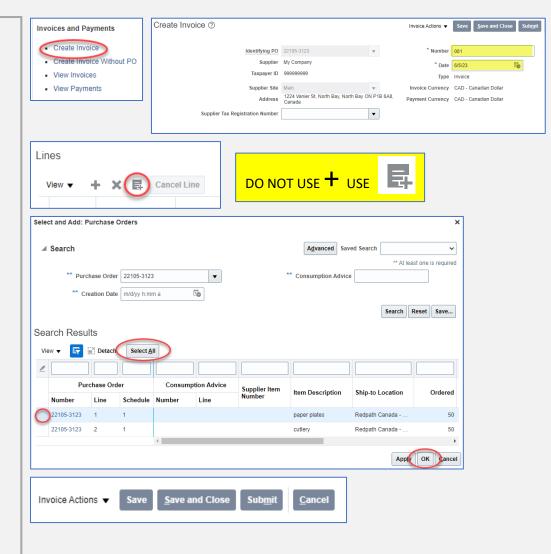
- 1. Open the supplier portal
- 2. Go to the Invoices and Payments section under the Tasks pane on the left side of the screen

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- 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
- The line level details of the PO get populated and will be ready for review
- 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**)
- 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
- Once all the required changes are made, click Submit.
 The invoice will be submitted



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