



Manage Invoices through Supplier Portal

Quick Reference Guide
2023/2024



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Manage Invoices through Supplier Portal



Purpose: To manage shipments through the supplier portal



Supplier



Procurement

Supplier Portal

Search 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

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

Identifying PO: 22105-3123
Number: 001
Date: 6/5/23
Type: Invoice
Supplier: My Company
Taxpayer ID: 999999999
Supplier Site: Main
Address: 1224 Vanier St, North Bay, North Bay ON P1B 6A8, Canada
Invoice Currency: CAD - Canadian Dollar
Payment Currency: CAD - Canadian Dollar
Supplier Tax Registration Number:

Invoice Actions: Save Save and Close Submit

Lines

View + x Cancel Line

DO NOT USE + USE

Select and Add: Purchase Orders

Search
Advanced Saved Search
** Purchase Order: 22105-3123
** Consumption Advice:
** Creation Date: m/d/yy h:mm a
Search Reset Save...

Search Results
View + Detach Select All

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

Apply OK Cancel

Invoice Actions

Save Save and Close Submit Cancel