SUPPLIER REGISTRATION

Invoices

Abstract

This job aide will show you how to view and create an invoice.

PPL Supplier Enablement Team

[Email address]

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Overview

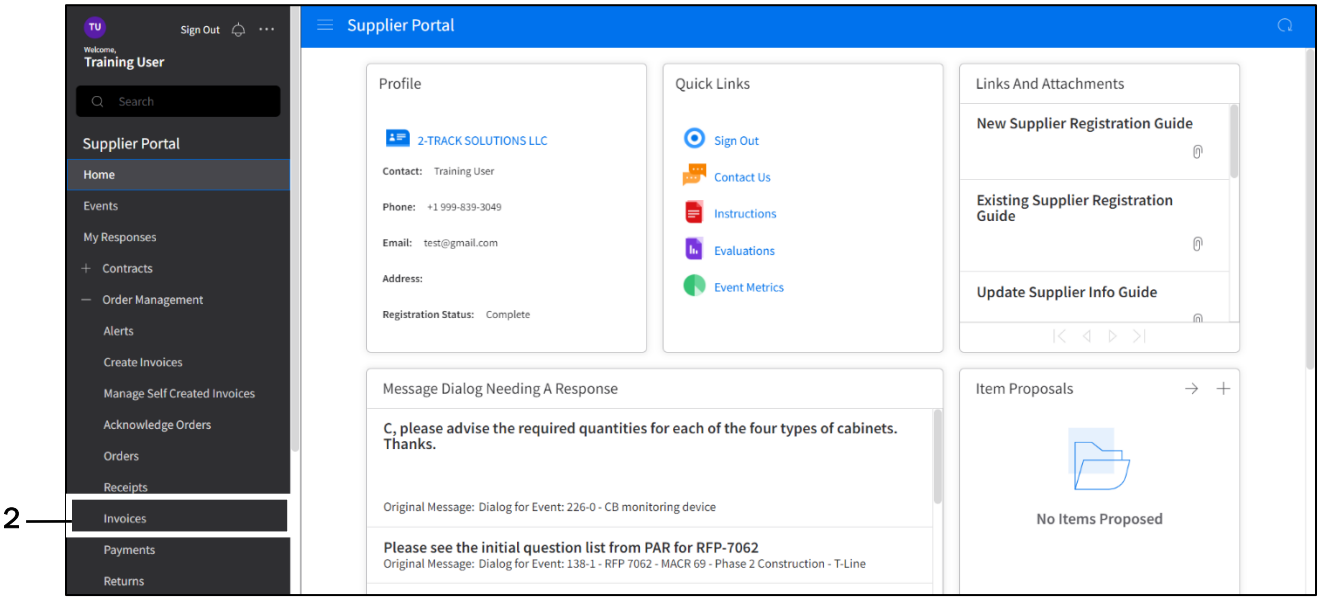
Infor serves as the modern solution for work management, contract, and invoice processing. This document is intended to provide you with a step-by-step guidance on how to view and create an invoice.

By reading this document at its entirety you will be able to:

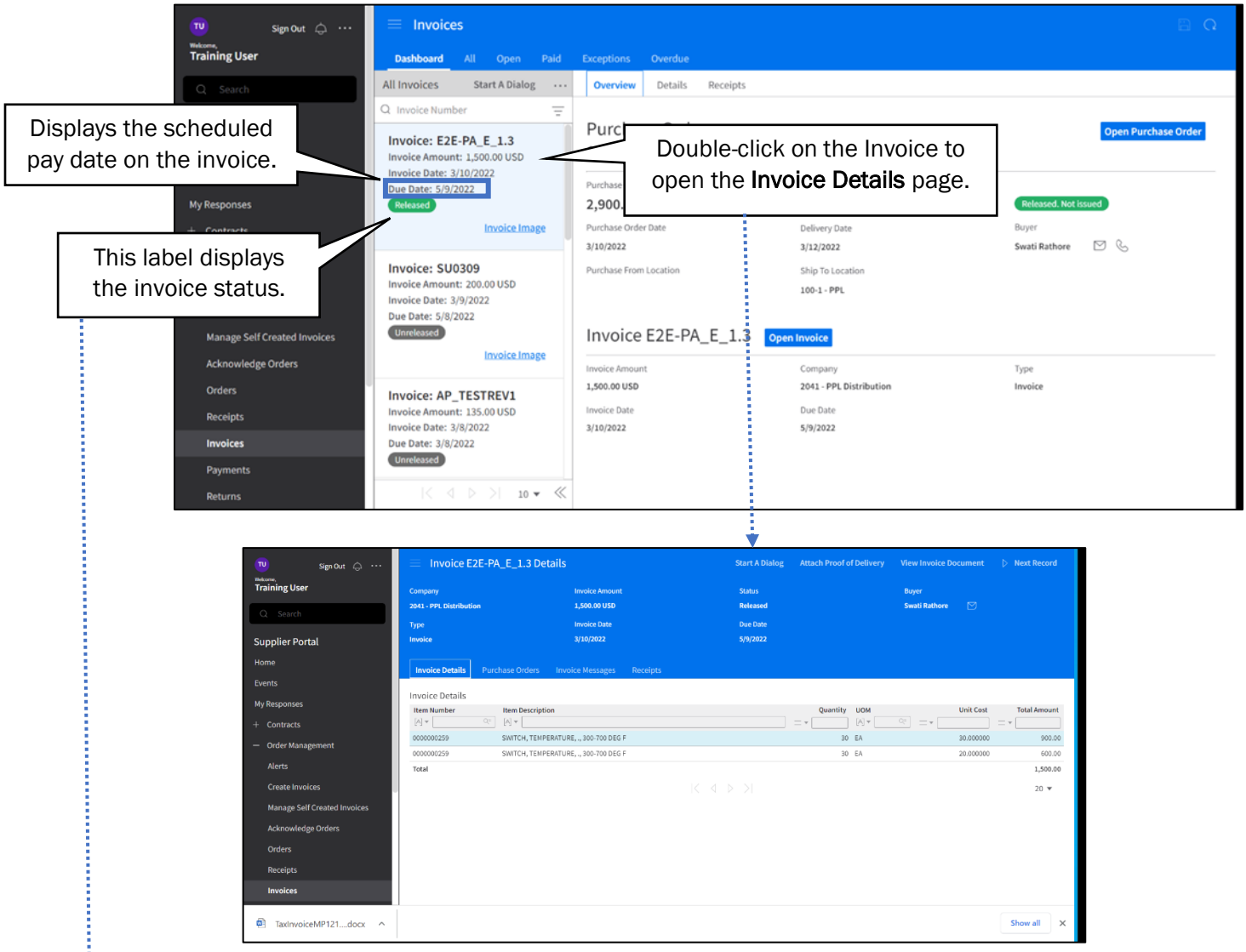
- View an invoice
- Create an invoice

Viewing an Invoice

1. Enter the Username and Password and click the **Sign On** button.
   The **Supplier Portal** page displays.

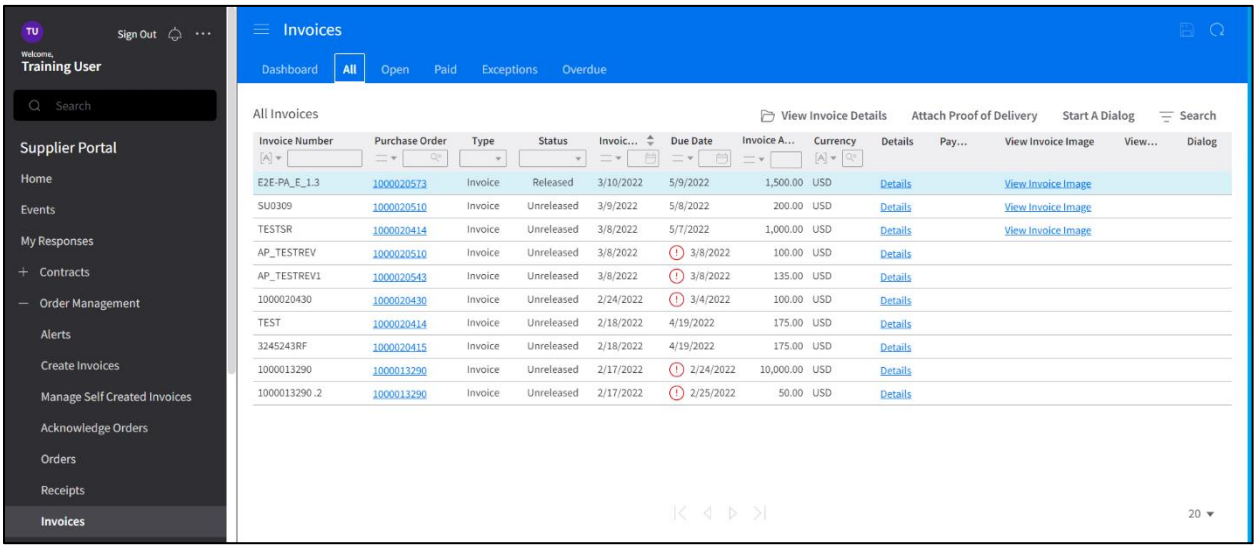


2. Click **Invoices.**
   The Invoices page displays**.**
   Dashboard tab allows you to view an invoice and its associated purchase order. From

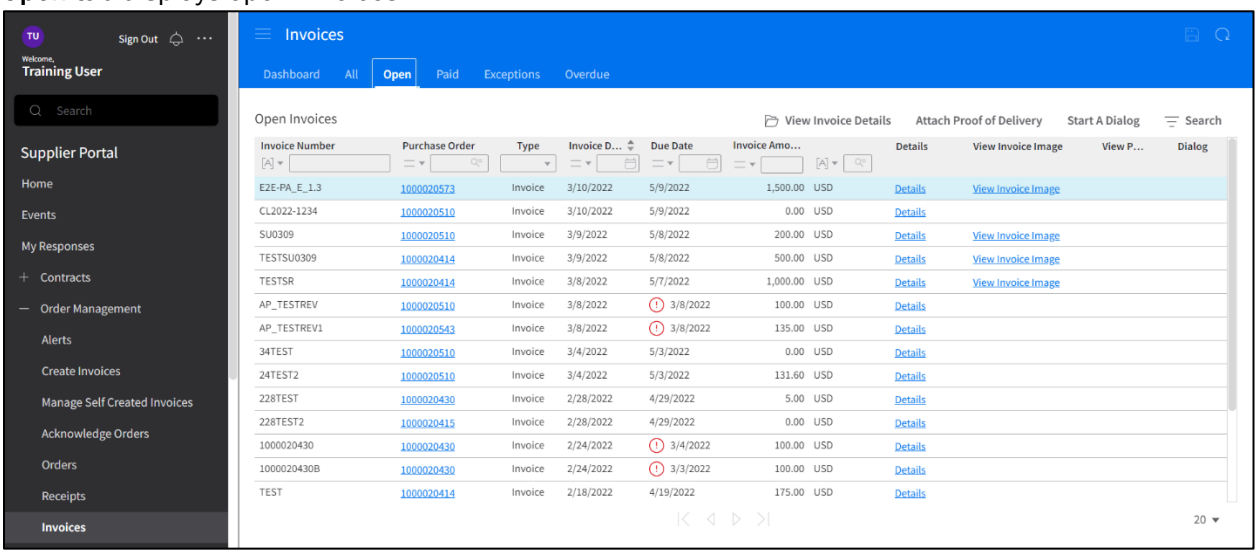


Status	Definition
Released	Invoice is approved and will pay on the scheduled pay date (invoice date + terms on the purchase order)
Unreleased	This could be a 3-way match invoice (items) where the receipt was not entered yet or a 2-way match invoice (service) that has an error that Accounts Payable needs to work on
Pending Approval	The invoice is in someone's queue for approval
Tax Review Queue	This invoice needs to be reviewed by AP/Tax for taxability

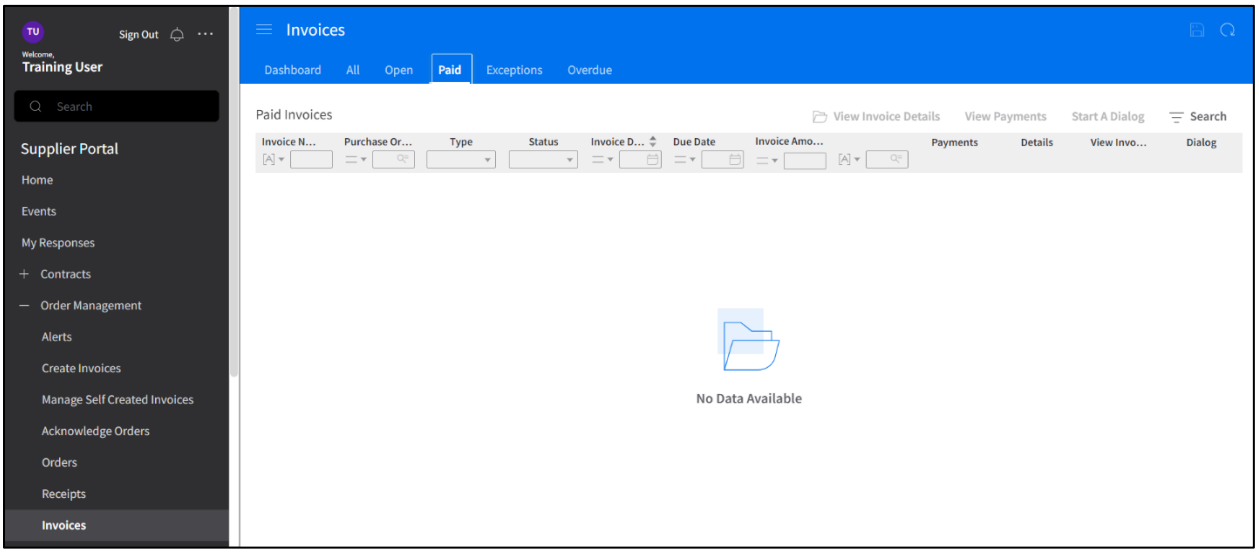
All tab displays all invoices.



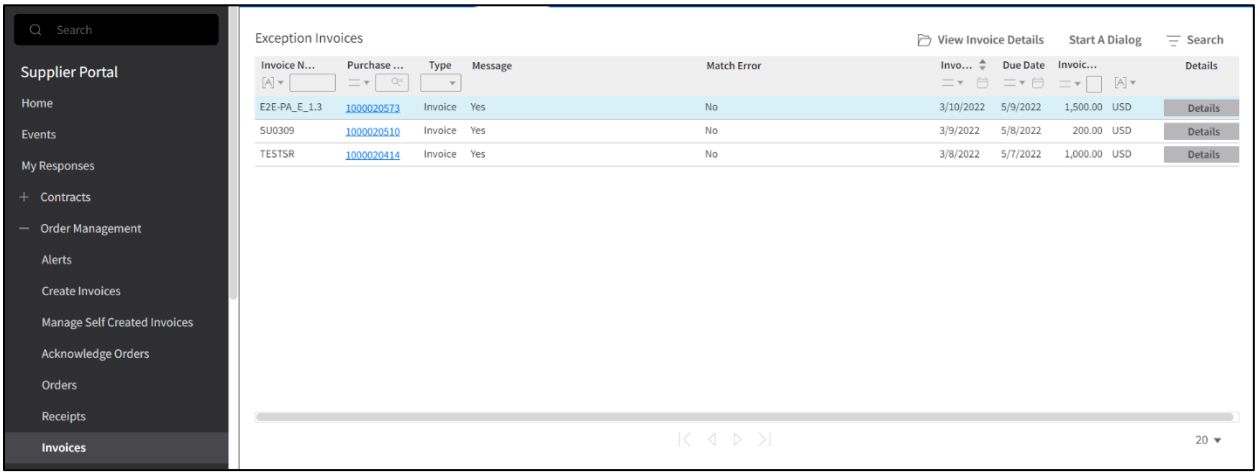
Open tab displays open invoices.



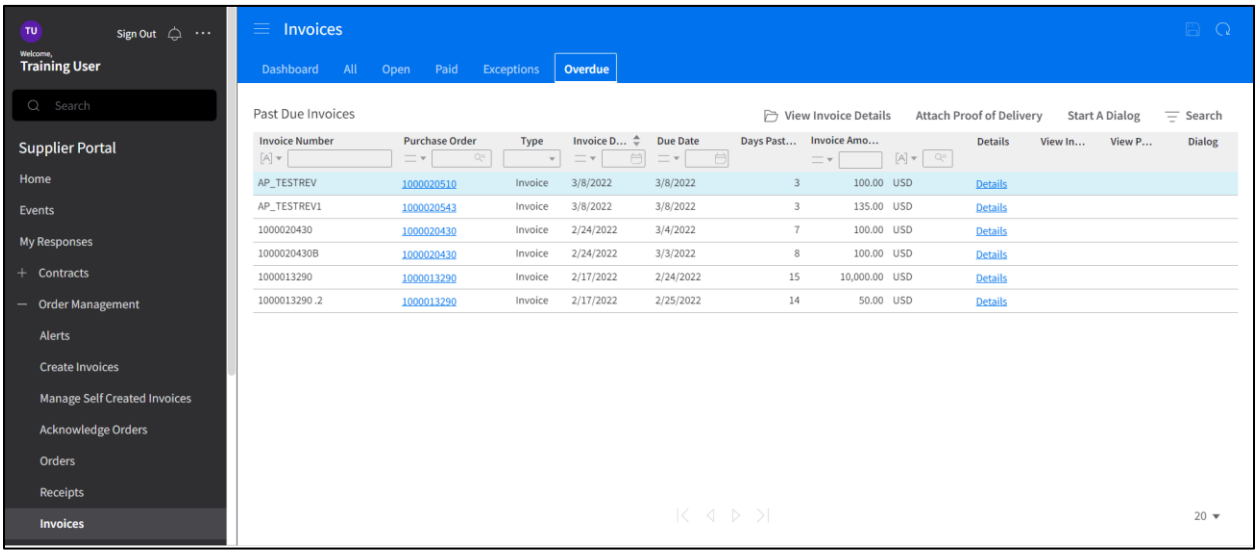
Paid tab displays paid invoices.



Exceptions tab displays invoices that have exceptions.

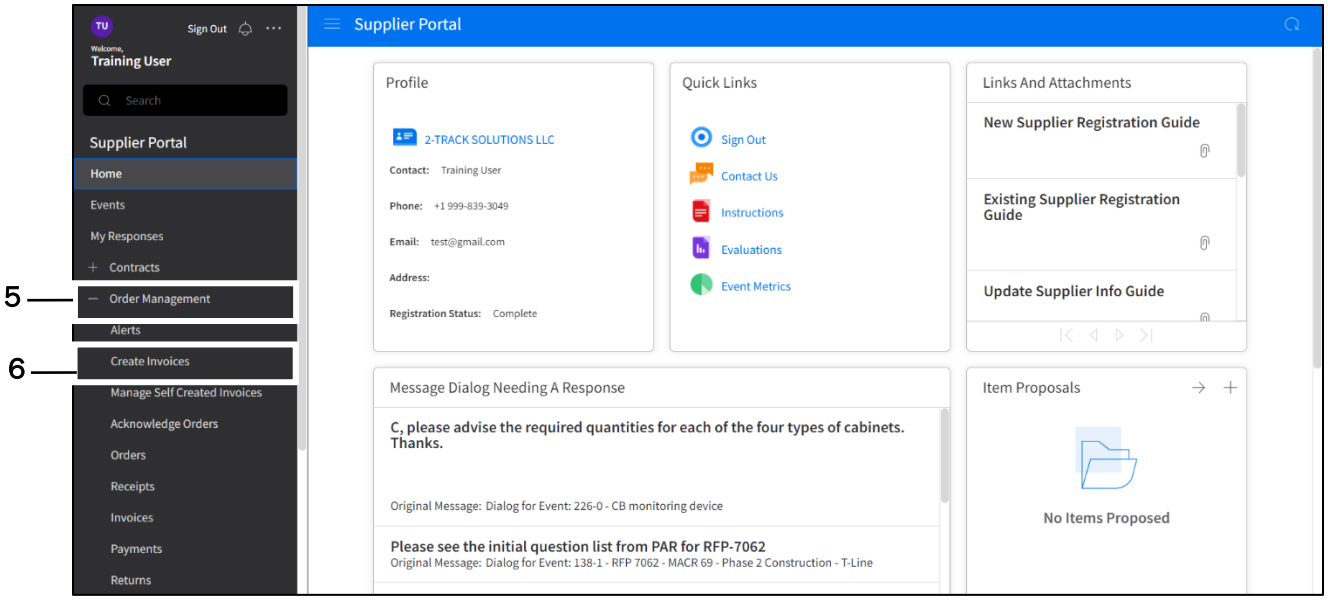


Overdue tab displays invoices that are past the invoice pay date.

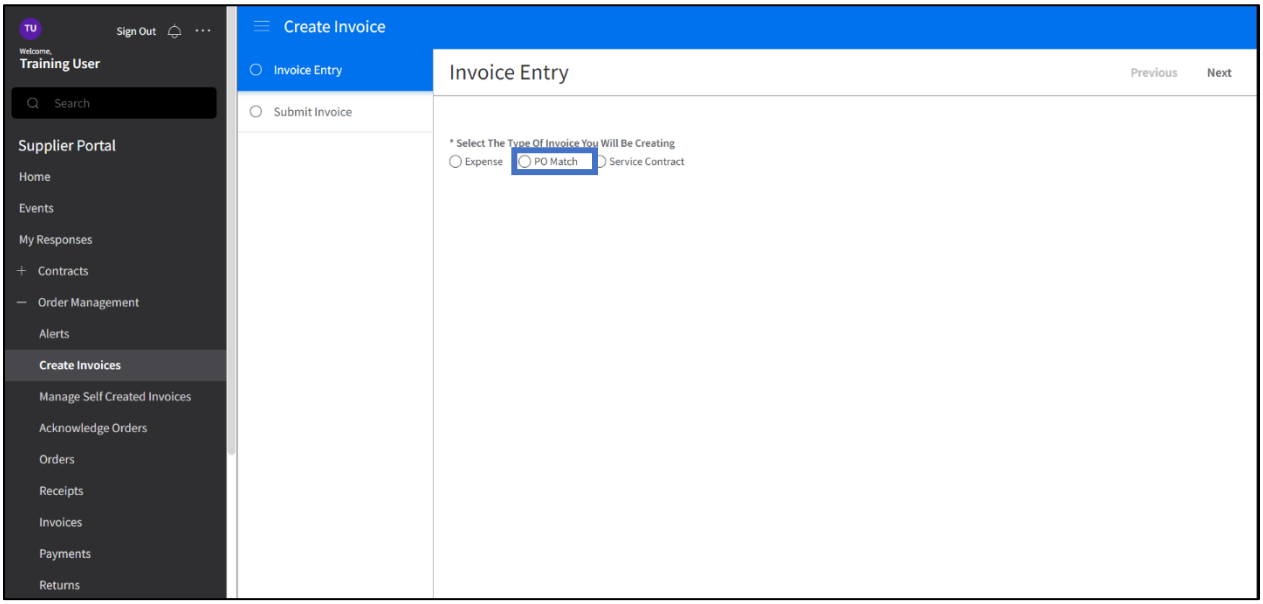


Creating an Invoice

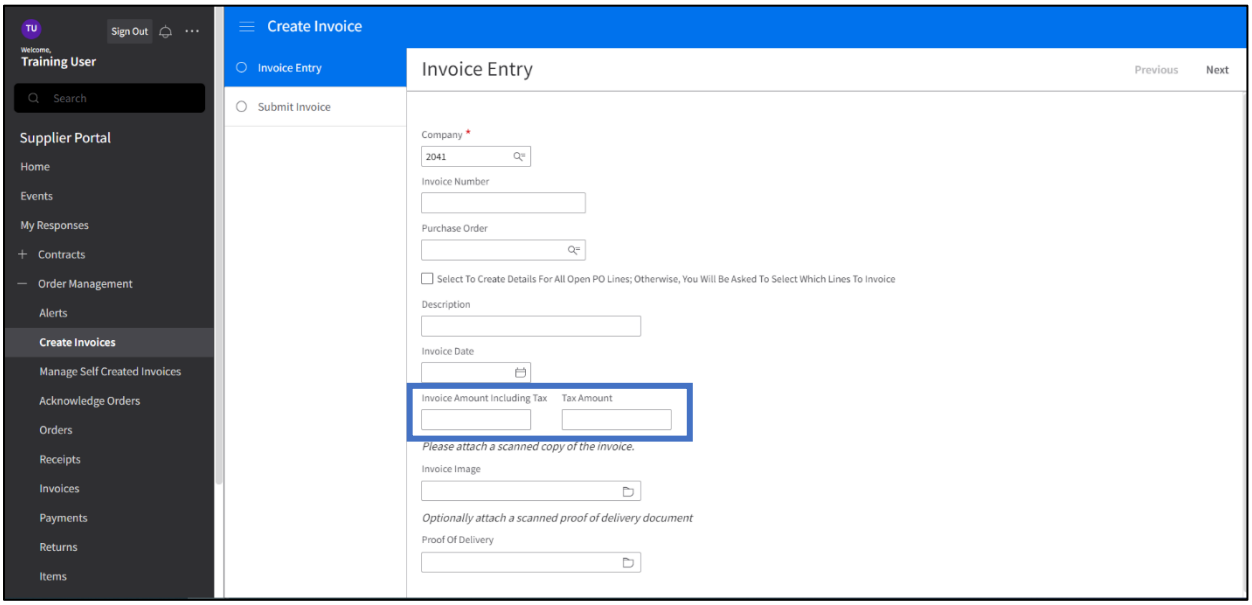
3. Enter the Username and Password and click the **Sign On** button.
   The **Supplier Portal** page displays.



4. Click **Order Management**
5. Click **Create Invoices.**
   The **Create Invoice** page displays and defaults to the **Invoice Entry** tab.



6. Select **PO Match**.
   (Note: Always select PO Match. Do not use the Expense or Service Contract options.)
   The **Invoice Entry** tab displays.

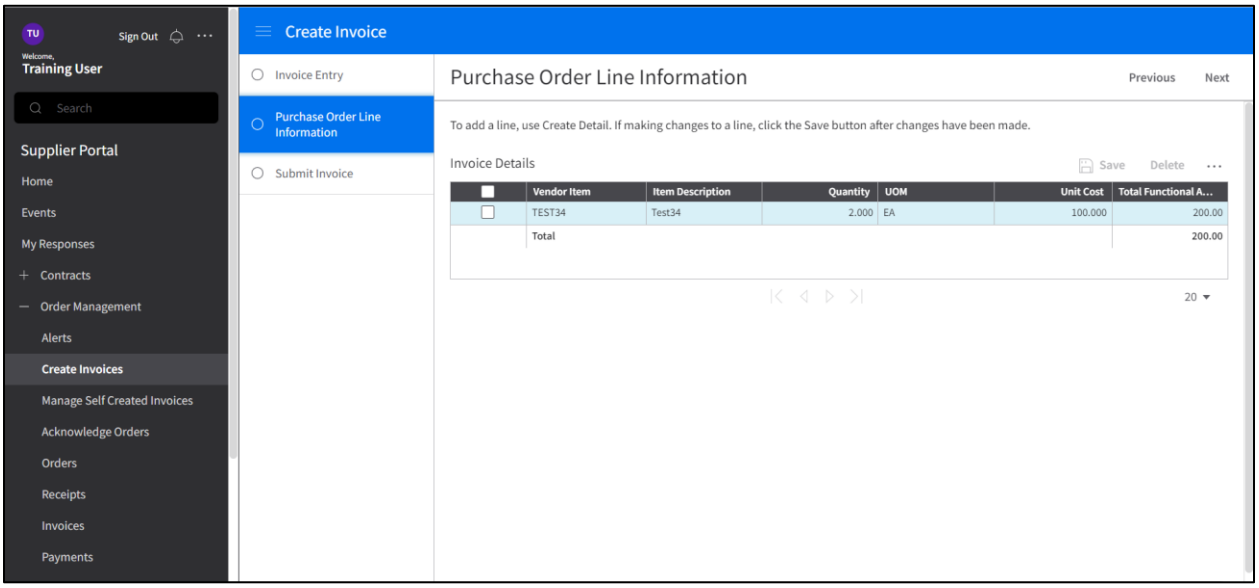


   Note: Ensure that you are entering the amount including tax on this first screen.
   The second screen (following this) will ask you for the amount without tax.

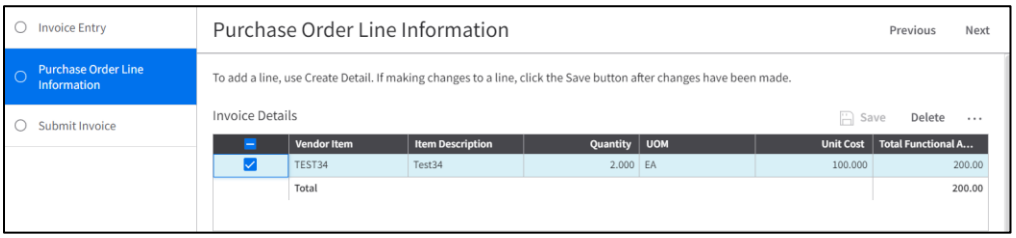
7. Enter data in the fields

• Company	Enter the company code.
• Invoice Number	Enter the invoice number.
• Purchase Order	If you selected the incorrect company, your purchase order will not appear in the search list.
• Select to Create Details For All Open Lines	**Do not select this check box if you are not invoicing for all lines on the PO. If this checkbox is not selected, the next screen will ask you to handpick the lines you are invoicing for.**
• Description	This field is optional.
• Invoice Amount	Enter the invoice amount including the tax.
• Tax Amount	Enter only the tax amount for the invoice. If you leave **Tax Amount** blank or enter 0, the system will treat this as an invoice with no tax on it.
• Invoice Date	Always use today's date.
• Invoice Image	Attaching an image of the invoice is a requirement.
• Proof of Delivery	This is optional but recommended.

9. Click **Next**.
   The **Purchase Order Line Information** page displays.

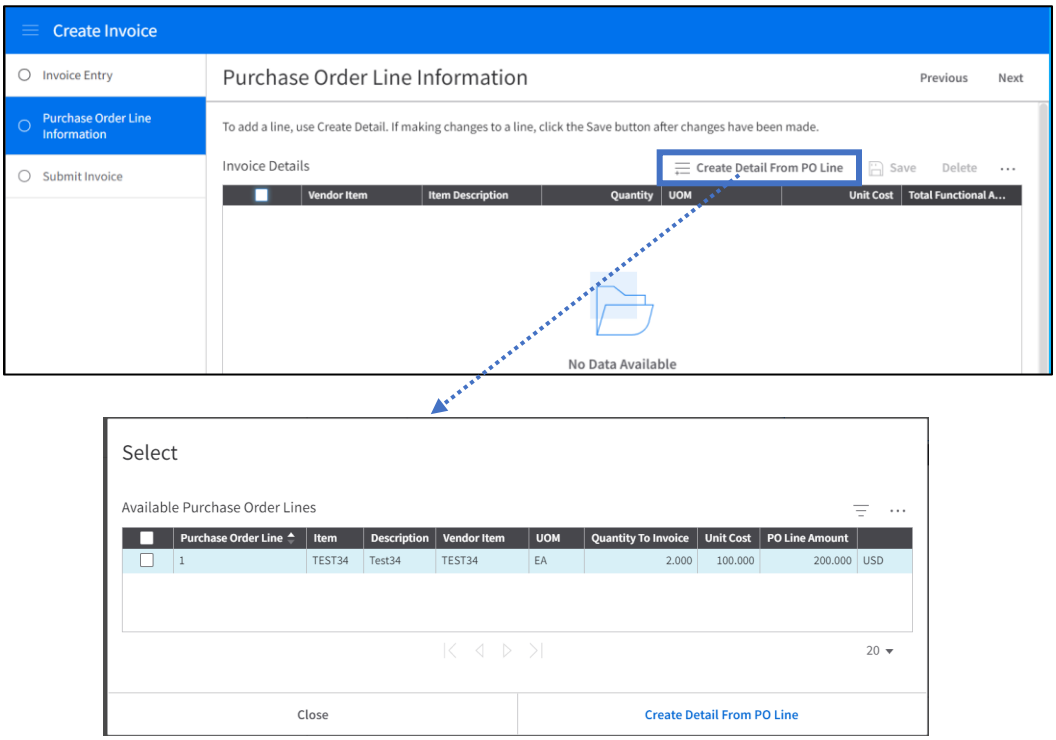


10. Select the lines to include in the invoice (unless you checked off the checkbox to include all on the previous screen).
    - **Important—If you can't find the line or the line contains incorrect information, contact the buyer/category manager**.
    - If you invoice services instead of material, **enter the dollar amount <u>without tax</u>** in the Quantity column. If you add the full amount with tax here, you will receive an error message, as the numbers will not match.
    - If you need to remove a line, select the line, and click delete

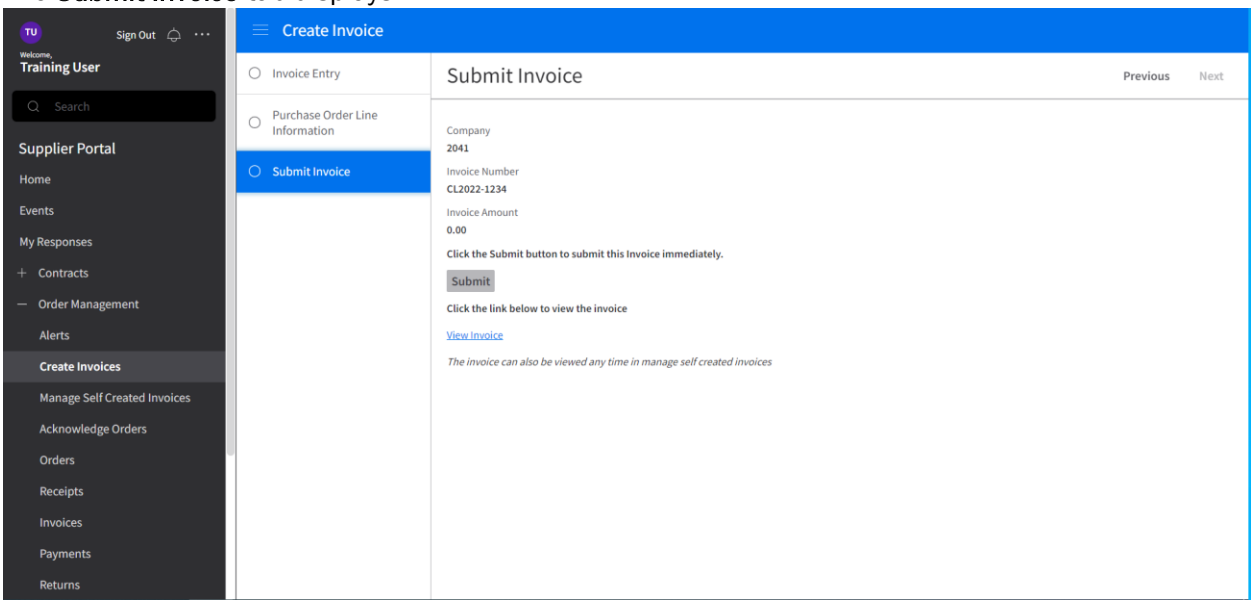


    - You can update the **Quantity**; however, changes to the **Unit Cost** will not match the purchase order cost.
    - The amount in the **Total Functional Amount** field must show **Invoice Amount without tax**. Otherwise, you will not be able to submit the invoice.

- If you did not check the **Select to Create Details For All Open Lines** check box on the **Invoice Entry** tab, the **Purchase Order Line Information** tab will be empty. Click **Create Details from PO line** to select the lines you are invoicing.



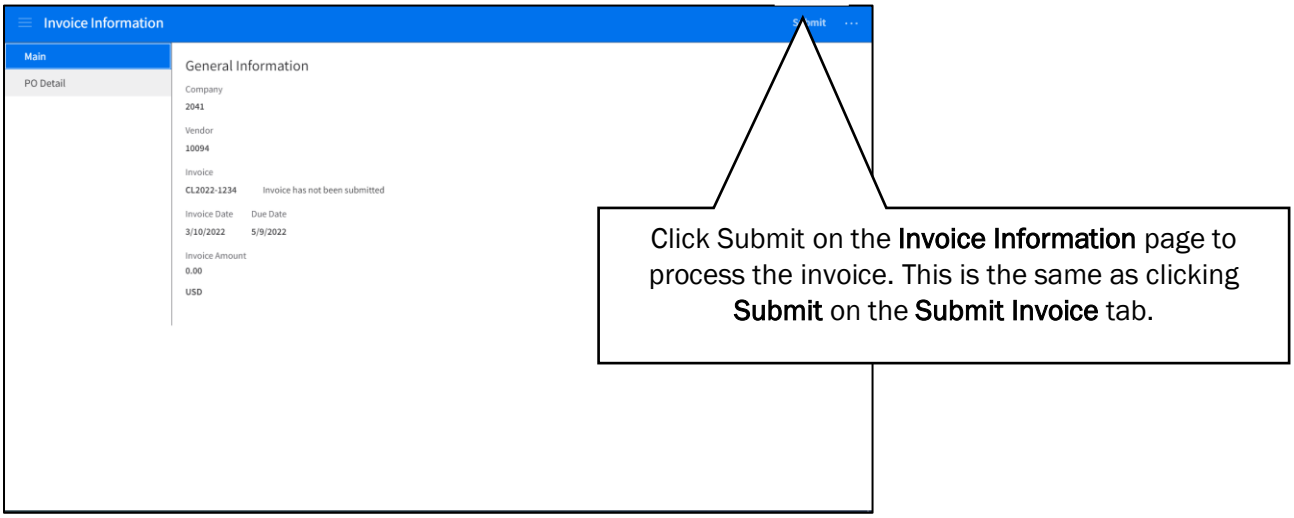
11. Click **Next**.
    Note: If the page did not load after you clicked "Next", refresh your screen.
    The **Submit Invoice** tab displays.



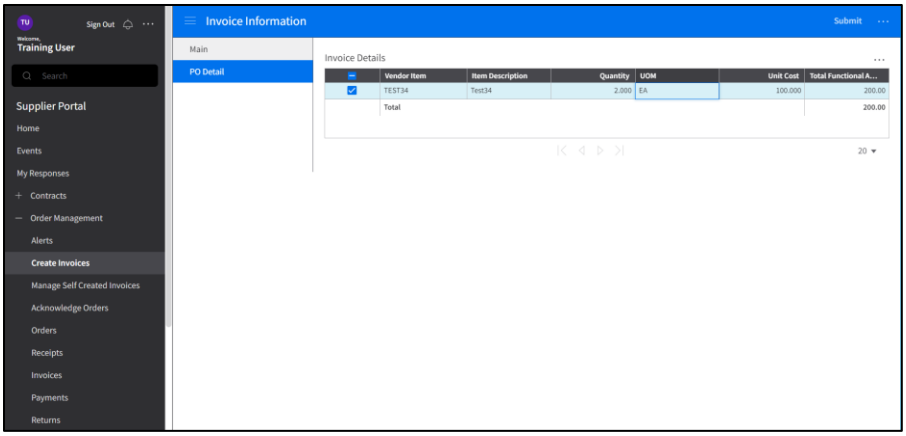
12. Click **Submit**.

Note: You can click **View Invoice** to display the invoice information again before submitting. The Invoice Information page displays.

Main tab



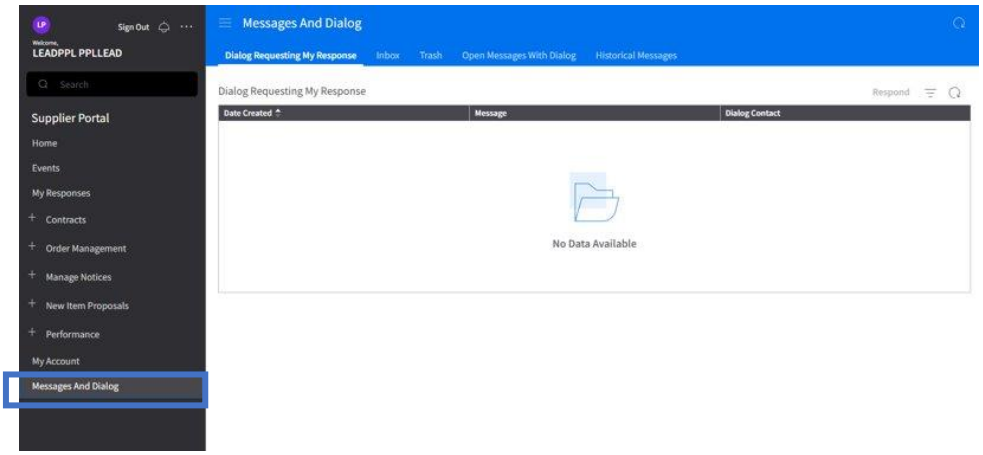
PO Details tab



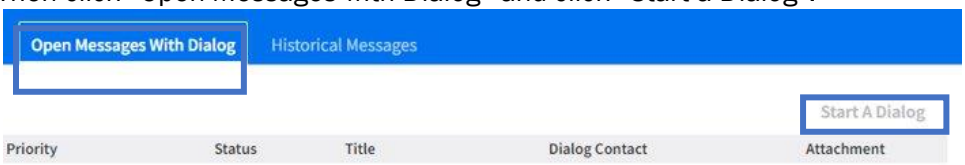
Adding Freight Charges

13. There is currently no existing feature that will allow suppliers to add freight in a clean way. While PPL works to add this feature to the Supplier Portal, please follow the workaround below:

    Message the buyer through the portal alerting them you need to add freight charges. To navigate to messages, click on Messages and Dialog.



Then click “Open Messages with Dialog” and click “Start a Dialog”.



The buyer will then amend the Purchase Order to show freight as an additional line. Once this is completed, you can go back to your PO and invoice freight charges on that separate line.