



## SUPPLIER PORTAL

### Managing Invoices

#### Abstract

This job aid provides instructions on managing invoices; including viewing and creating invoices.



**Business Process:**  
**Supplier Portal Invoices**  
**Supporting Job Aid**

Effective Date: 9/19/2023  
Revision: 03

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## Overview

Using the Invoices functionality in the Supplier Portal, suppliers can review open, paid, and overdue invoices. Suppliers can also view any invoices with errors and submit their own invoices directly from the portal.

This document provides instructions on how to complete the tasks below, click the hyperlink to jump to a tasks:

- [View an invoice.](#)
- [Create an invoice.](#)
- [Update an unsubmitted invoice.](#)
- [Submit an unsubmitted invoice.](#)
- [Delete an unsubmitted invoice.](#)





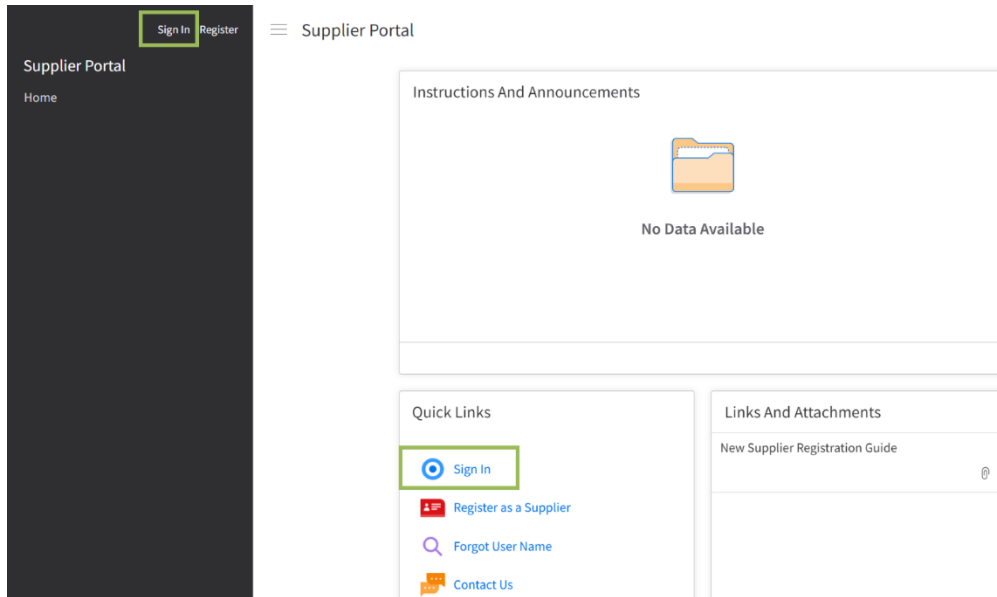
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## Log into the Supplier Portal

You can access the Supplier Portal [here](#).

1. Click **Sign In**.



2. Enter **User Name** and **Password**.
3. Click **Sign In**.





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## Viewing an Invoice

1. Expand **Order Management**.
2. Click **Invoices**.
3. **The Invoices** page displays. Below is a summary of each tab on the Invoice page.

**Dashboard** tab: Allows you to view an invoice and its associated purchase order. This tab includes:

- a. **Due Date:** Displays the scheduled pay date on the invoice. This is calculated by invoice date + terms on the purchase order.
- b. **Status:** This label displays the invoice status. Statuses include:
  - **Released:** Invoice is approved and will be paid on the scheduled due date.
  - **Unreleased:** This could be a 3-way match invoice (items) where the receipt was not entered yet, or a 2-way match invoice (services) that has an error that Accounts Payable needs to work.
  - **Pending Approval:** The invoice is in someone's queue for approval.
  - **Historical:** The invoice has been paid.
- c. **Open Invoice:** Click to open the Invoice Details page. Here you can view Purchase Order details.

The screenshot shows the Supplier Portal interface. On the left is a navigation menu with 'Invoices' highlighted. The main area shows a list of invoices with 'Invoice: 3456781' selected, displaying 'Invoice Amount: 63.50 USD' and 'Invoice Date: 6/27/2023'. A green box highlights the 'Unreleased' status. A green arrow points from the 'Open Invoice' button to the 'Invoice 3456781 Details' page. The details page shows a table with invoice information and a table of items.

Item No...	Item Description	Quantity	UOM	Unit Cost	Total A...
0000901879	SCREW, TAPPING, SELF TAPPING, #12, 1/2 IN, STAINLESS STEEL,	5.0000	BX	12.500000	62.50
<b>Total</b>					<b>62.50</b>





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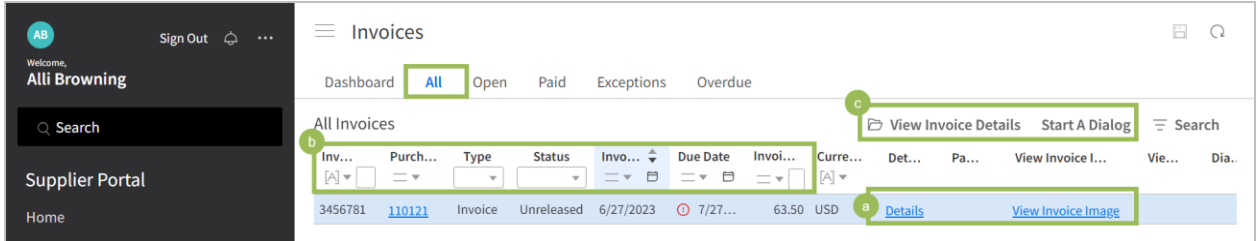
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All tab: This displays all the invoices in a list view. You can:

- a. View the invoice **Details** and **Invoice Images**.
- b. Add filters to view specific invoices.
- c. Select an invoice and complete additional actions including **View Invoice Details** and **Start a Dialog**.

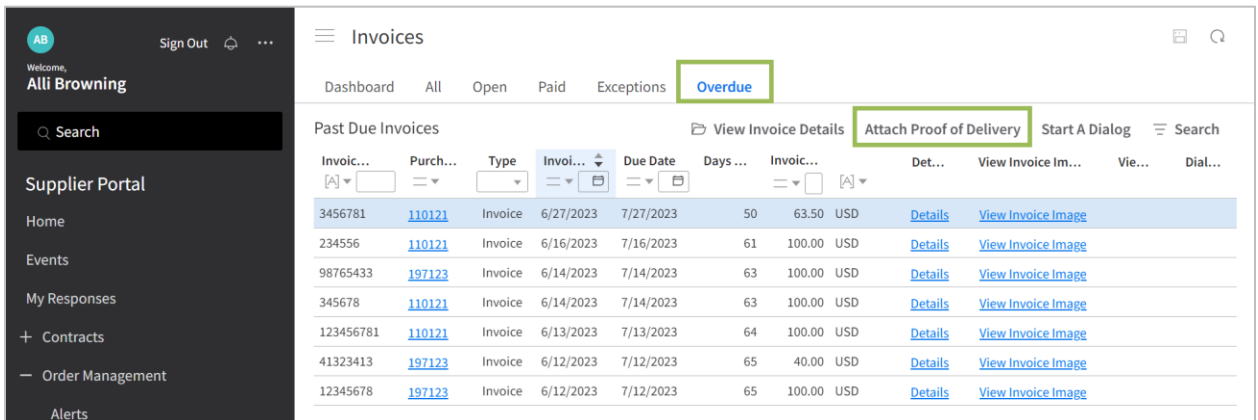


**NOTE:** The above actions are available throughout the remaining tabs.

**Paid** tab: Displays all paid invoices.

**Exceptions** tab: Displays invoices that have exceptions and error messages.

**Overdue** tab: Displays invoices that are past the invoice due date. This tab has one additional action that allows you to attach Proof of Delivery.






## Creating an Invoice

The following steps provide details around how to create a new invoice.

1. Expand **Order Management**.

**NOTE:** If you do not see the menu, click the **hamburger icon**  to expand the menu.

2. Click **Create Invoices**.

3. On the **Invoice Entry** tab, complete the following fields:

- a. **Purchase Order:** Click the search icon to select the correct purchase order from the list of available Purchase Orders.
- b. **Invoice Number:** Enter the invoice number.
- c. **Click to Create Details for All Open Items:** Only check this box if you are invoicing for all lines on the Purchase Order.
- d. **Description:** This field is optional.
- e. **Invoice Date:** Always use today's date.
- f. **Invoice Amount including Tax:** Enter the invoice amount **including** the tax.
- g. **Tax Amount:** Enter only the **tax amount** for the invoice.  
**TIP:** If you leave Tax Amount blank or enter 0, the system will treat this as an invoice with no tax included.
- h. **Invoice image:** This is a required field. Attach an image of the invoice.
- i. **Proof of Delivery:** Attached proof-of-delivery document. This is optional but recommended.

4. Click **Next**.

The screenshot displays the 'Create Invoice' interface in the Supplier Portal. The left sidebar shows the navigation menu with 'Create Invoices' selected. The main area is titled 'Create Invoice' and 'Invoice Entry'. It features several input fields and a checkbox, each labeled with a letter from a to i, corresponding to the steps in the instructions. The 'Next' button is highlighted with a green box and the number 4.





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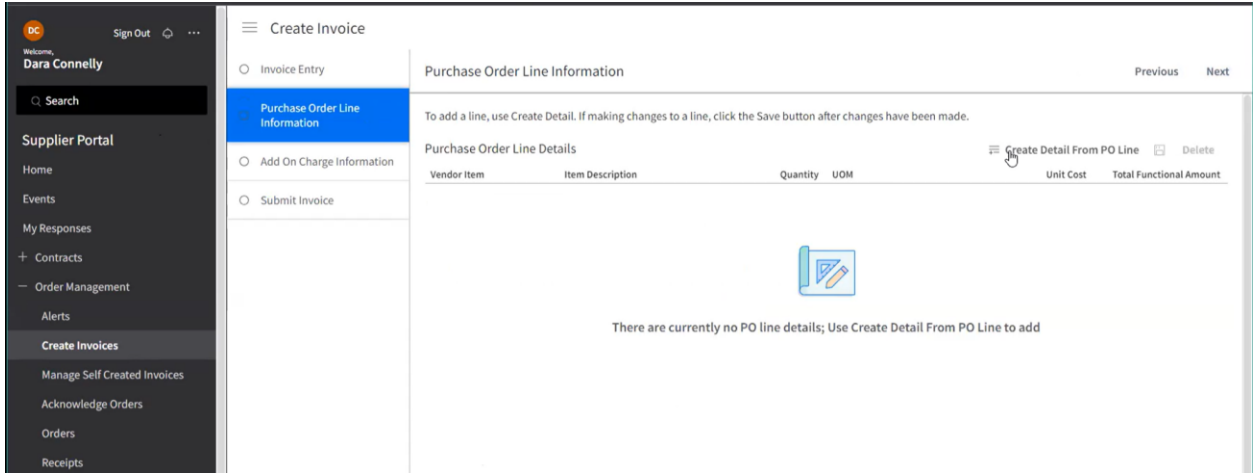
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5. **Purchase Order Line Information** displays.

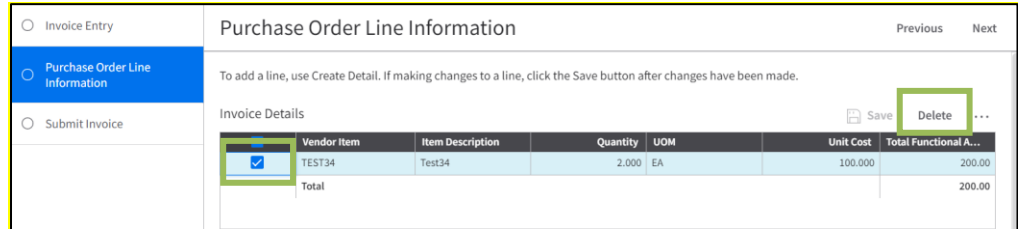
**TIP:** If the page did not load after you clicked “Next”, refresh your screen.



6. Follow the instructions below based on if Step 3c was checked or not:

a. If you **DID** Click the “**Create Detail for All Lines**” options:

- i. **Important:** If you can't find the line or the line contains incorrect information, contact the buyer/category manager.
- ii. If you invoice services instead of materials, **enter the dollar amount without tax** in the **Quantity** field.
  - If you add the full amount with tax here, you will receive an error message as the numbers will not match.
- iii. If you need to remove a line, click the line and click **Delete**



iv. You can update the **Quantity (Dollar Amount)**

- Changes to the **Unit Cost** will not match the purchase order cost.
- For Services, the **Unit Cost** should always be 1
- v. The amount in the **Total Functional Amount** field must show **Invoice amount without tax**.
  - Otherwise you will not be able to submit the invoice.







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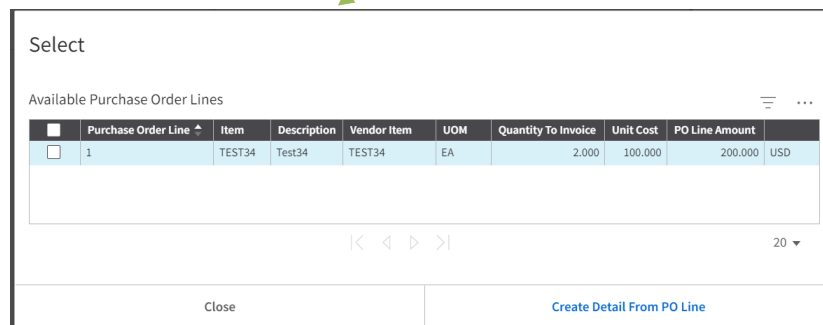
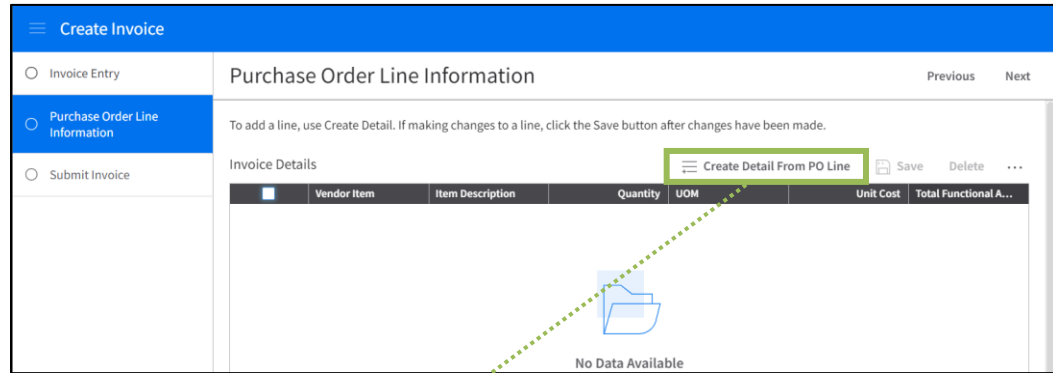
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- b. If you **DID Not** click the “Create Detail for All Lines” option in **step 3c**:
  - vi. The **Purchase Order Line Information** tab will be empty.
  - vii. Click **Create Details from PO Line** to Click the lines you are invoicing.



7. Click **Next**.

**NOTE:**

- If Add On Charges have been included with this Purchase Order, you will see the **Add On Charge Information** tab.
- If this option is **not** available and Add on Charges are **not** needed, continue to **Submit the invoice**.
- If this option is **not** available and Add on Charges **ARE** needed, do **not** continue submitting the invoice and reach out to the buyer to add the charge to the Purchase Order Line. Use the [Message and Dialog Job Aid](#) for assistance on contacting the buyer.



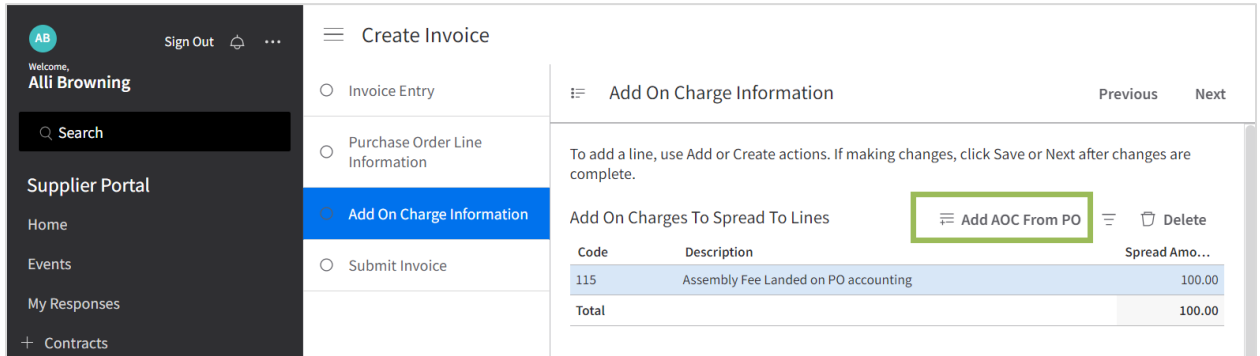


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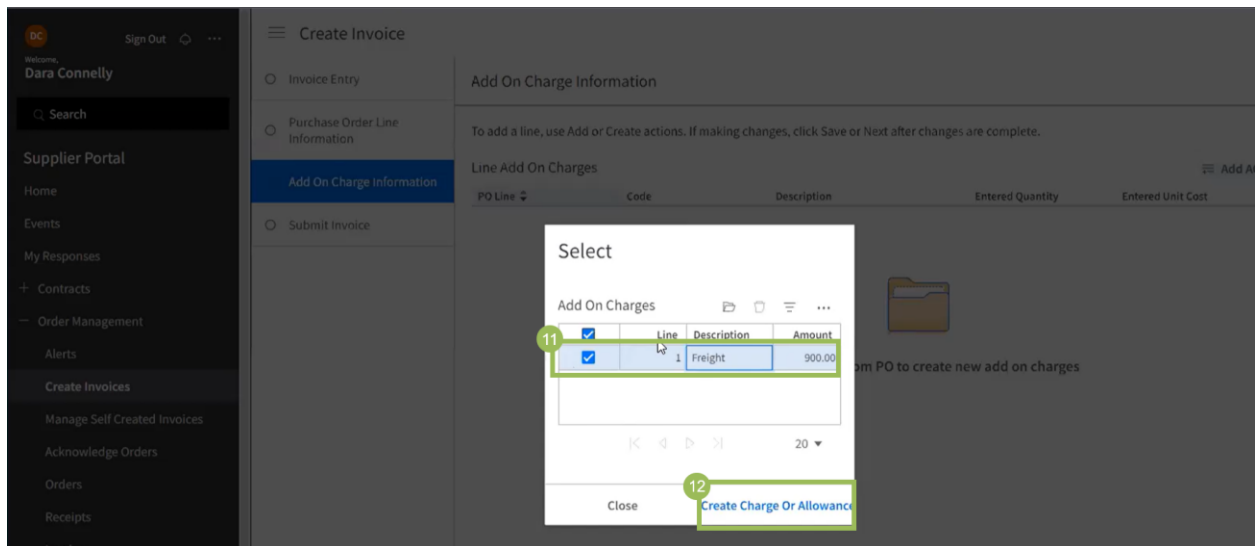
8. Click Add AOC from PO.



9. Click the add on charge.

**NOTE:** If the Add on Charge is not visible and it is needed, reach out to your buyer to have it added.

10. Click **Create Charge or Allowance Button**.





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11. Update **Entered Quantity** and **Entered Unit Cost** details as needed.

PO Line	Code	Description	Entered Quantity	Entered Unit Cost	Amount
2	400	Freight	12.0000	7.500000	900.00
Total					900.00

12. Click **Next** to view the **Submit Invoice** tab.

**TIP:** If the page did not load after you clicked “Next”, refresh your screen.

13. Click **Submit**

**NOTE:** You can click View Invoice to display the invoice information again before submitting.

Company: 2041 PPL Distribution  
Invoice Number: 234556  
Invoice Amount Including Tax: 100.00  
Tax Amount: 10.00

Detail Line Totals	Add On Charges From PO	Tax Amount	Entered Totals
75.00	100.00	10.00	185.00

**Submit**

[View Invoice](#)

The invoice can also be viewed any time in manage self created invoices





## Manage In Process Invoices

1. Expand **Order Management**.
2. Click **Manage Self-Created Invoices**.
  - a. **Unsubmitted Invoices** tab: PPL has not received this invoice. Updates can be made to an invoice including deleting the invoice.
  - b. **Submitted Invoices** tab: PPL has already received this invoice and edits cannot be made.

The screenshot displays the 'Create And Manage Invoices' interface. On the left, the navigation menu is expanded to show 'Order Management' and 'Manage Self Created Invoices'. The main content area is titled 'Create And Manage Invoices' and features two tabs: 'Unsubmitted Invoices' (selected) and 'Submitted Invoices'. Below the tabs, there are action buttons: 'Unsubmitted Invoices', 'Submit', 'Attach Proof of Delivery', 'Create Invoice', 'Update Invoice', and 'View Invoice'. A table lists several invoices with columns for Invoice Number, Invoice Date, Due Date, Total Amount, and Currency. Each row includes a 'View Invoice Image' button.

Invoice Number	Invoice Date	Due Date	Total Am...	Currency	View Invoice Image	View P...
41323413	6/12/2023	7/12/2023	40.00	USD	<a href="#">View Invoice Image</a>	
12345678	6/12/2023	7/12/2023	100.00	USD	<a href="#">View Invoice Image</a>	
123456781	6/13/2023	7/13/2023	100.00	USD	<a href="#">View Invoice Image</a>	
98765433	6/14/2023	7/14/2023	100.00	USD	<a href="#">View Invoice Image</a>	
345678	6/14/2023	7/14/2023	100.00	USD	<a href="#">View Invoice Image</a>	
234556	6/16/2023	7/16/2023	100.00	USD	<a href="#">View Invoice Image</a>	

3. Under **Unsubmitted Invoice** tab, you can perform several actions, including:
  - a. [Update an Invoice](#)
  - b. [Submit an Invoice](#)
  - c. [Delete an Invoice](#)





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**Update an Unsubmitted Invoice**

1. Expand **Order Management**.
2. Click **Manage Self-Created Invoices**.
3. Click **Unsubmitted Invoices** tab.
4. Click an **Invoice**.
5. Click **Update Invoice**.

**Create And Manage Invoices**

Unsubmitted Invoices Submitted Invoices

Unsubmitted Invoices Submit Attach Proof of Delivery Create Invoice Update Invoice View Invoice ...

Invoice Number	Invoice Date	Due Date	Total Am...	Currency	View Invoice Image	View P...
41323413	6/12/2023	7/12/2023	40.00	USD	View Invoice Image	
12345678	6/12/2023	7/12/2023	100.00	USD	View Invoice Image	
123456781	6/13/2023	7/13/2023	100.00	USD	View Invoice Image	
98765433	6/14/2023	7/14/2023	100.00	USD	View Invoice Image	
345678	6/14/2023	7/14/2023	100.00	USD	View Invoice Image	
234556	6/16/2023	7/16/2023	100.00	USD	View Invoice Image	

6. Navigate through the Create Invoices tab and make any necessary updates.  
**NOTE:** If you need guidance, view [Create an Invoice](#) section of this document.





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### Submit an Unsubmitted Invoice

Unsubmitted invoices are invoices that have been created, but never submitted. Only the original supplier who created the invoice are able to submit them.

1. Expand **Order Management**.
2. Click **Manage Self-Created Invoices**.
3. Click **Unsubmitted Invoices**.
4. Click an **Invoice**.
5. Click **Submit**.

The screenshot displays the 'Create And Manage Invoices' interface. The sidebar on the left contains the following menu items: Home, Events, My Responses, Contracts, Order Management (highlighted with a green box and callout 1), Alerts, Create Invoices, and Manage Self Created Invoices (highlighted with a green box and callout 2). The main content area is titled 'Create And Manage Invoices' and has two tabs: 'Unsubmitted Invoices' (highlighted with a green box and callout 3) and 'Submitted Invoices'. Below the tabs are several action buttons: 'Unsubmitted Invoices', 'Submit' (highlighted with a green box and callout 5), 'Attach Proof of Delivery', 'Create Invoice', 'Update Invoice', and 'View Invoice...'. A table of unsubmitted invoices is displayed below the buttons. The table has columns for 'Invoice Number', 'Invoice Date', 'Due Date', 'Total Am...', and 'Currency'. The first row is highlighted with a green box and callout 4. Each row has a 'View Invoice Image' button.

Invoice Number	Invoice Date	Due Date	Total Am...	Currency	View Invoice Image
41323413	6/12/2023	7/12/2023	40.00	USD	View Invoice Image
12345678	6/12/2023	7/12/2023	100.00	USD	View Invoice Image
123456781	6/13/2023	7/13/2023	100.00	USD	View Invoice Image
98765433	6/14/2023	7/14/2023	100.00	USD	View Invoice Image
345678	6/14/2023	7/14/2023	100.00	USD	View Invoice Image
234556	6/16/2023	7/16/2023	100.00	USD	View Invoice Image

The invoice has now been submitted to PPL. To view the submitted invoice, navigate to the **Submitted Invoices** tab.





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**Delete an Unsubmitted Invoice**

1. Expand **Order Management**.
2. Click **Manage Self-Created Invoices**.
3. Click **Unsubmitted Invoices**.
4. Click an **Invoice**.
5. Click **Delete**.

The screenshot displays the 'Create And Manage Invoices' page. On the left sidebar, 'Order Management' is selected (1), and 'Manage Self Created Invoices' is highlighted (2). The 'Unsubmitted Invoices' tab is active (3). The table below shows several invoices, with the first row (Invoice Number 323413) highlighted (4). A 'Delete' button is located in the top right corner of the table area (5).

Invoice Number	Invoice Date	Due Date	Total Amount	Currency	View Invoice Image	View Pro...
323413	6/12/2023	7/12/2023	40.00	USD	View Invoice Image	
12345678	6/12/2023	7/12/2023	100.00	USD	View Invoice Image	
123456781	6/13/2023	7/13/2023	100.00	USD	View Invoice Image	
98765433	6/14/2023	7/14/2023	100.00	USD	View Invoice Image	
345678	6/14/2023	7/14/2023	100.00	USD	View Invoice Image	
234556	6/16/2023	7/16/2023	100.00	USD	View Invoice Image	

The invoice has now been deleted. To recreate the invoice, view [Create an Invoice section of document](#).

