SUPPLIER PORTAL

Managing Invoices

Abstract

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

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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.

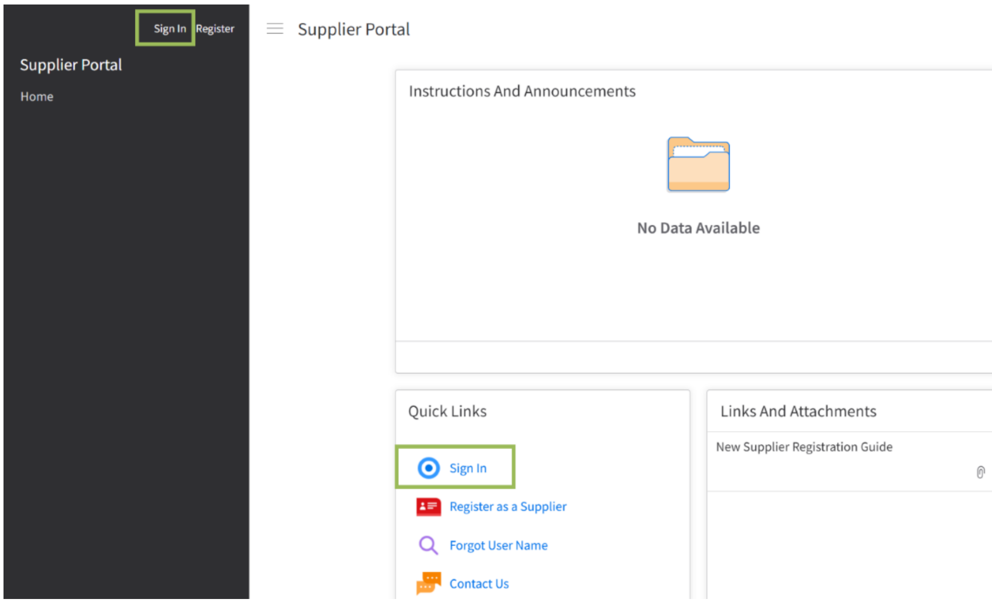
This document provides instructions on how to complete the tasks below, click the hyperlink to jump to a tasks:

- View an invoice.
- Create an invoice.
- Update an unsubmitted invoice.
- Submit an unsubmitted invoice.
- Delete an unsubmitted invoice.

Log into the Supplier Portal

You can access the Supplier Portal here.

1. Click **Sign In.**



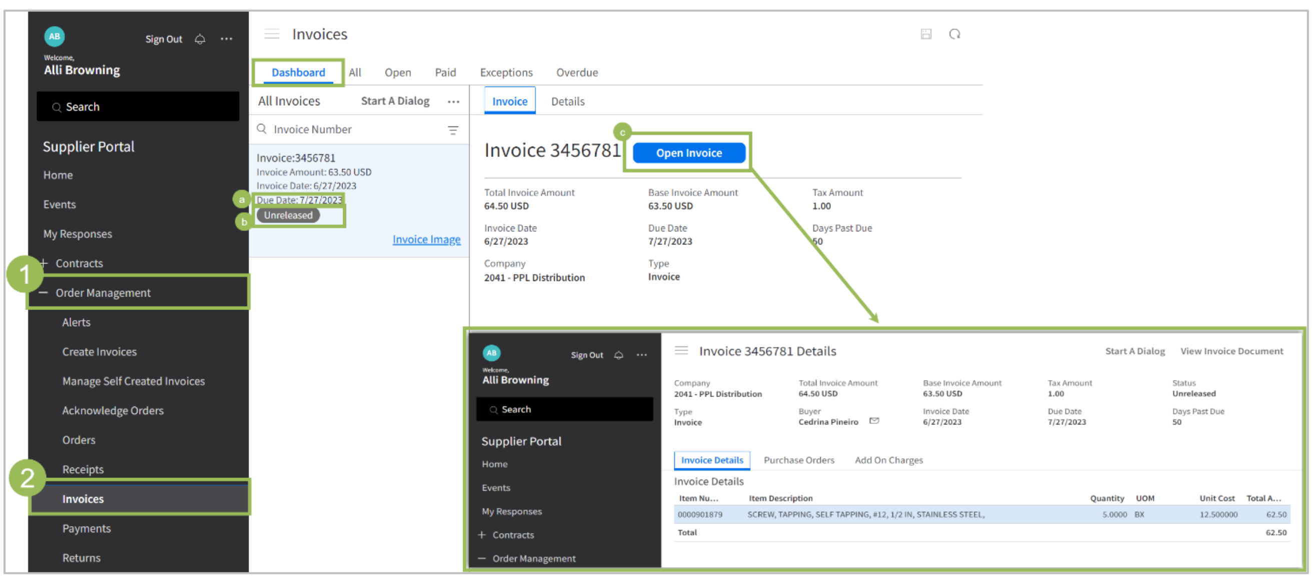
2. Enter **User Name** and **Password.**
3. Click **Sign In**.

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.

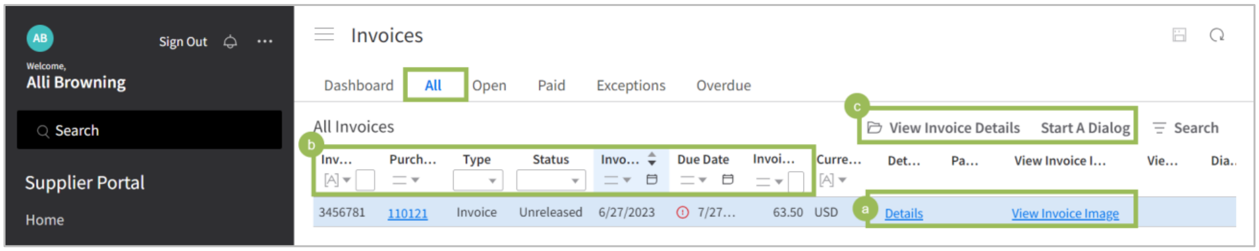
Dashboard tab: Allows you to view an invoice and its associated purchase order. This tab includes:

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.



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.**

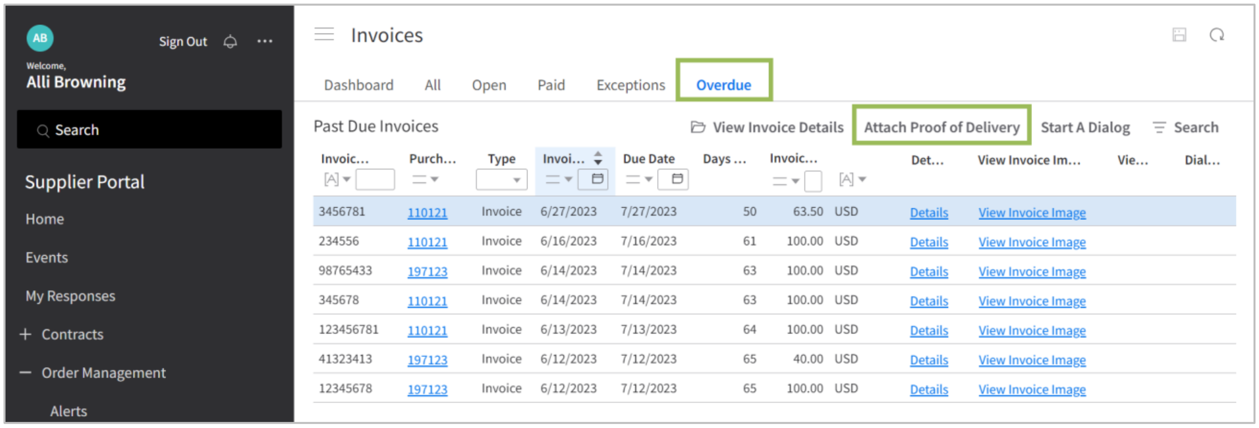


NOTE: The above actions are available throughout the remaining tabs.

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.

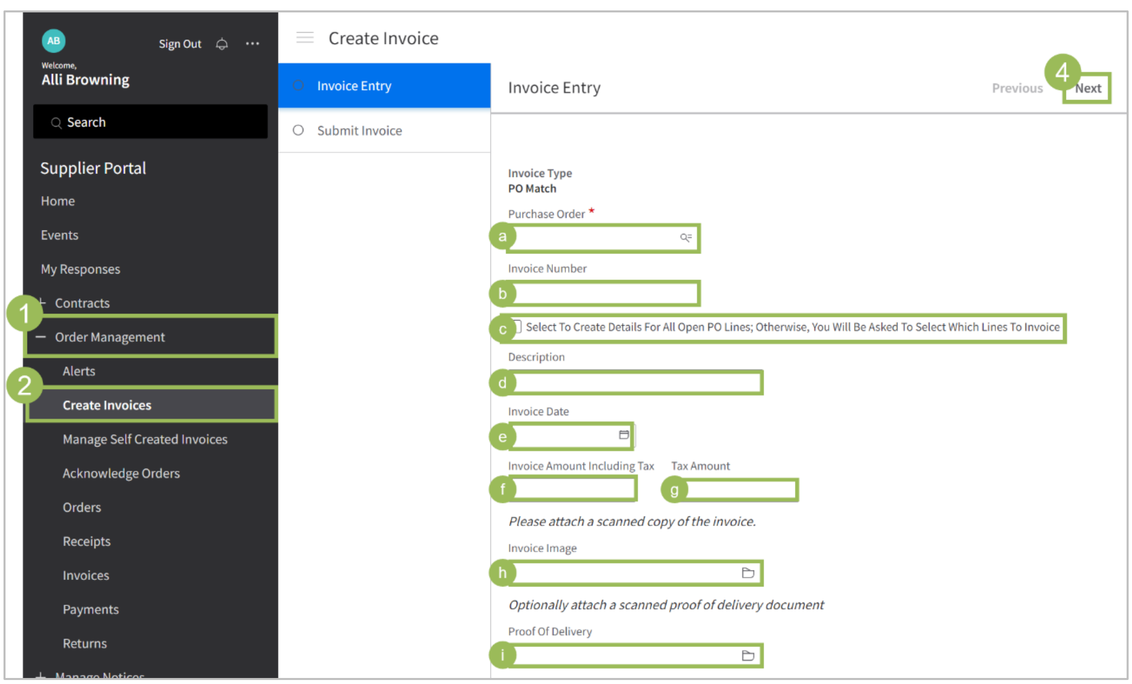


Creating an Invoice

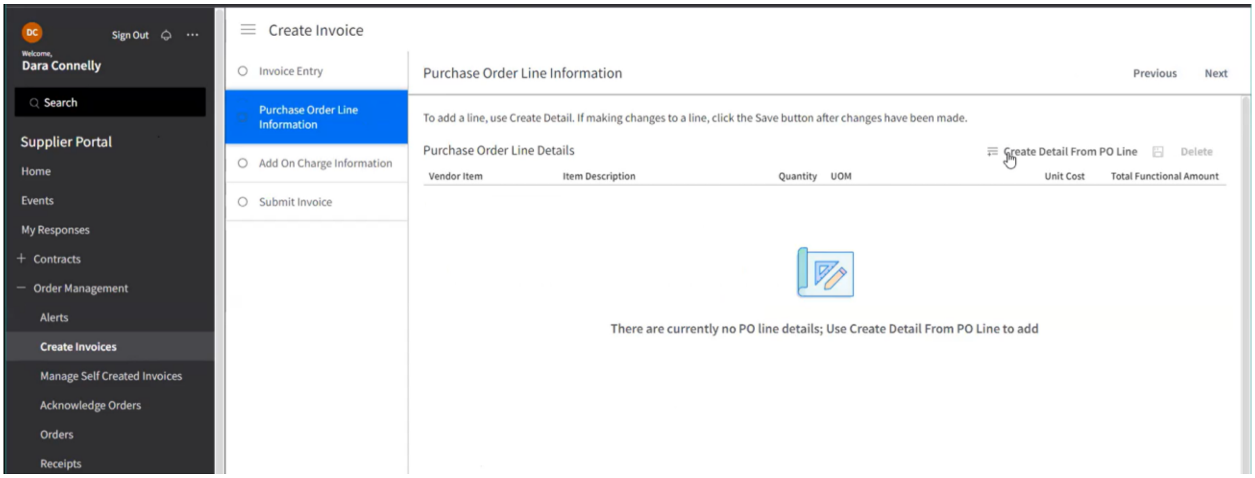
The following steps provide details around how to create a new invoice.

1. Expand **Order Management.**

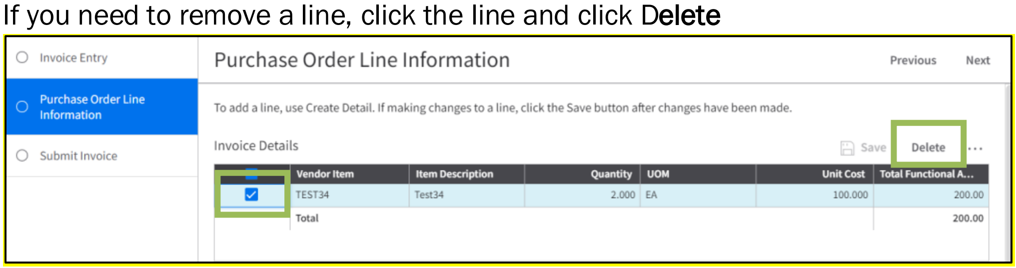
   NOTE: If you do not see the menu, click the **hamburger icon** to expand the menu.
2. Click **Create Invoices.**
3. On the **Invoice Entry** tab, complete the following fields:
   a. **Purchase Order:** Click the search icon to select the correct purchase order from the list of available Purchase Orders.
   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.**



5. **Purchase Order Line Information** displays.
   TIP: If the page did not load after you clicked "Next", refresh your screen.

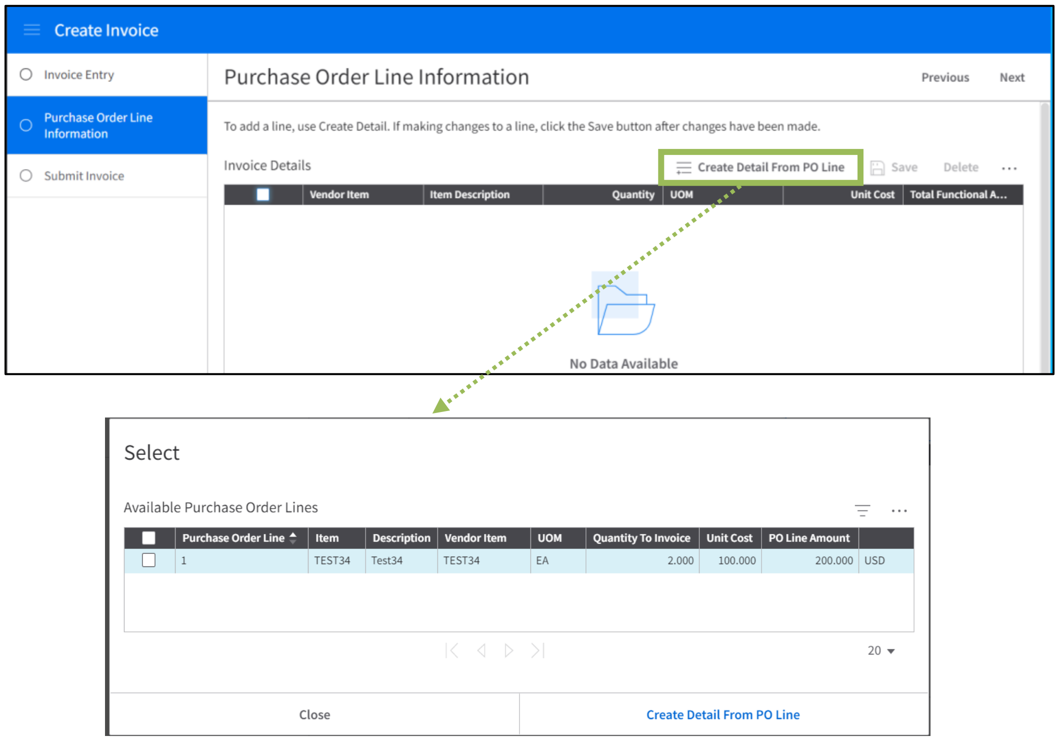


6. Follow the instructions below based on if Step 3c was checked or not:
   a. If you **DID** Click the "**Create Detail for All Lines**" options:
      i. Important: If you can't find the line or the line contains incorrect information, contact the buyer/category manager.
      ii. If you invoice services 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**



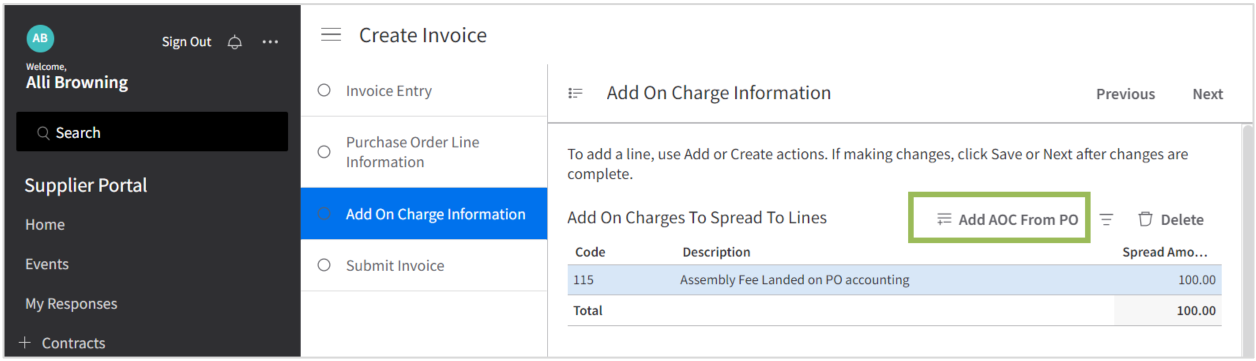
      iv. You can update the **Quantity (Dollar Amount)**
         - Changes to the **Unit Cost** will not match the purchase order cost.
         - For Services, the **Unit Cost** should always be 1
      v. The amount in the **Total Functional Amount** field must show **Invoice amount *without tax***.
 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

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.

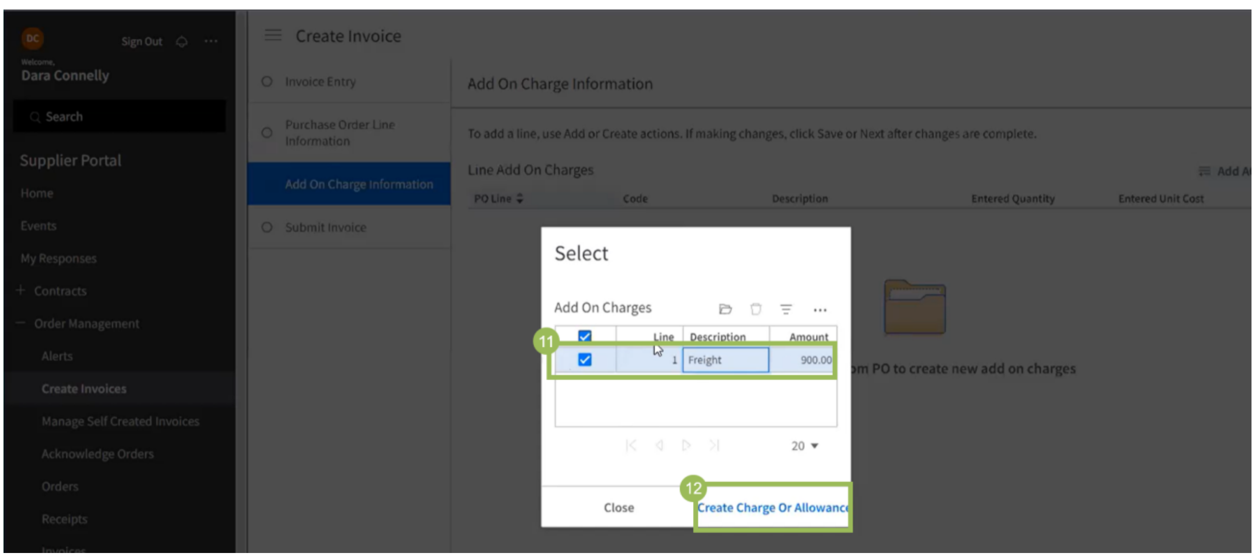


7. Click **Next**.
   NOTE:
   - If Add On Charges have been included with this Purchase Order, you will see the **Add On Charge Information** tab.
   - If this option is **not** available and Add on Charges are **not** needed, continue to **Submit the invoice.**
   - If this option is **not** available 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.

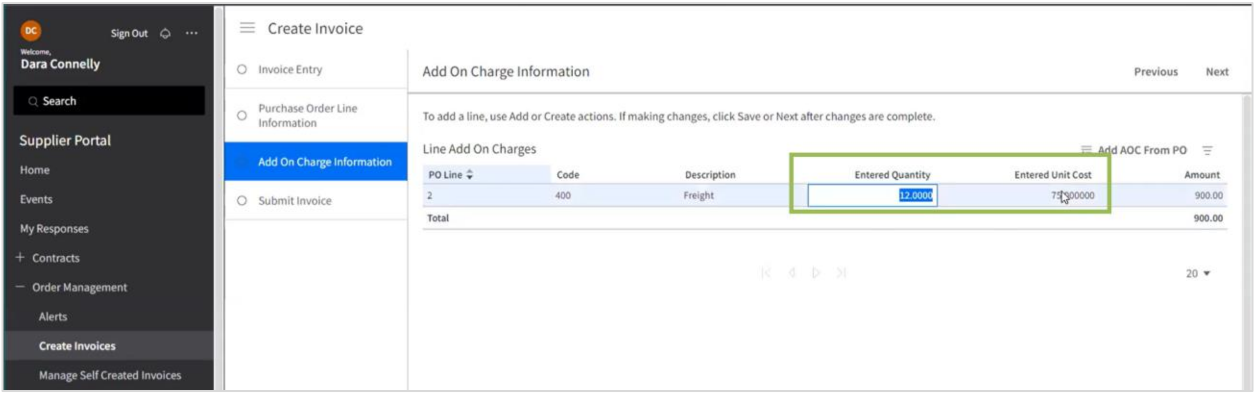
8. Click **Add AOC from PO.**



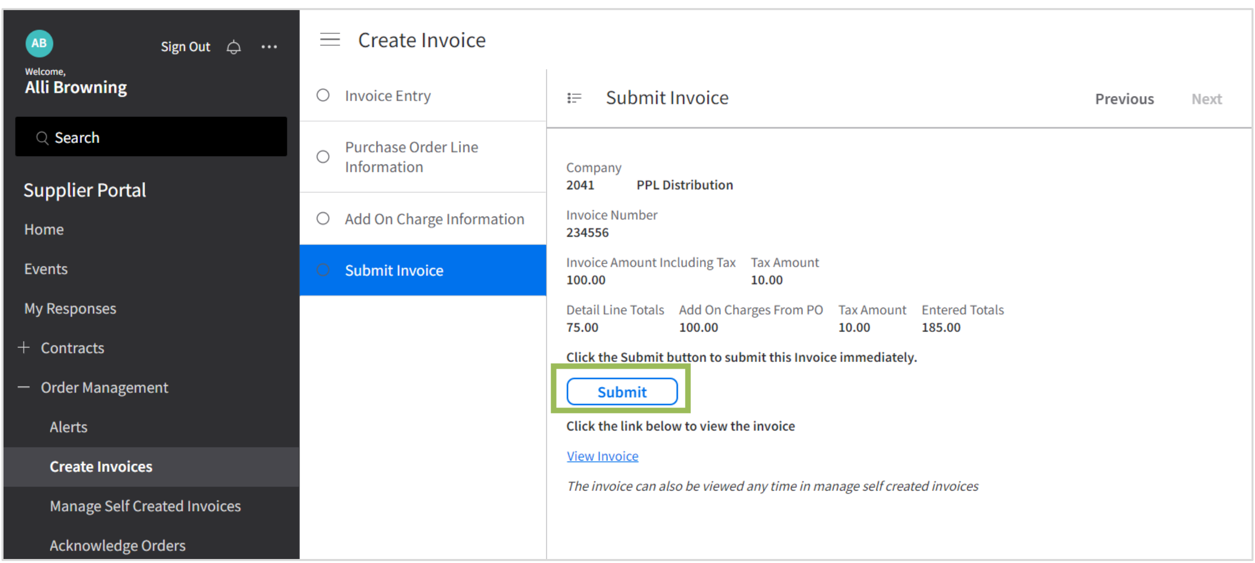
9. **Click** the add on charge.
   NOTE: If the Add on Charge is not visible and it is needed, reach out to your buyer to have it added.
10. Click **Create Charge or Allowance Button.**



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

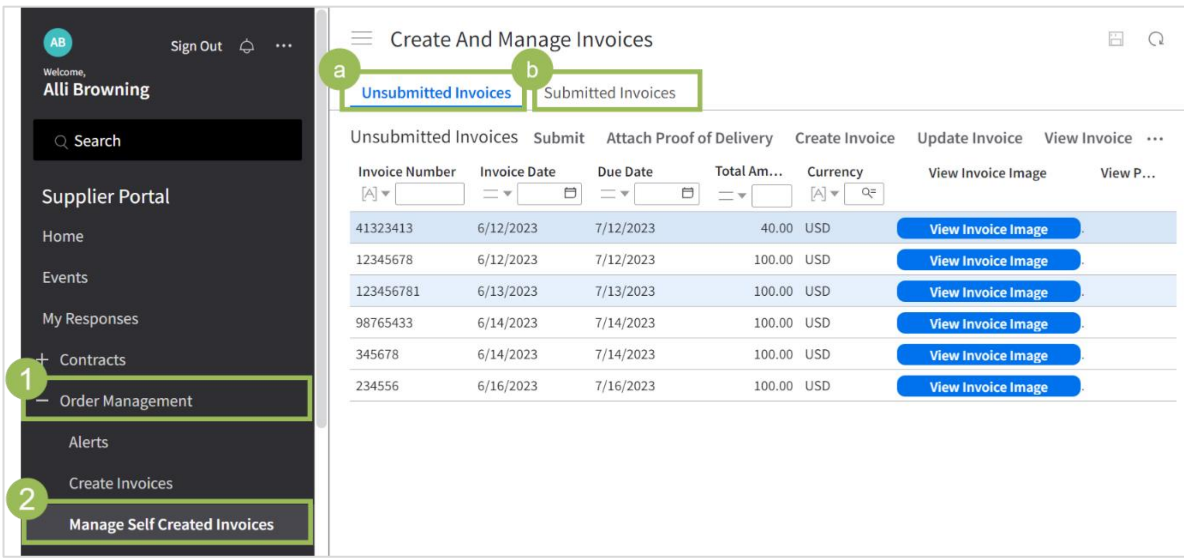


12. Click **Next** to view the **Submit Invoice** tab.
    TIP: If the page did not load after you clicked "Next", refresh your screen.
13. Click **Submit**
    NOTE: You can click View Invoice to display the invoice information again before submitting.



Manage In Process Invoices

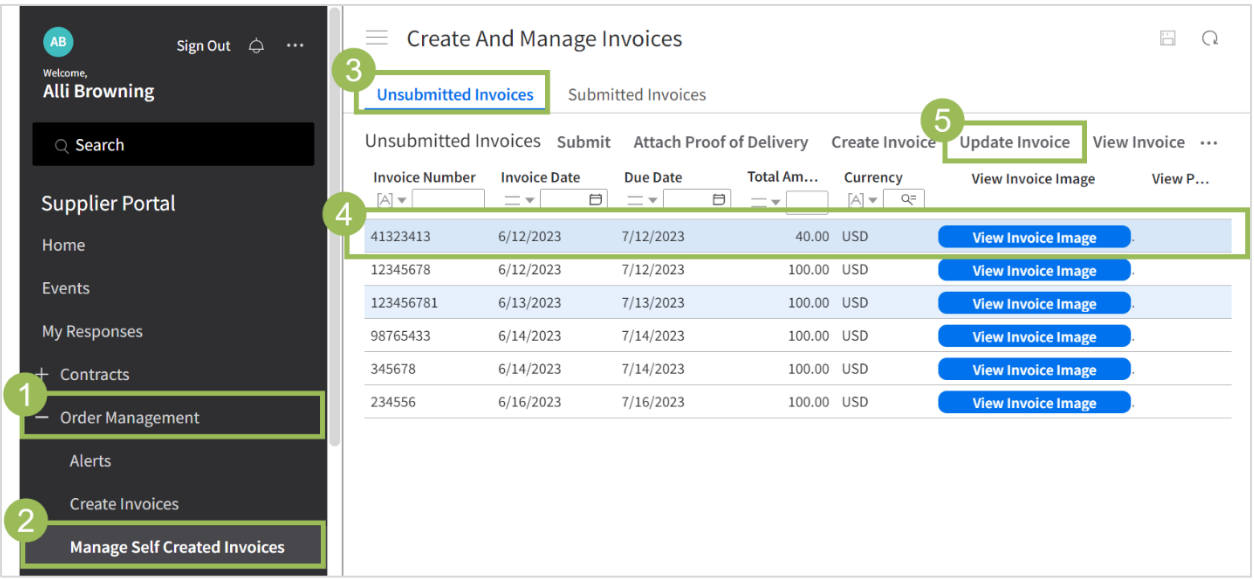
1. Expand **Order Management**.
2. Click **Manage Self-Created Invoices.**
   a. **Unsubmitted Invoices** tab: PPL has not received this invoice. Updates can be made to an invoice including deleting the invoice.
   b. **Submitted Invoices** tab: PPL has already received this invoice and edits cannot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



3. Under **Unsubmitted Invoice** tab, you can perform several actions, including:
   a. Update an Invoice
   b. Submit an Invoice
   c. Delete an Invoice

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.**

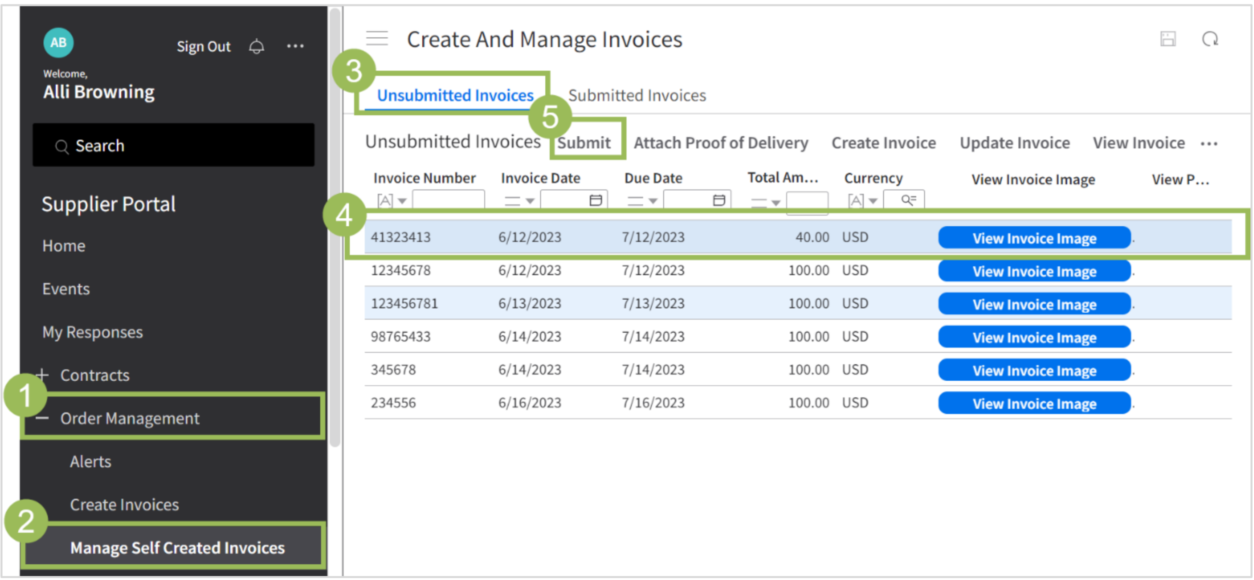


6. Navigate through the Create Invoices tab and make any necessary updates.
   NOTE: If you need guidance, view Create an Invoice section of this document.

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.

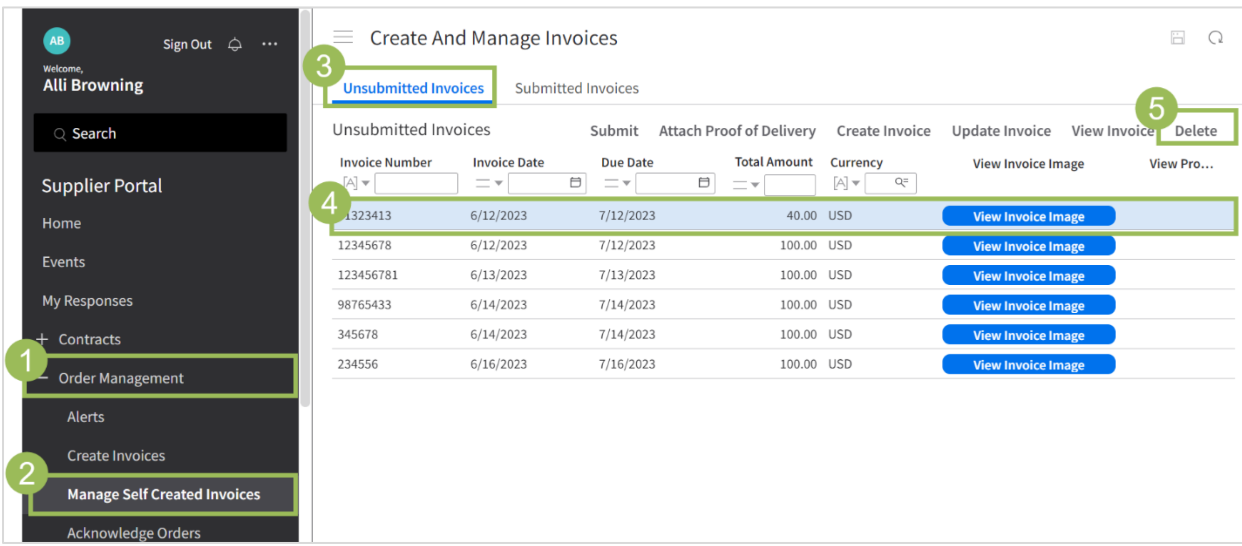
1. Expand **Order Management.**
2. Click **Manage Self-Created Invoices.**
3. Click **Unsubmitted Invoices.**
4. Click an **Invoice.**
5. Click **Submit.**



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

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