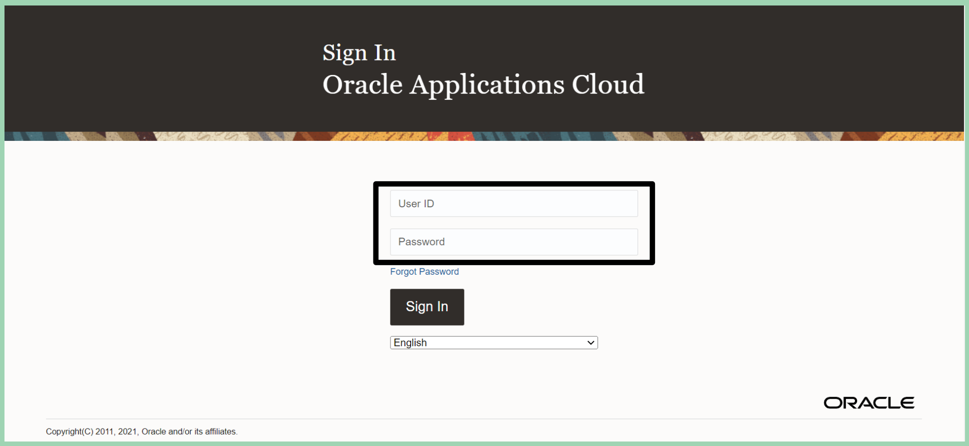
Supplier Portal Guide: How to Submit Invoices

<table>
<tr>
<td>Log into the <u>Supplier Portal</u> using Google Chrome or Mozilla Firefox as your web browser. Use the username and password you created when you registered as a supplier.

(If you have not yet registered, start <u>here</u>.)</td>
<td>
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<td>Click the Supplier Portal icon.</td>
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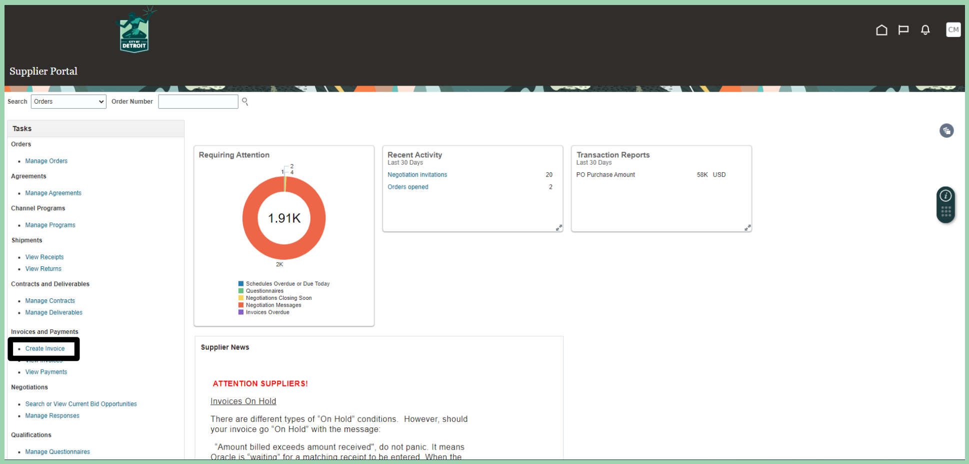
<td>Click on the Create Invoice link in the left-hand column under <u>Invoices and Payments</u>. Please note that you can upload only one invoice at a time.</td>
<td>
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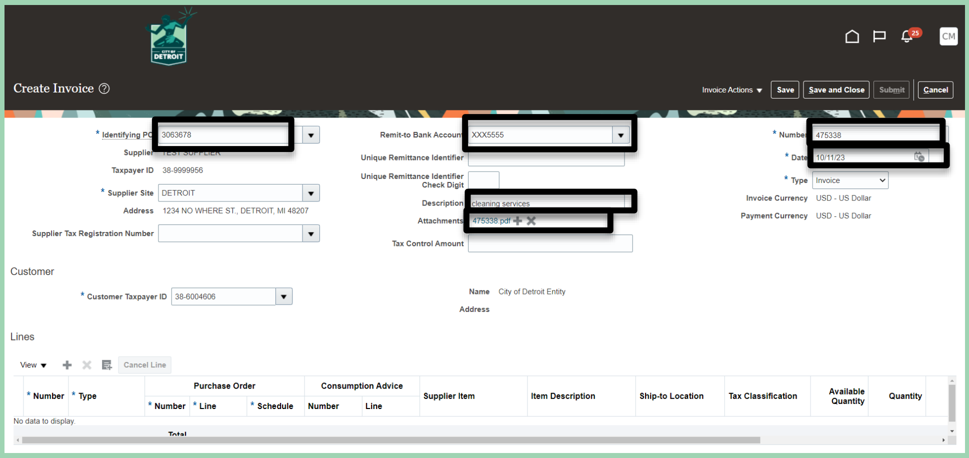
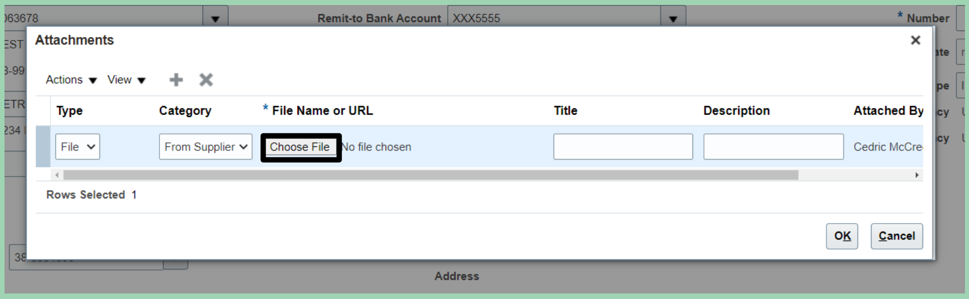
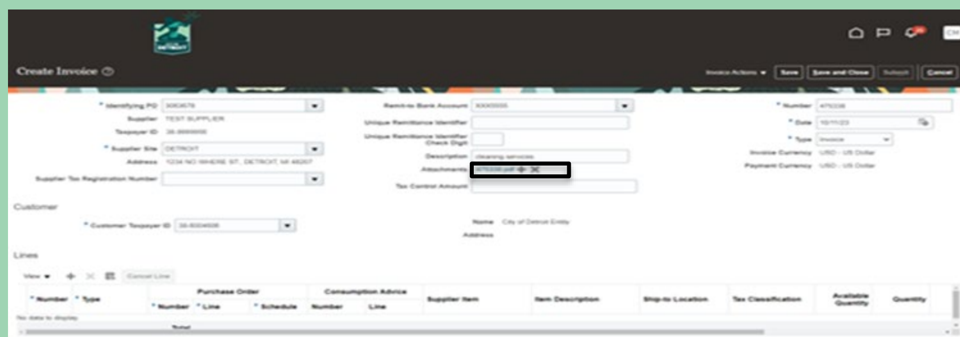
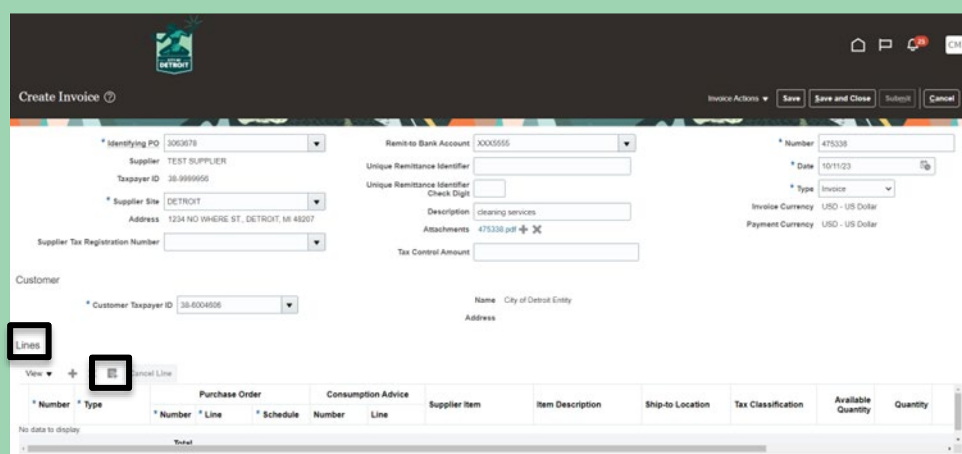
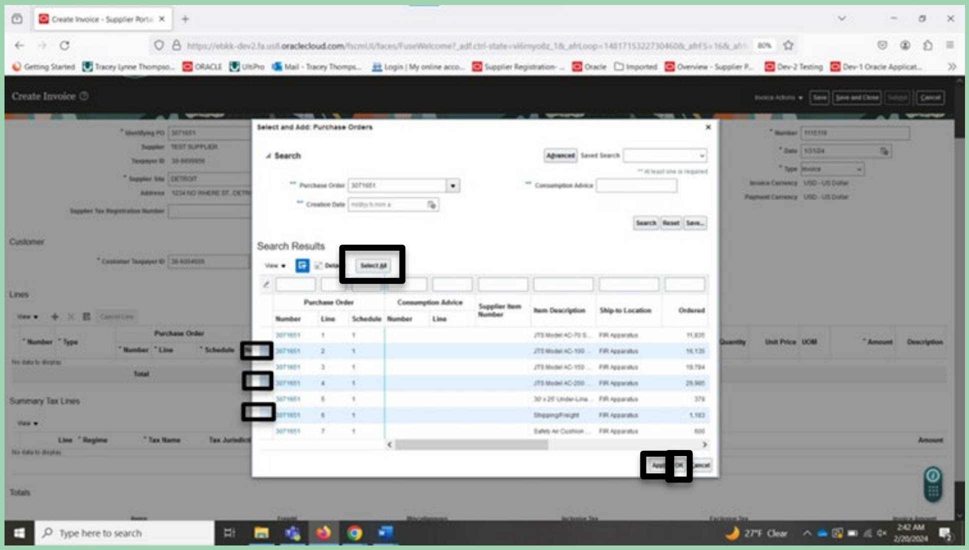
In the Identifying PO field, type the seven-digit purchase order number or click on the dropdown arrow to select a purchase order from the list. Your information will automatically populate below. In the Remit to Bank Account field, click on the dropdown arrow and select your saved banking information. In the Number field, type your invoice number. In the Date field, use the calendar icon to select the date of the invoice itself (which is not necessarily the date you are uploading the invoice). In the Description box, type a brief description of the invoice you are attaching. Then click the + icon just below (labeled Attachments) to find your invoice file.	
Click the Choose File or Browse File button to locate your invoice file from your computer.	

Find your invoice file, select it, and click Open. Your file title will automatically populate in the Title box. Click OK to close out this dialogue box. You will now see your attached invoice file next to Attachments.	 
Scroll down to the Lines section of the form. Click on the icon that looks like a page with a plus sign, which is labeled "Select and Add" if you move your cursor over it. This is different from the icon that is a plus sign alone.	

A pop-up screen will appear showing your purchase order number and its line item(s). If you want to select ALL Line items for this purchase order, click Select All. All Line items will turn blue. If you want to select only some of the line items, hold down the “Ctrl” key on your keyboard and click your cursor to the left of each line item you want to select. These line items will turn blue. Once all the line items you wish to select are blue, click Apply. You will see each blue line disappear from the pop-up screen. Then click OK to close the pop-up screen. This will take you back to the original template.	

Invoicing for Services

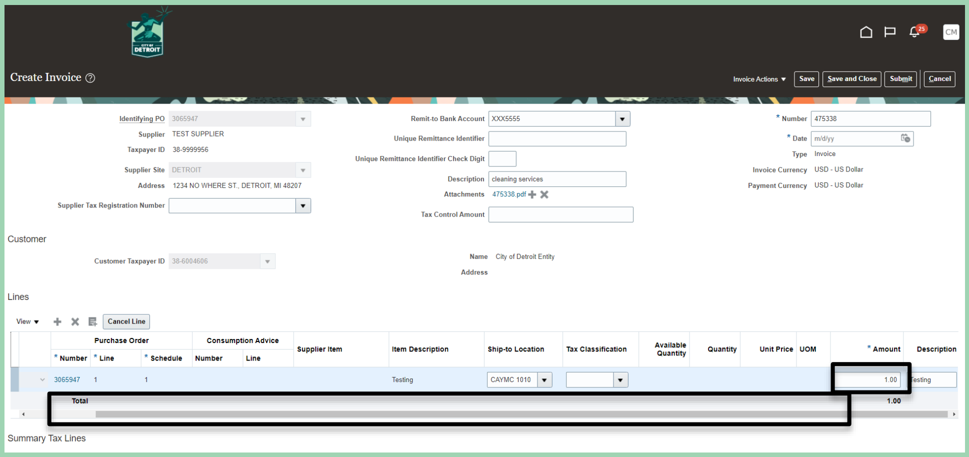
Use the horizontal scroll bar under Total to scroll to the Amount box. The amount in this field is the total amount remaining on the purchase order.

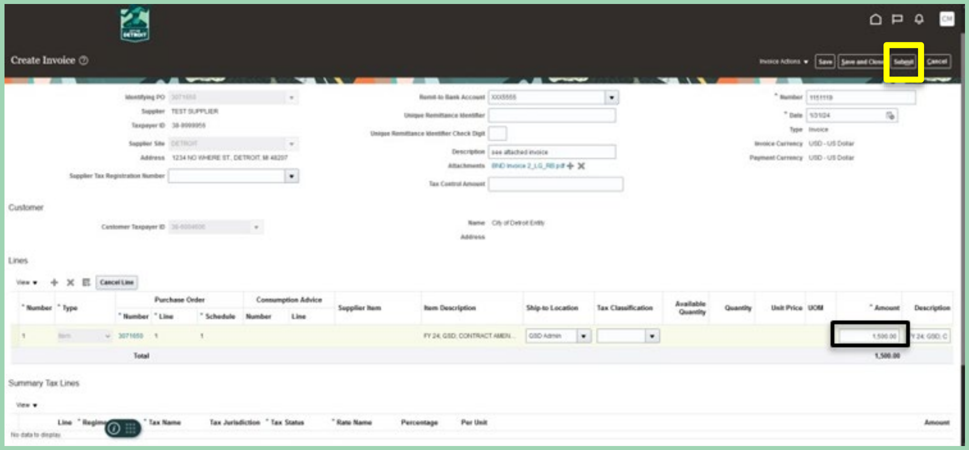
If the value in the Amount box matches the amount of your Invoice, there is no need to make a change.

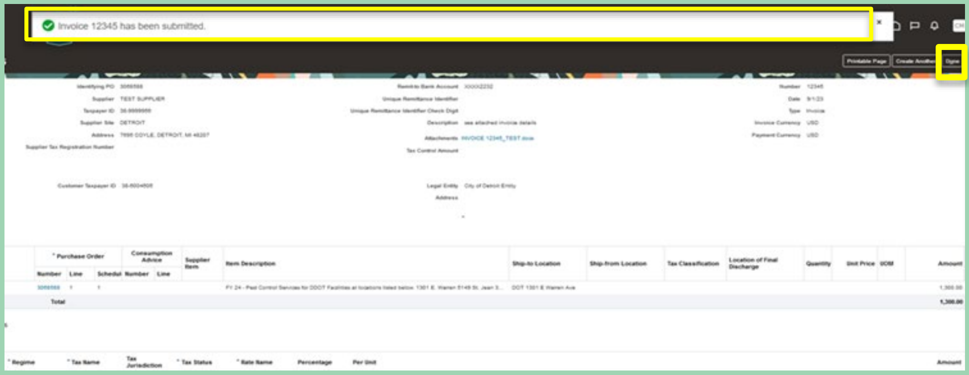
If the Amount is more than your invoice amount, change the value in the box to match your invoice. Then click anywhere on the page to see the adjusted amount.

Review your Invoice for accuracy. Scroll to the top of your page and click Submit at the top right of the page. Confirmation of the Invoice submission will appear.

Click Done at the top right to exit out of this page.

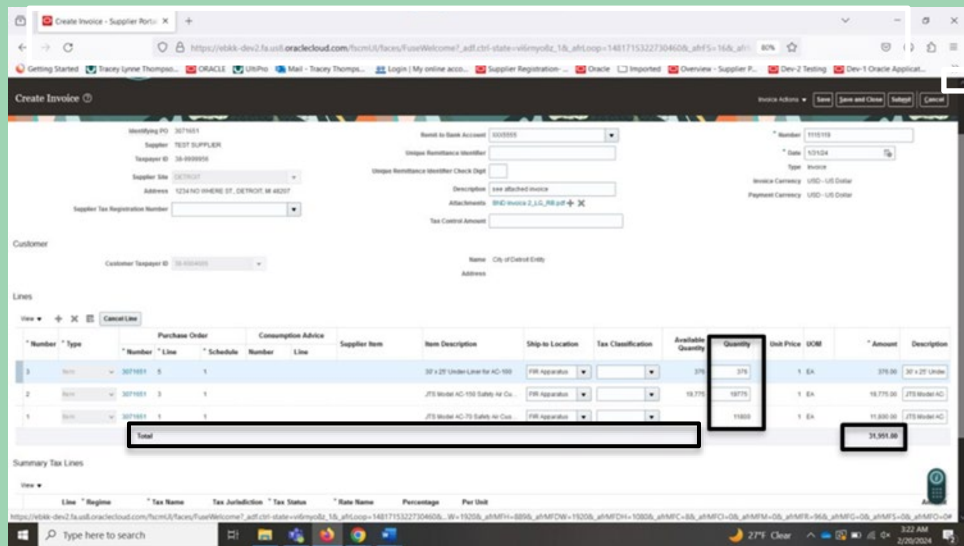






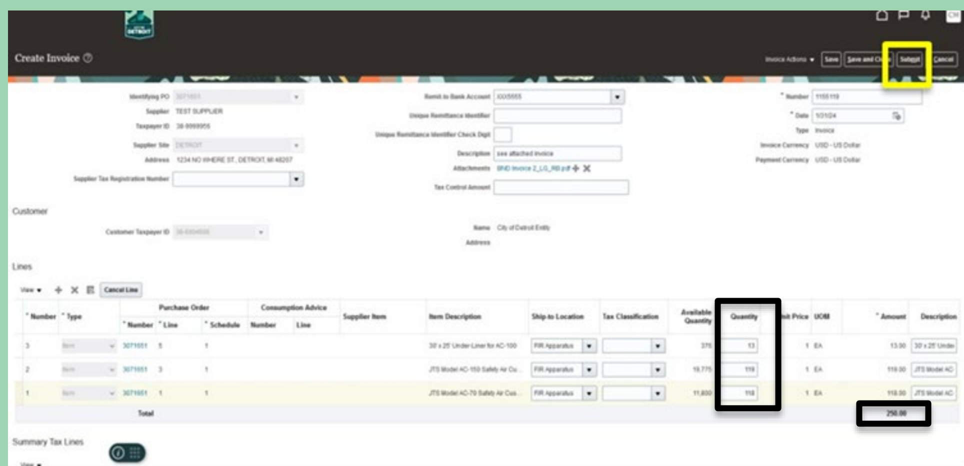
Invoicing for Goods

Use the horizontal scroll bar under Total to scroll to Quantity box. The amount in this field is the total quantity of items remaining on the purchase order.



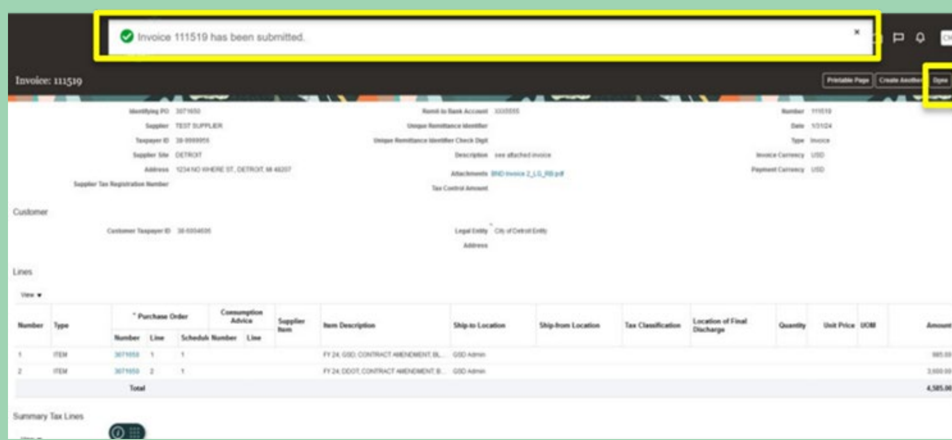
If the value in the Quantity box matches the quantity on your Invoice, there is no need to make a change.

If the Quantity is more than your invoice quantity, change the value in the box to match your invoice. Then click anywhere on the page to see the adjusted quantity and amount.



Review your Invoice for accuracy. Scroll to the top of your page and click Submit at the top right of the page. Confirmation of the Invoice submission will appear.

Click Done at the top right to exit out of this page.

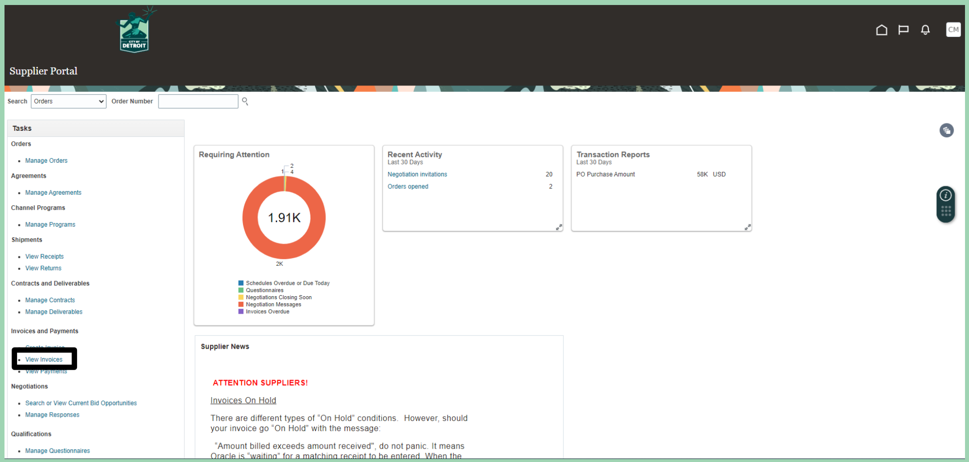


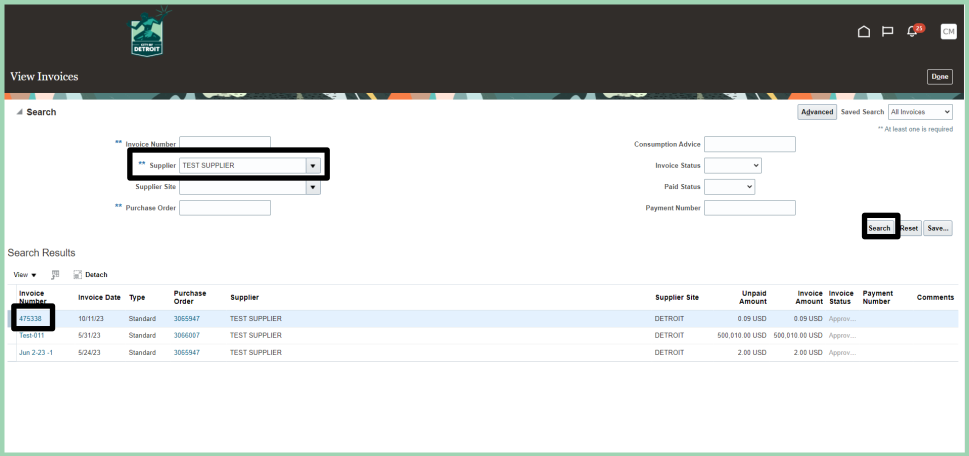
Seeing Submitted Invoices Later

Follow steps 1 and 2 on page 2 of these instructions to navigate to the Supplier Portal. Click View Invoices under the <u>Invoices and Payments</u> heading.

Click the dropdown arrow in the <u>Supplier</u> field and select your business' name. Then click Search.

A list of submitted invoices will appear. If you want to see the details of an invoice, click on the linked invoice number in the left-hand column.





Contact the E-Procurement Team

Supplier Procurement Support Hotline (Technical Assistance)

(313) 670-6604

eprocurement@detroitmi.gov

E-Procurement Open Assistance Sessions: Learning How to Navigate Oracle Click the links at the indicated times to join E-Procurement experts for Oracle demonstrations and Q&A.		
Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	Mondays, 10:30a	Thursdays, 1:00p
Supplier Profile Updates	Mondays, 11:30a	Thursdays, 1:30p
Responding to Bids	Mondays, 9:30a	Fridays, 9:30a
Invoicing	Tuesdays, 1:30p	Fridays, 11:30a
Online Office Hours (General)	Tuesdays, 3:00p	Wednesdays, 9:30a

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Fill out a quick survey

We would love to hear how this document has help you and where we can improve on relaying this information.