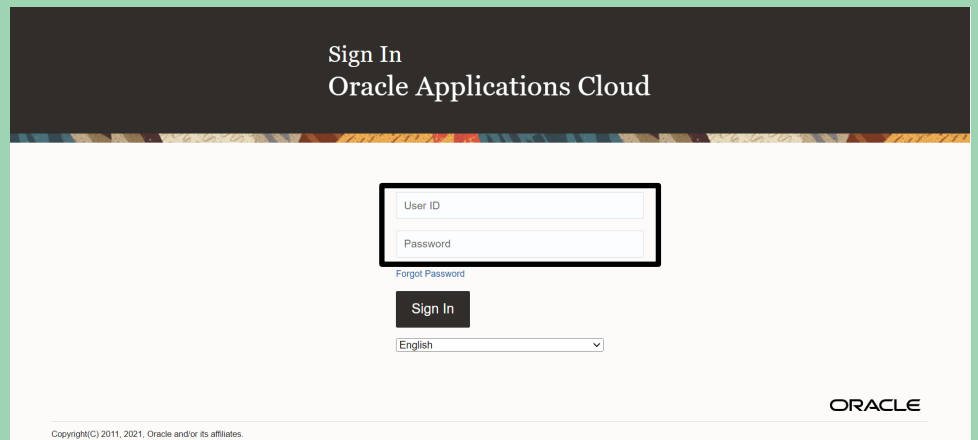


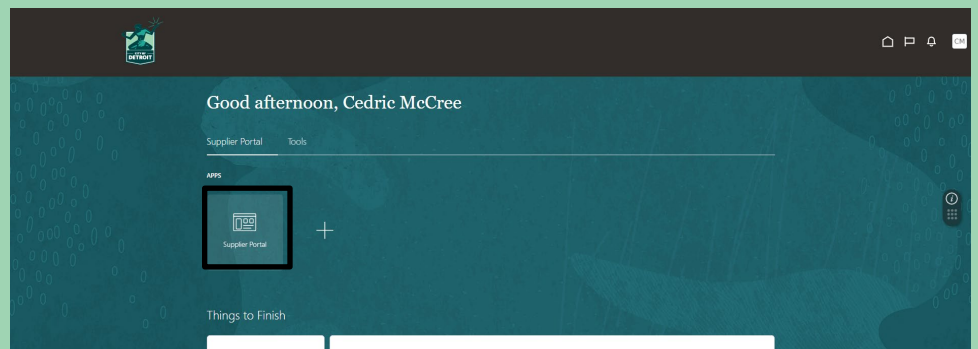
Supplier Portal Guide: How to Submit Invoices

Log into the [Supplier Portal](#) using Google Chrome or Mozilla Firefox as your web browser. Use the username and password you created when you registered as a supplier.

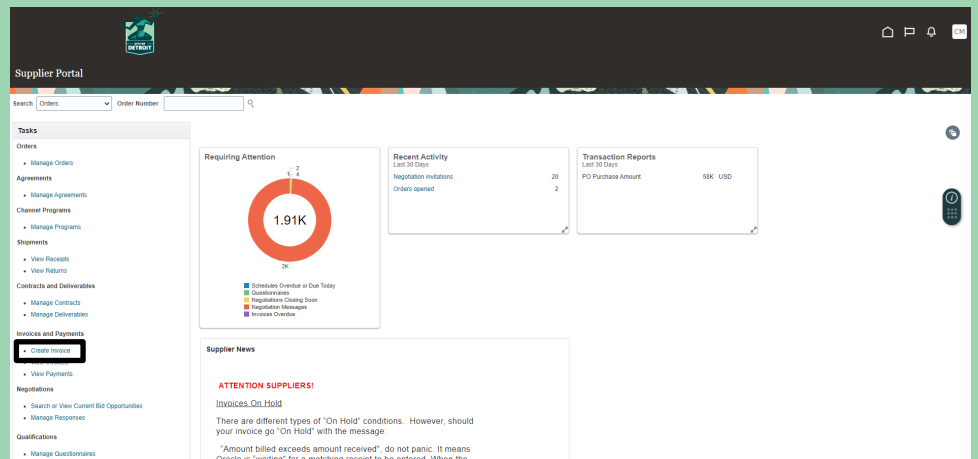
(If you have not yet registered, start [here](#).)



Click the [Supplier Portal](#) icon.



Click on the [Create Invoice](#) link in the left-hand column under [Invoices and Payments](#). Please note that you can upload only one invoice at a time.



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).

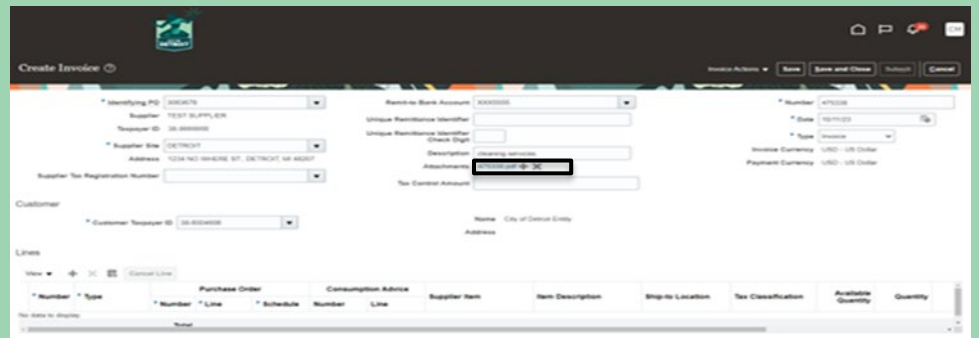
In the Description box, type a brief description of the invoice you are attaching. Then click the + icon just below (labeled Attachments) to find your invoice file.

Click the **Choose File** or **Browse File** button to locate your invoice file from your computer.

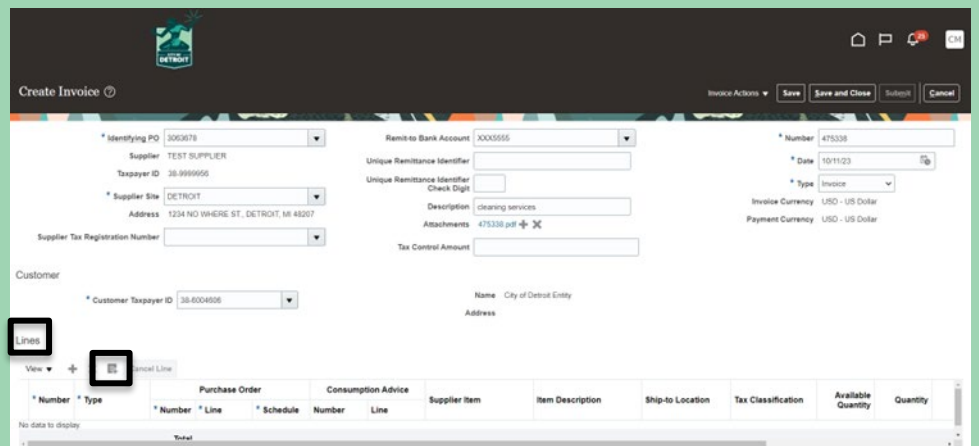
Find your invoice file, select it, and click **Open**.

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.



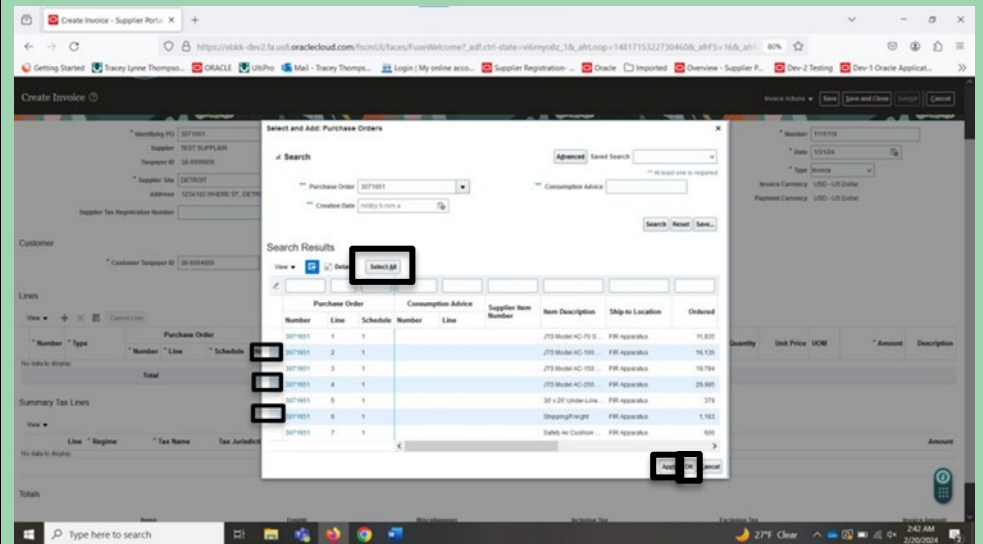
A pop-up screen will appear showing your purchase order number and its line item(s).

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.

The screenshot shows the 'Create Invoice' form with the following details:

- Identifying PO: 3065947
- Supplier: TEST SUPPLIER
- Supplier ID: 38-9999966
- Supplier Site: DETROIT
- Address: 1234 NO WHERE ST, DETROIT, MI 48207
- Supplier Tax Registration Number: [empty]
- Remit to Bank Account: XXX5555
- Unique Remittance Identifier: [empty]
- Unique Remittance Identifier Check Digit: [empty]
- Description: cleaning services
- Attachments: 475338.pdf
- Tax Control Amount: [empty]
- Number: 475338
- Date: [empty]
- Type: Invoice
- Invoice Currency: USD - US Dollar
- Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 38-6004606, Name: City of Detroit Entity, Address: [empty]

Number	Line	Purchase Order Number	Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount	Description
3065947	1	1	1		Testing	CAVMC 1010						1.00	Testing
Total												1.00	

Summary Tax Lines: [empty]

The screenshot shows the 'Create Invoice' form with the following details:

- Identifying PO: 3071033
- Supplier: TEST SUPPLIER
- Supplier ID: 38-9999966
- Supplier Site: DETROIT
- Address: 1234 NO WHERE ST, DETROIT, MI 48207
- Supplier Tax Registration Number: [empty]
- Remit to Bank Account: XXX5555
- Unique Remittance Identifier: [empty]
- Unique Remittance Identifier Check Digit: [empty]
- Description: see attached invoice
- Attachments: 0102 Invoice 2_10_20.pdf
- Tax Control Amount: [empty]
- Number: 123456
- Date: 12/10/24
- Type: Invoice
- Invoice Currency: USD - US Dollar
- Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 38-6004606, Name: City of Detroit Entity, Address: [empty]

Number	Type	Purchase Order Number	Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount	Description
1	Item	3071033	1		FY 24 OSD CONTRACT AMEN	OSD Admin				1,306.00		1,306.00	
Total												1,306.00	

Summary Tax Lines: [empty]

The screenshot shows the 'Create Invoice' form with the following details:

- Identifying PO: 3065947
- Supplier: TEST SUPPLIER
- Supplier ID: 38-9999966
- Supplier Site: DETROIT
- Address: 1234 NO WHERE ST, DETROIT, MI 48207
- Supplier Tax Registration Number: [empty]
- Remit to Bank Account: XXX5555
- Unique Remittance Identifier: 00002232
- Unique Remittance Identifier Check Digit: [empty]
- Description: see attached invoice details
- Attachments: INVOICE 12345_TEST.docx
- Tax Control Amount: [empty]
- Number: 1234
- Date: 9/1/23
- Type: Invoice
- Invoice Currency: USD
- Payment Currency: USD

Customer: Customer Taxpayer ID: 38-6004606, Name: City of Detroit Entity, Address: [empty]

Number	Line	Purchase Order Number	Schedule	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
3065947	1	1	1		FY 24 - Paid Control Services for 2007 Facilities at Inception's Inland Station, 1301 E. Warren St, Detroit, MI 48207								1,306.00
Total												1,306.00	

Summary Tax Lines: [empty]

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.

The screenshot shows the 'Create Invoice' interface. At the top, there are fields for 'Identifying PO' (3071051), 'Supplier' (TEST SUPPLIER), and 'Supplier ID' (38-000005). Below these are fields for 'Supplier Site' (DETROIT) and 'Address' (1234 MD WHERE ST, DETROIT, MI 48207). The 'Customer' section shows 'Customer Supplier ID' (38-000005) and 'Name' (City of Detroit Emly). The 'Lines' table has columns for 'Number', 'Type', 'Purchase Order', 'Consumption Advice', 'Supplier Item', 'Item Description', 'Ship-to Location', 'Tax Classification', 'Available Quantity', 'Quantity', 'Unit Price', 'UOM', 'Amount', and 'Description'. The 'Total' row shows a 'Quantity' of 375 and an 'Amount' of 31,951.00. The 'Submit' button is highlighted in red at the top right.

This screenshot is similar to the first one, but the 'Quantity' field in the 'Total' row is highlighted with a red box, and the 'Amount' field is also highlighted. The 'Submit' button is highlighted in red at the top right.

This screenshot shows a confirmation message at the top: 'Invoice 111519 has been submitted.' The 'Submit' button is highlighted in red at the top right. Below the message, the 'Invoice: 111519' details are shown, including 'Identifying PO' (3071051), 'Supplier' (TEST SUPPLIER), and 'Supplier ID' (38-000005). The 'Customer' section shows 'Customer Supplier ID' (38-000005) and 'Legal Entity' (City of Detroit Emly). The 'Lines' table has columns for 'Number', 'Type', 'Purchase Order', 'Consumption Advice', 'Supplier Item', 'Item Description', 'Ship-to Location', 'Ship-from Location', 'Tax Classification', 'Location of Final Discharge', 'Quantity', 'Unit Price', 'UOM', and 'Amount'. The 'Total' row shows a 'Quantity' of 118.00 and an 'Amount' of 4,385.00.

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 [Invoices and Payments](#) heading.

Click the dropdown arrow in the [Supplier](#) 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.

The screenshot shows the Supplier Portal dashboard. On the left, there is a navigation menu with categories: Orders, Agreements, Channel Programs, Shipments, Contracts and Deliverables, Invoices and Payments, Negotiations, and Qualifications. Under 'Invoices and Payments', the 'View Invoices' button is highlighted with a red box. The main content area features a 'Requiring Attention' donut chart showing 1.91K items, a 'Recent Activity' box with 20 negotiation milestones and 2 orders opened, and a 'Transaction Reports' box. A 'Supplier News' section contains an 'ATTENTION SUPPLIERS!' alert about 'Invoices On Hold'.

The screenshot shows the 'View Invoices' search results page. The search criteria include: Invoice Number, Supplier (set to 'TEST SUPPLIER' with a dropdown arrow highlighted by a red box), Supplier Site, and Purchase Order. There are also fields for Consumption Advice, Invoice Status, Paid Status, and Payment Number. The search results table is as follows:

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
475331	10/11/23	Standard	3055947	TEST SUPPLIER	DETROIT	0.00 USD	0.00 USD	Approved		
468-011	5/31/23	Standard	3055007	TEST SUPPLIER	DETROIT	500,010.00 USD	500,010.00 USD	Approved		
Jun 2, 23 - 1	5/24/23	Standard	3055947	TEST SUPPLIER	DETROIT	2.00 USD	2.00 USD	Approved		

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

We value your feedback!

[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.