

Submit on-line invoices

Submit on-line Invoices

You are a construction service provider if your Homepage reads "COA iSupplier 2-Way Vendors" instead of "COA iSupplier 3-Way Vendors". If you are a construction service provider, you **WILL NOT** be able to use this application to submit your invoice online. Please get in touch with your City contact personnel for detailed payment process.

Only suppliers, who have furnished their Products & Services or who have completed their Phase - II registration process will be eligible to submit invoices online.

Upon successful completion of Phase - II registration process, the City will grant a new "Home Page" with advanced features to the Suppliers.

Enter Invoices

Enter Invoices

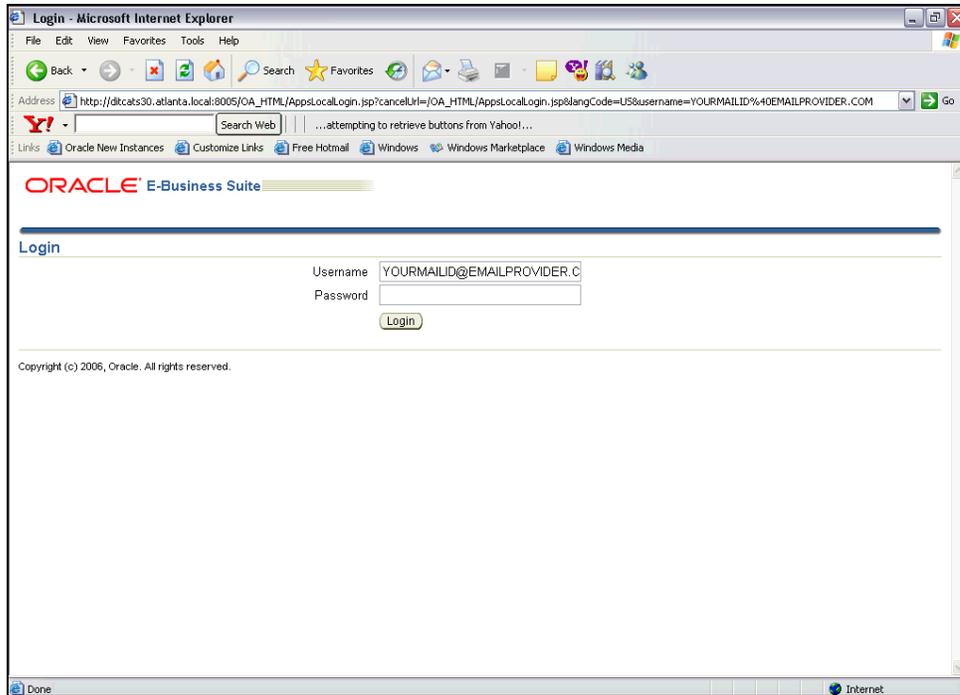
With this application, you may be able to submit your invoices online. In order for the City to process your invoice, the invoiced quantity must have been received by the City. Until the invoiced quantity had been received, the invoice will not be considered for payment. You may be able to monitor your shipments online (as explained in the previous chapter) and find out if the City had received your goods before submitting your invoice.

Your authorized user can then login to City's website to submit an invoice online.

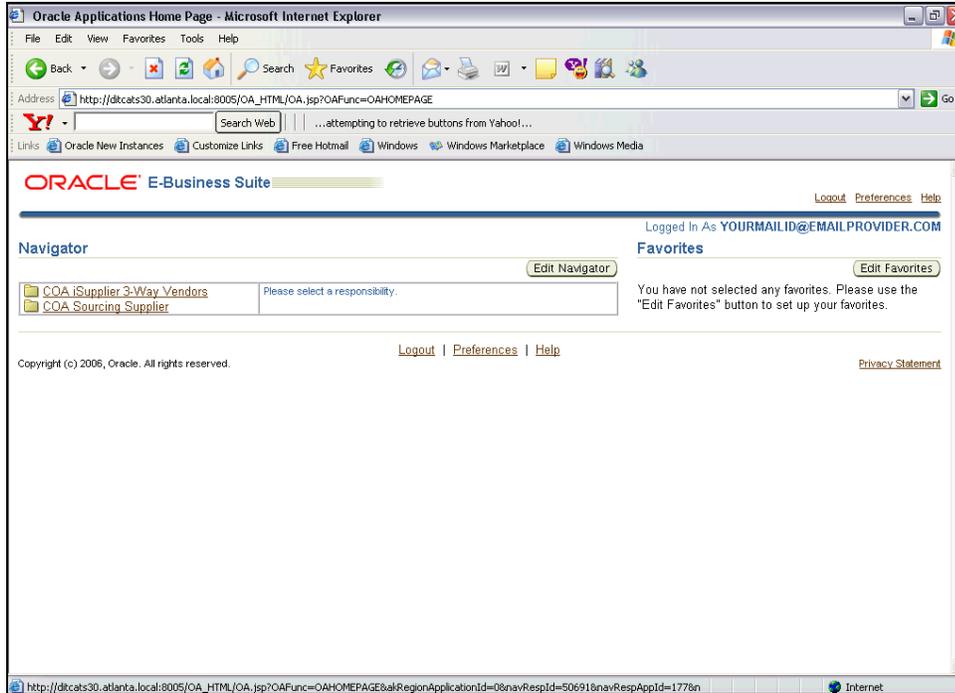
Procedure

At the end of this exercise, you will be able to

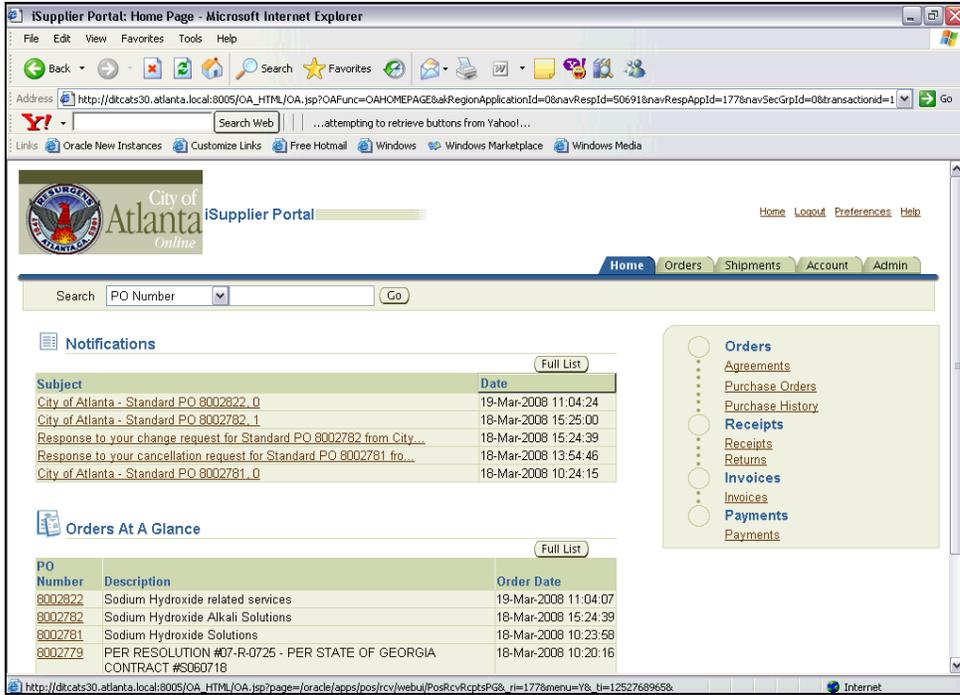
1. Submit invoice by Quantity
2. Submit invoice by Amount.

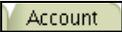


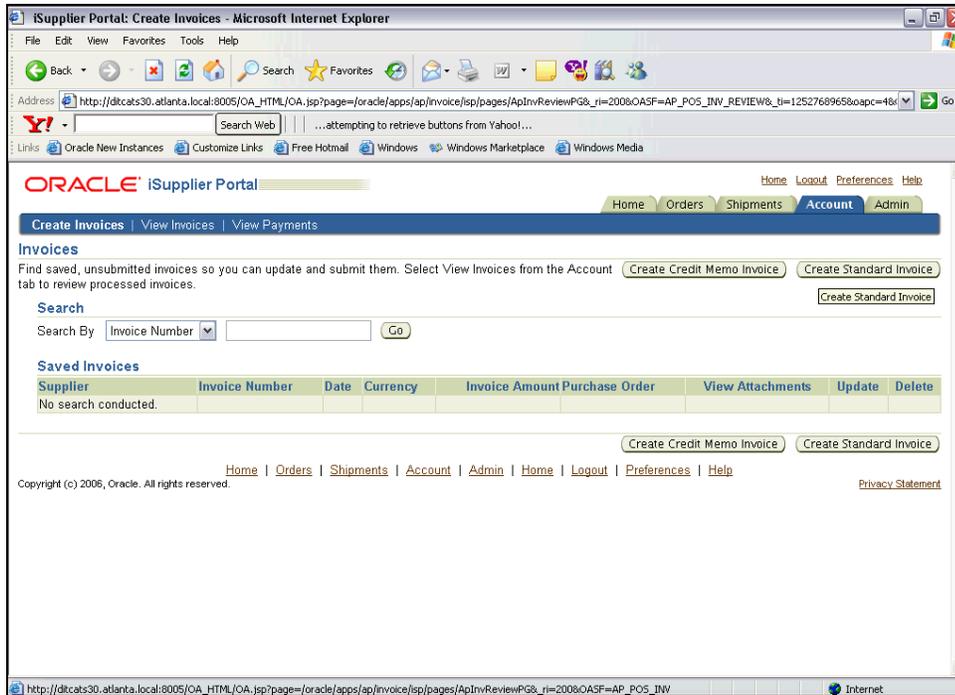
Step	Action
1.	Enter the desired information into the Password field. Enter " welcome1 ".
2.	Click the Login button. 



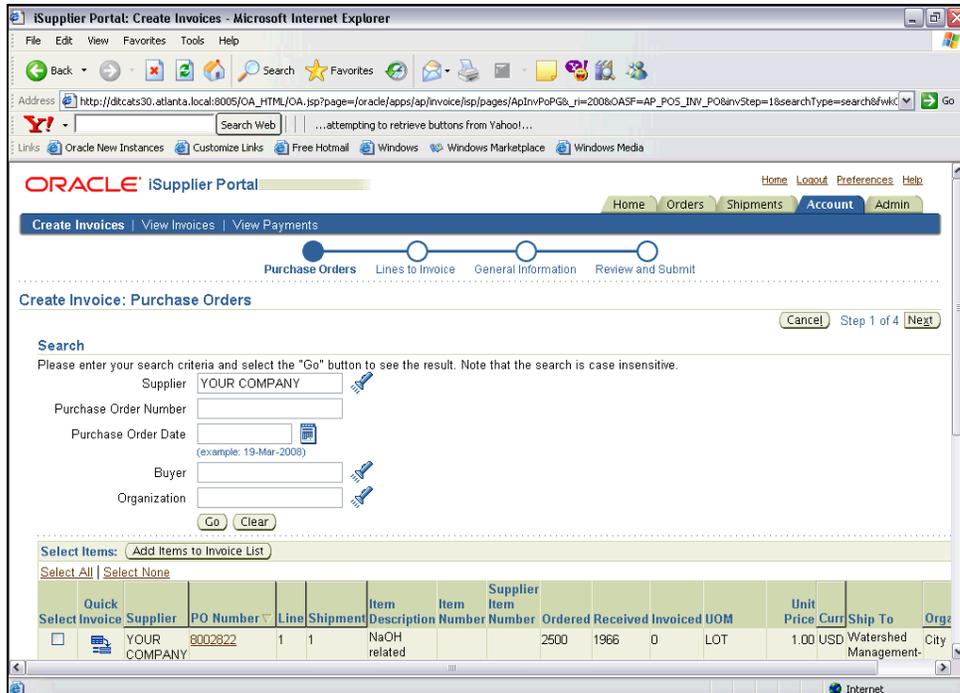
Step	Action
3.	<p>Click the COA iSupplier 3-Way Vendors link.</p> <p>If your Homepage has "COA iSupplier 2-Way Vendors" instead of "COA iSupplier 3-Way Vendors", they you are considered to be a construction service providing vendor. You may not be able to submit your invoices online. Please get in touch with your City contact personnel for additional information.</p> <p>All others, you may proceed with this exercise on how to submit your invoices online.</p> <p><u>COA iSupplier 3-Way Vendors</u></p>



Step	Action
4.	Click the Account tab. 

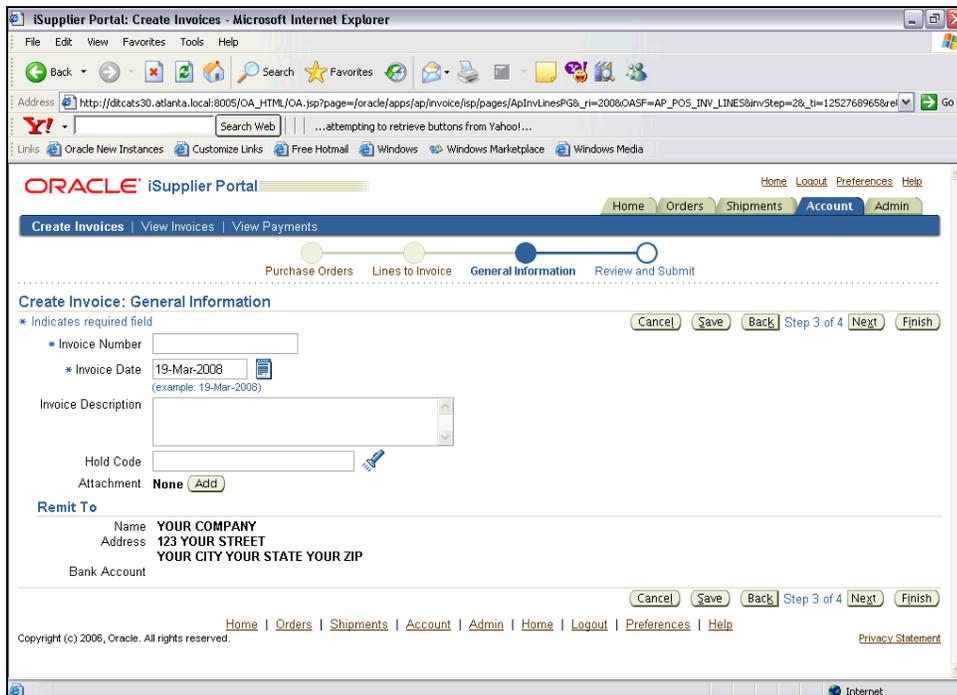


Step	Action
5.	Click the Create Standard Invoice button. 
6.	Enter the desired information into the Search for Supplier field. Enter " YOUR COMPANY ". <p>The first step in submitting your invoice is to retrieve the associated Purchase Order from the application. Without a valid PO, the application will not allow suppliers to submit their invoices.</p> <p>In this step, we are going to retrieve all your POs by providing the supplier name as a search criteria.</p> <p>To narrow your search results, you may search by providing the exact PO number or date.</p>
7.	Click the Go button. <p>Clicking the Go button will retrieve all your POs from the application.</p> 

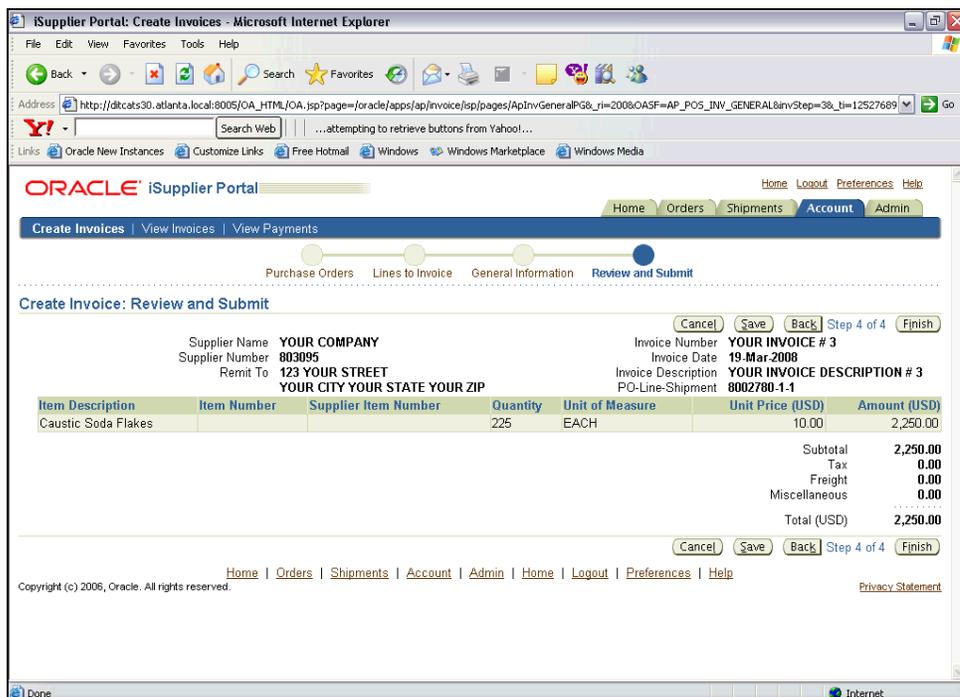


Step	Action
8.	<p>Click the Quick Invoice option.</p> <p>The application has now retrieved all your POs.</p> <input type="checkbox"/>
9.	<p>Click the Next button.</p> <p>In this step, we are going to choose the PO line(s) for which we are going to submit our invoice.</p> <p>Please notice the Ordered and Received Quantity columns in the search result area.</p> <p>The application may allow you to submit your invoice for the entire ordered quantity, but unless and until the City receives all the invoiced quantity, your invoice may be processed.</p> <p>YOU ARE RESTRICTED TO SUBMIT DIFFERENT INVOICES FOR DIFFERENT PURCHASE ORDERS.</p> <p>In other words, each supplier invoice may only contain one PO.</p> <p>In this example, we are going to invoice for PO # 8002780 and we select this by checking the first column check-box.</p> <p>You may then click the Next button to proceed.</p>

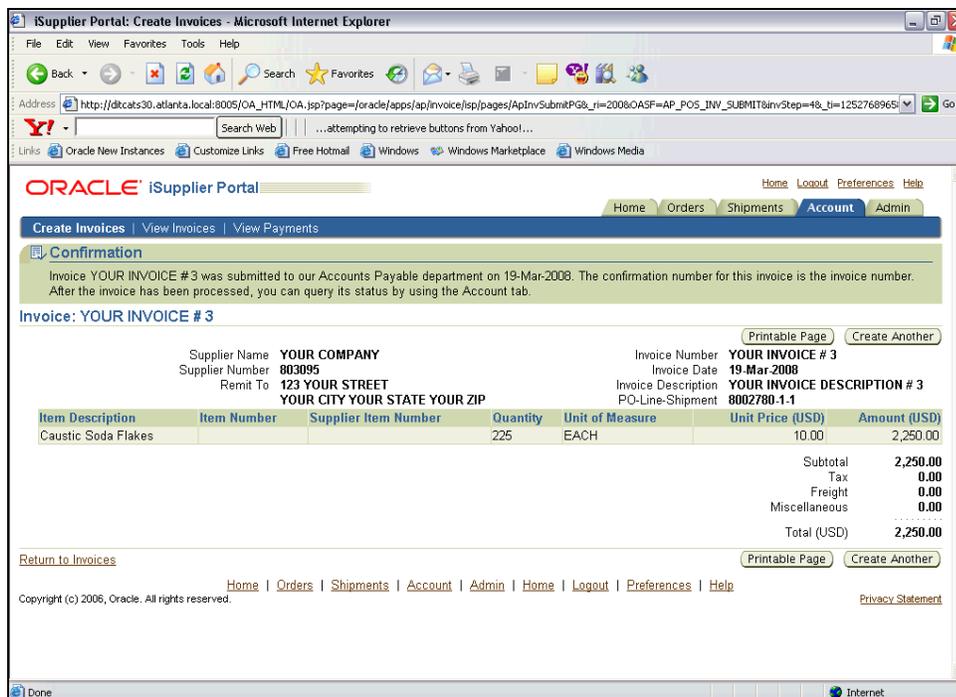
Step	Action
10.	<p>Enter the desired information into the 0 field. Enter "225".</p> <p>In this step, you are going to enter the Quantity that you are invoicing.</p> <p>In our example, we are invoicing 225.</p>
11.	<p>Click the Next button.</p> <p>If you have other charges like freight and taxes, you may be able to choose the appropriate line charge type under the "Other Charges" section and will be able to enter your amount. For example, if you have taxes on your Invoice, you may add that amount against the line charge type Tax.</p> <p>You may then click the Next Button to proceed.</p> 



Step	Action
12.	<p>Enter the desired information into the Invoice Number field. Enter "YOUR INVOICE # 3".</p> <p>In this step, you are required to enter your Invoice Number, Invoice Date and Invoice Description details.</p> <p>You may want to add the hard-copy of your invoice. You may do so by clicking on the "Attachment Add" button and the following the prompts to upload your scanned hard-copy.</p>
13.	<p>Enter the desired information into the Invoice Description field. Enter "YOUR INVOICE DESCRIPTION # 3".</p>
14.	<p>Click the Next button.</p> 



Step	Action
15.	<p>Click the Finish button.</p> <p>In this step, you may review the invoice you had just generated.</p> <p>If you want to make some changes you may do so by clicking on the Back Button on the top of the page.</p> <p>If you are satisfied with your invoice, you may proceed by clicking on the Finish Button.</p> 



The screenshot shows the Oracle iSupplier Portal interface in a Microsoft Internet Explorer browser window. The page title is "iSupplier Portal: Create Invoices". The navigation menu includes Home, Orders, Shipments, Account, and Admin. The main content area displays a "Confirmation" message for invoice #3, submitted on 19-Mar-2008. Below the message, there is a summary of invoice details and a table of items.

Confirmation
Invoice YOUR INVOICE #3 was submitted to our Accounts Payable department on 19-Mar-2008. The confirmation number for this invoice is the invoice number. After the invoice has been processed, you can query its status by using the Account tab.

Invoice: YOUR INVOICE # 3

Supplier Name: YOUR COMPANY
Supplier Number: 803095
Remit To: 123 YOUR STREET
YOUR CITY YOUR STATE YOUR ZIP

Invoice Number: YOUR INVOICE # 3
Invoice Date: 19-Mar-2008
Invoice Description: YOUR INVOICE DESCRIPTION # 3
PO-Line-Shipments: 8002780-1-1

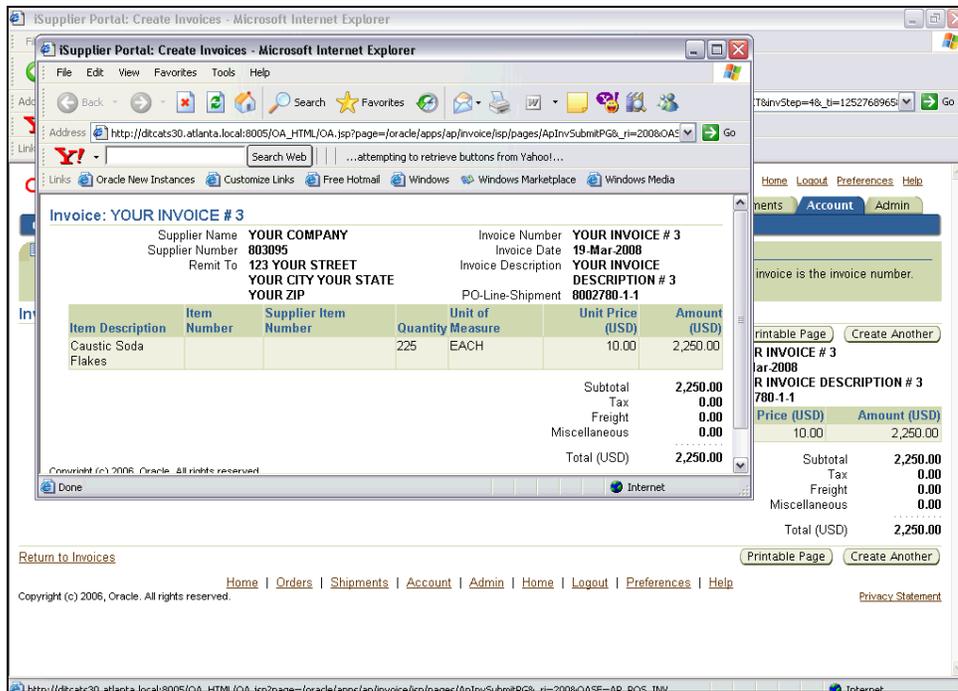
Item Description	Item Number	Supplier Item Number	Quantity	Unit of Measure	Unit Price (USD)	Amount (USD)
Caustic Soda Flakes			225	EACH	10.00	2,250.00
Subtotal						2,250.00
Tax						0.00
Freight						0.00
Miscellaneous						0.00
Total (USD)						2,250.00

Return to Invoices

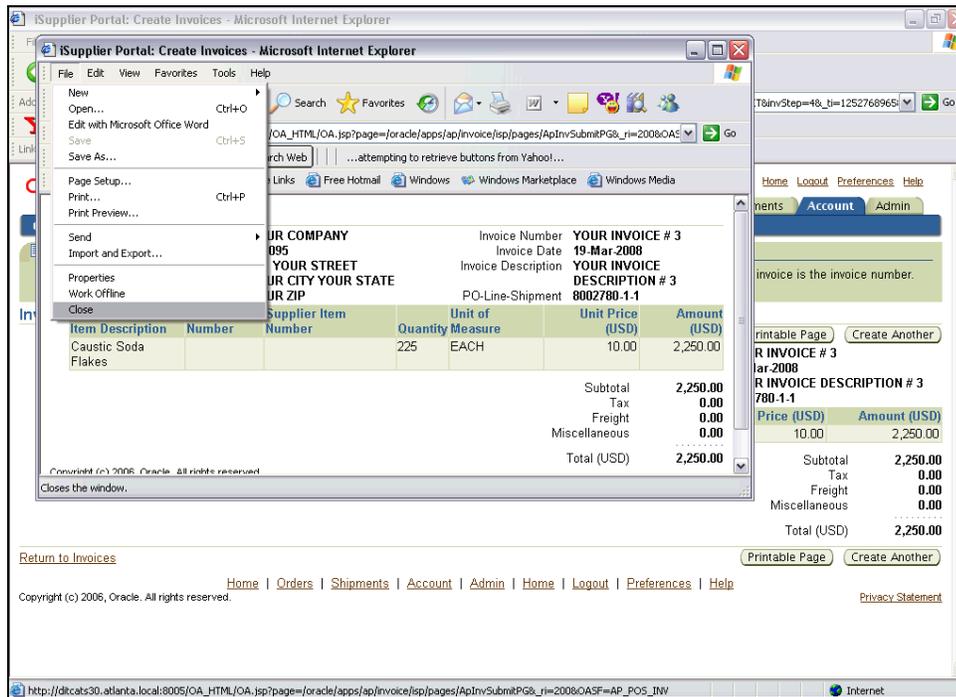
Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help

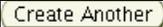
Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

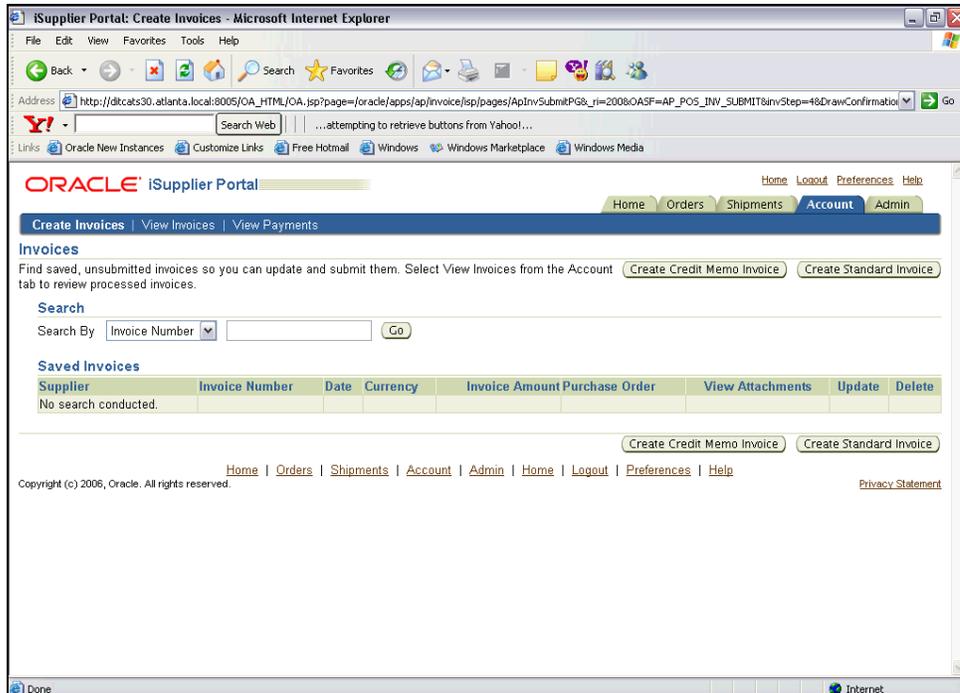
Step	Action
16.	<p>Click the Printable Page button.</p> <p>In this step, you will receive a confirmation message about the successful submission of your invoice. In the confirmation message you may note that, the submitted invoice may not be available for viewing purposes immediately. You may be able to view your invoice only after the City has processed it. Please allow 2-3 business days for the City to process your invoice.</p> <p>For your records you may be able to print the submitted invoice by clicking the Printable Page button.</p> <p></p>



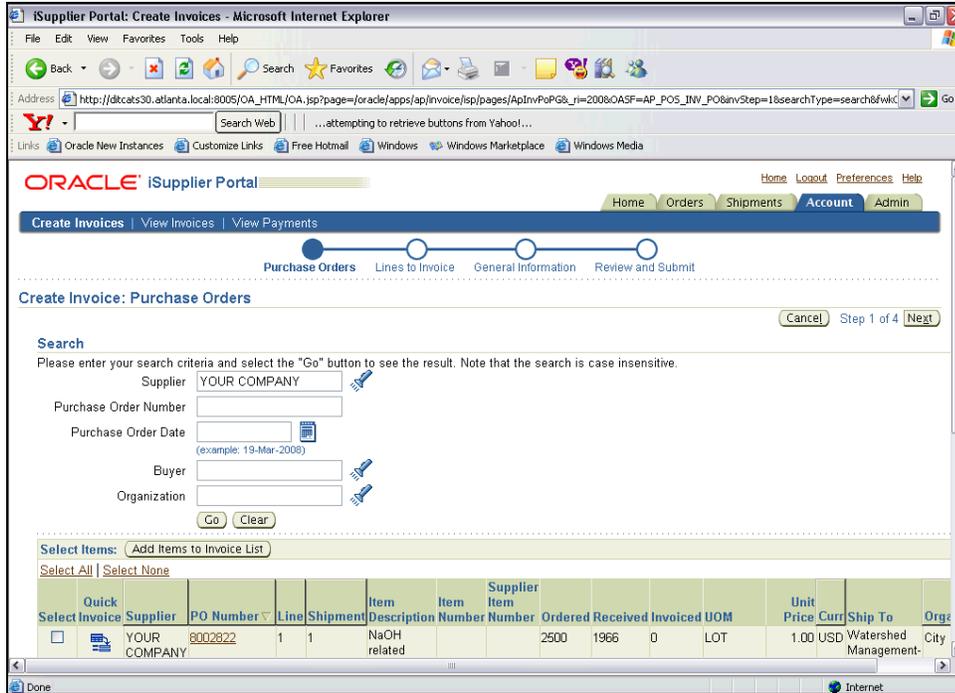
Step	Action
17.	<p>Click the File menu.</p> <p>Clicking Printable Page button, opens up a printable copy of your invoice.</p> <p></p>
18.	<p>Click the File menu.</p> <p>You may print this invoice like you print any other document from your internet browser using File>Print</p> <p></p>



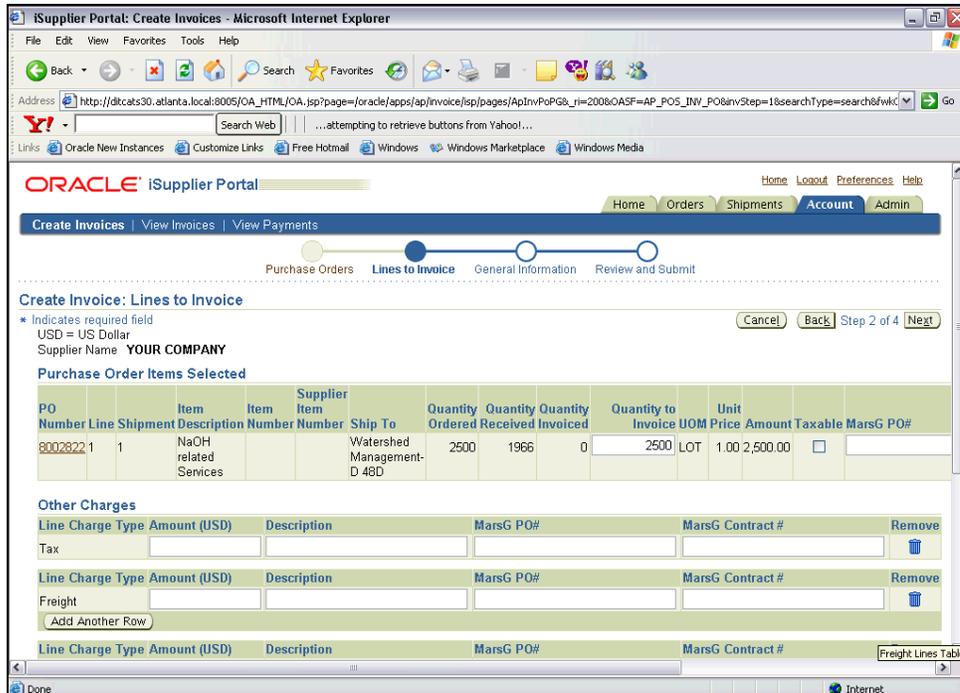
Step	Action
19.	<p>Click the Create Another button.</p> <p>Close the printable page window after printing the document.</p> <p></p>



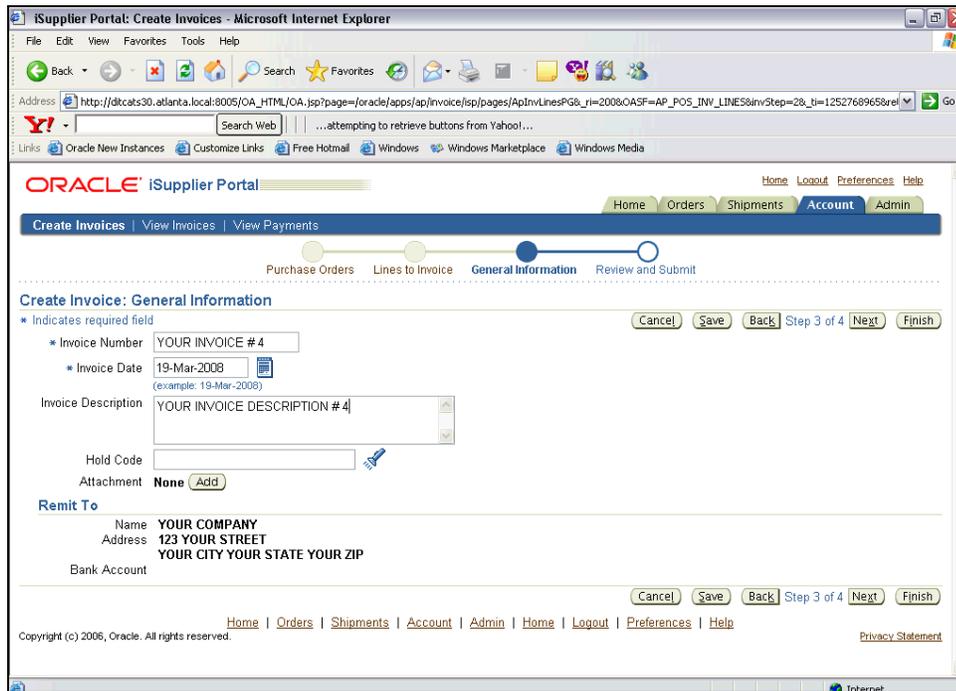
Step	Action
20.	<p>Click the Create Standard Invoice button.</p> <p>In this exercise, we are now going to learn how to submit an invoice that is amount based and not quantity based.</p> <p><input type="button" value="Create Standard Invoice"/></p>
21.	<p>Enter the desired information into the Supplier Name field. Enter "YOUR COMPANY".</p> <p>As we did for submitting quantity based invoice, we are going to retrieve the associated purchase order for this amount based invoice.</p> <p>In this example, we are searching by the supplier name and the application will retrieve all of the supplier's POs.</p> <p>You may narrow down the search result by providing the actual PO number or PO Date as the search criteria and then click on the Go Button.</p>
22.	<p>Click the Search for Organization button.</p> <p>Click on the Go Button to retrieve the supplier POs.</p> <p>Remember, You will not be able to submit your invoice without a proper PO.</p> <p><input type="button" value="Go"/></p>



Step	Action
23.	<p>Click the Quick Invoice option.</p> <p>In this example, we are going to submit our amount based invoice for the PO # 8002822.</p> <input type="checkbox"/>
24.	<p>Click the Next button.</p> <p>After selecting the PO line(s), you may then proceed to the next step by clicking the Next Button.</p> <p>YOU ARE RESTRICTED TO SUBMIT DIFFERENT INVOICES FOR DIFFERENT PURCHASE ORDERS.</p> <p>In other words, each supplier invoice may only contain one PO.</p> <input type="button" value="Next"/>



Step	Action
25.	<p>Enter the desired information into the 1500 field. Enter "1500".</p> <p>In this step, you will include the amount invoiced in the "Quantity to Invoice" field.</p> <p>In this example, our Invoice amount is 1500.</p>
26.	<p>Click the Next button.</p> <p>As in the case of submitting quantity based invoices, you may use the Other Charges section to include your taxes and freights.</p> <p>You may click on the Next Button to proceed.</p> <p>Next</p>
27.	<p>Enter the desired information into the Invoice Number field. Enter "YOUR INVOICE # 4".</p> <p>In this step, we are required to enter Invoice details including Invoice Number, Invoice Date and Invoice Description.</p> <p>You may add any other supporting documents as a file attachment. Please click on the "Add" button on the Attachments field and then follow the prompts to upload your attachment.</p>
28.	<p>Enter the desired information into the Invoice Description field. Enter "YOUR INVOICE DESCRIPTION # 4".</p>



Step	Action
29.	<p>Click the Next button.</p> <p>After entering all the invoicing details, you may click on the Next Button to proceed.</p> <p><input type="button" value="Next"/></p>
30.	<p>Click the Finish button.</p> <p>In this page, you will have the opportunity to review the created invoice.</p> <p>If you are not satisfied with the invoice, you may click on the Back button to take you to the previous steps for re-editing the invoice.</p> <p>Once the invoice is reviewed, you may click on the Finish button to complete the submission of the invoice.</p> <p><input type="button" value="Finish"/></p>

Step	Action
31.	<p>Click the Logout link.</p> <p>Please read the confirmation message carefully.</p> <p>It may be noted that your invoice may not be available for viewing immediately until the City processes this invoice. Please allow 2-3 business days for the City to process your invoice.</p> <p>After processing the invoice, the invoice may be available for viewing and other status inquiry purposes.</p> <p>You may be able to print the submitted invoice by clicking the Printable Page Button.</p> <p></p>
32.	<p>Click on the Logout link to sign-out of the application.</p> <p>End of Procedure.</p>

View Invoices

View Invoices

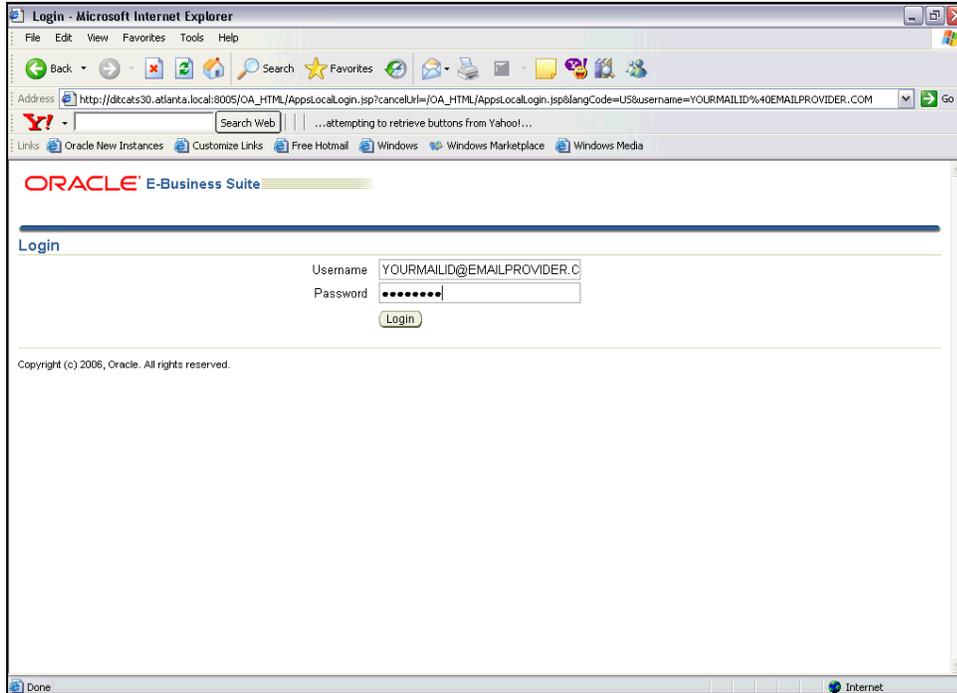
In the last chapter, we learned how to submit an invoice online. In this chapter, we are going to learn how to view an already submitted invoice.

Your authorized user can then login to City's website to review an invoice.

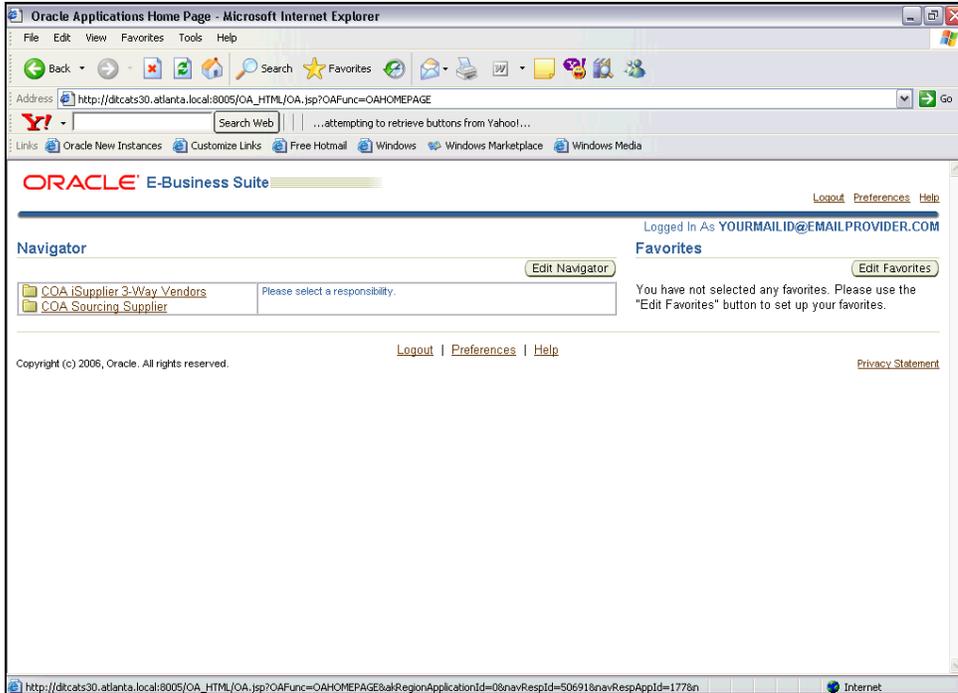
Procedure

At the end of this exercise, you will be able to review your invoices online.

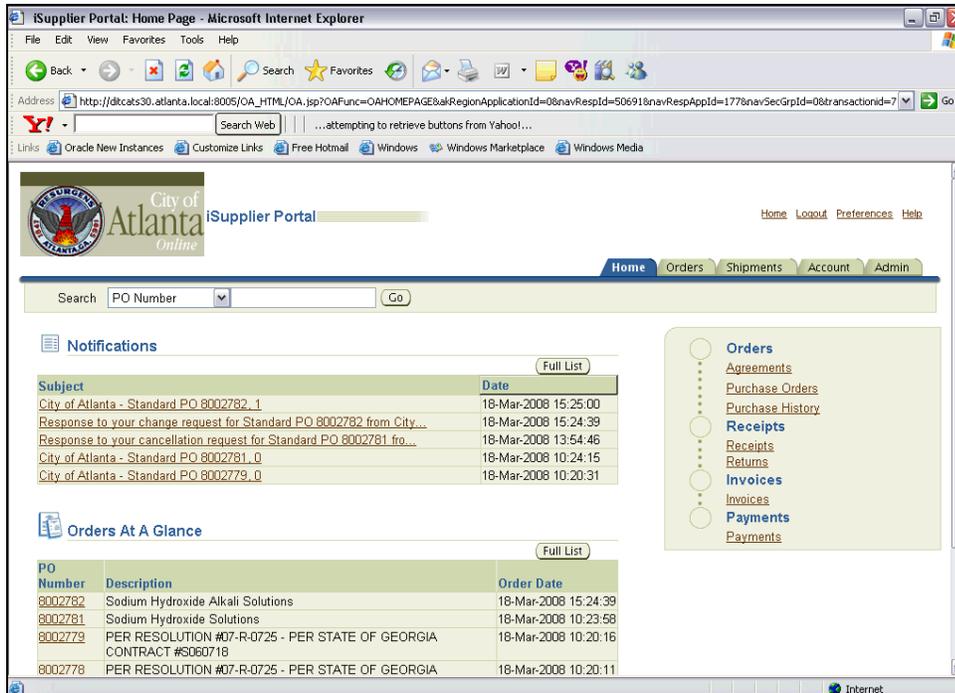
Enter your credentials and click Login.

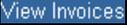


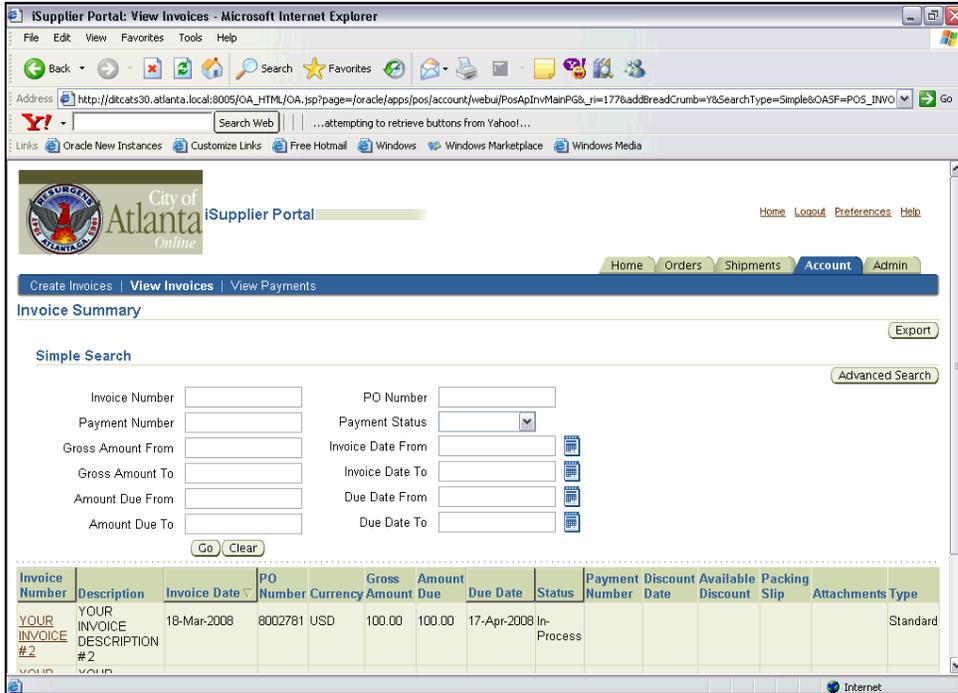
Step	Action
1.	Click the Login button. <input data-bbox="467 1066 540 1098" type="button" value="Login"/>



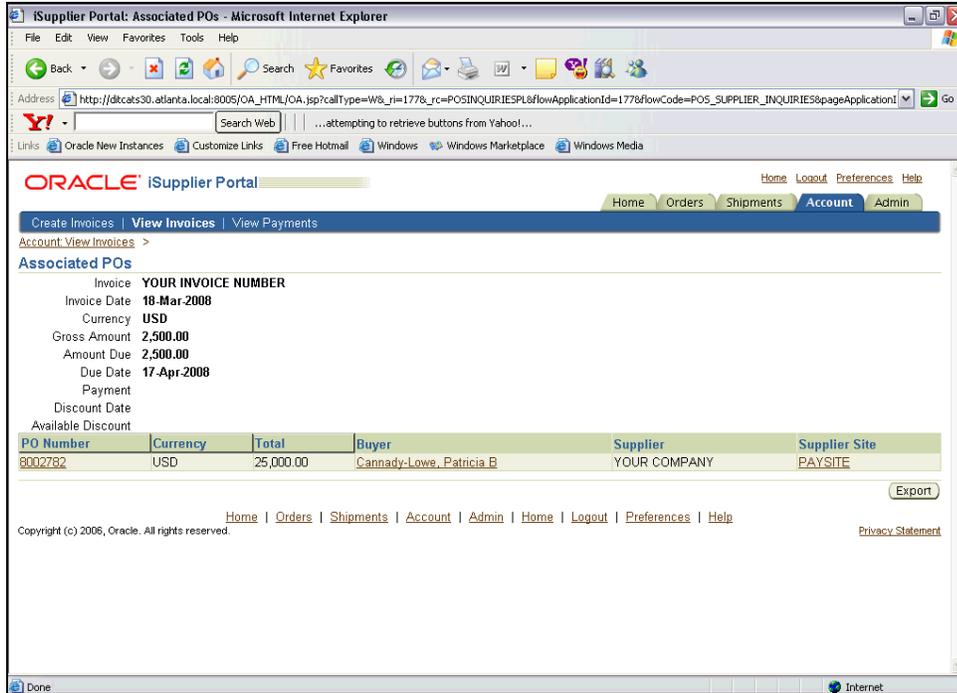
Step	Action
2.	<p>Click the COA iSupplier 3-Way Vendors link.</p> <p>If your Home Page has "COA iSupplier 2-Way Vendors" instead of "COA iSupplier 3-Way Vendors" then you are considered to be a Construction Service providing vendor and you may not be able to submit your invoices online, but you will be able to view your invoices online. You may continue to proceed with this tutorial.</p> <p><u>COA iSupplier 3-Way Vendors</u></p>



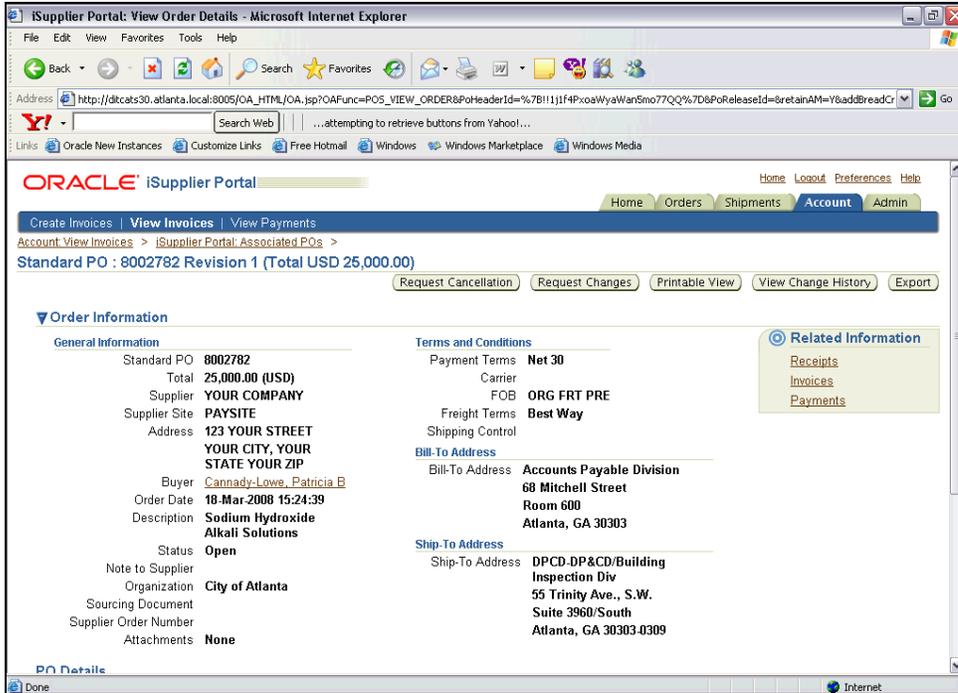
Step	Action
3.	Click the Account tab. 
4.	Click the View Invoices link. 
5.	Click the Go button. To bring all your invoices, click Go without entering any search criteria. You can narrow down your search by providing any of the information in the Simple Search area and then Click Go button. 



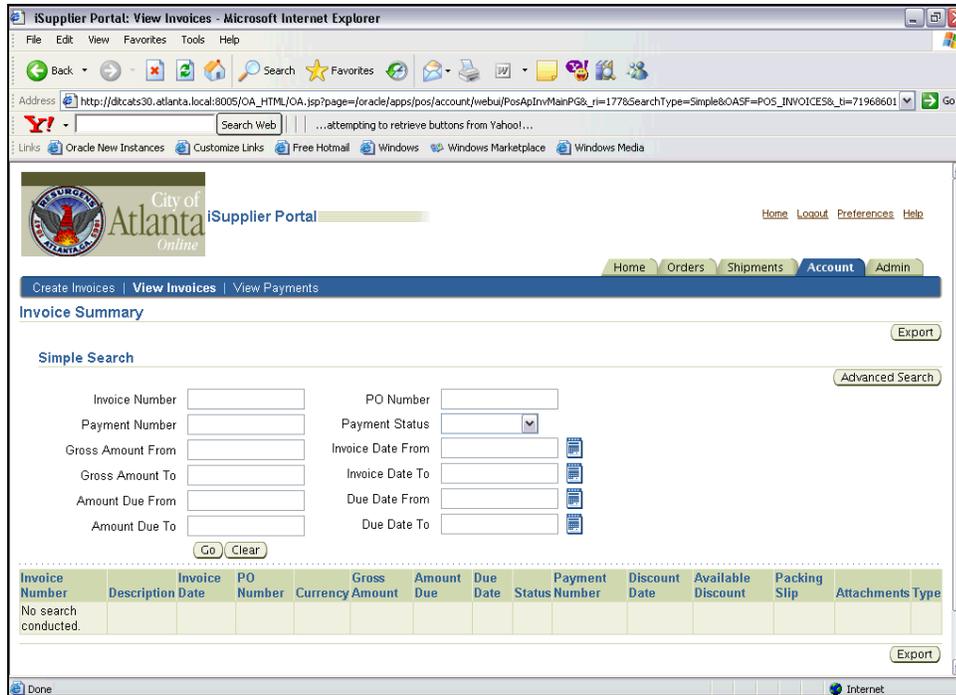
Step	Action
6.	<p>Click the Invoice Number link.</p> <p>We are going to review the invoice that we just entered in our previous exercise.</p> <p>NOTE: Online submitted invoices must have been processed by the City in order for them to appear in this search results.</p> 



Step	Action
7.	<p>Click the 8002782 link. By clicking the PO Number link, you may be able to review the Purchase Order on the invoice.</p> <p>8002782</p>



Step	Action
8.	Click the Account: View Invoices link. Account: View Invoices



Step	Action
9.	Click the scrollbar. 
10.	End of Procedure.

View Payments

View Payments

In the last chapter, we learned how to submit and view an invoice online. In this chapter, we are going to learn how to view the payment details for the submitted invoice.

Your authorized user can then login to City's website to review an invoice.

Procedure

At the end of this exercise, you will learn to review payment details of your invoices.