



CITY OF DETROIT SUPPLIER PORTAL- HOW TO SUBMIT AN INVOICE

How to submit an invoice via Supplier Portal

Step by Step instructions for Suppliers to submit an invoice for services/goods to the City of Detroit using Supplier Portal.

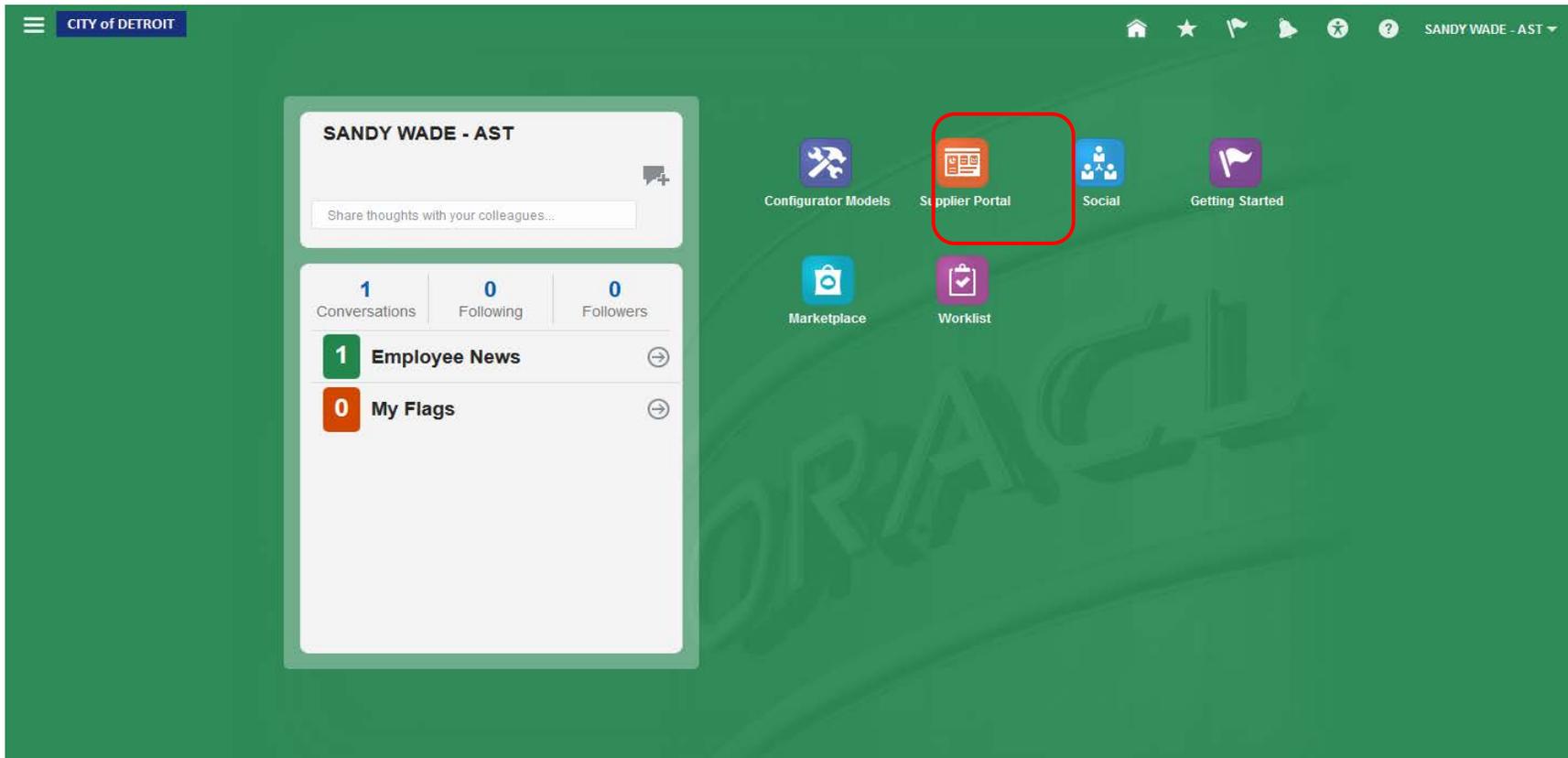
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How to submit an invoice via Supplier Portal

Log into Oracle Supplier Portal using your Contact email address and password.



Click on the Home icon.



You will be directed to the Home page. Click on the Supplier Portal icon.

CITY of DETROIT

Home, Flag, Bell, Star, Question Mark, SANDY WADE - AST

Overview

Summary | Orders | Agreements | Schedules

Worklist

My Tasks | Actions | Assigned | < | >

Title	Number	Creator	Assigned	Priority
No tasks are available				

Watchlist

Supplier News

Refresh Start Time 12/29/16 4:25 PM

- Agreements
 - Changed or canceled in the last 7 days
 - Expiring
 - Opened in the last 7 days
 - Pending acknowledgment
 - Pending authoring
- Negotiations
 - Closing in next 7 days
 - Closing today
 - Open invitations
- Orders
 - Changed or canceled in the last 7 days
 - Opened in the last 7 days

You will be directed to the Overview page. Click on the List icon on the far-right side of the page.

Overview

Summary Orders Agreements Schedules

Worklist

My Tasks Actions Assigned

Title

No tasks are available

Number Creator Assi

Watchlist

Agreements

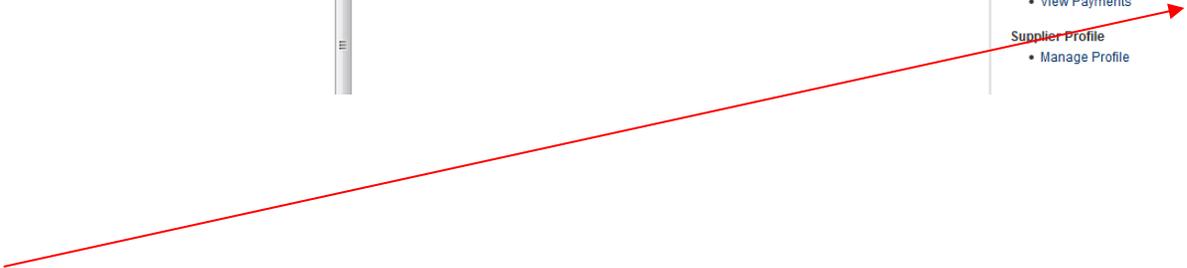
- Changed or canceled in the last 7 days
- Expiring
- Opened in the last 7 days
- Pending acknowledgment
- Pending authoring

Supplier News

Refresh Start Time 1/13/17 9:05 PM

- Orders
 - Manage Orders
 - Manage Schedules
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advises
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Supplier Profile
 - Manage Profile

Click the Create Invoice hyperlink.



Create Invoice

Submit Cancel

* Identifying PO

Supplier APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION

Taxpayer ID 36-4038140

* Supplier Site

Address

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

* Number

* Date

* Type Invoice

Invoice Currency

Payment Currency

Description

Attachments None +

Customer

Customer Taxpayer ID

Name

Address

Items

View Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
No data to display.												
Total												0.00

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Shipping and Handling

View +

* Charge Type	* Amount	Description
No data to display.		

Totals

Items	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Invoice Amount	0.00

The Create Invoice screen will display. All fields with '*' are required.

Create Invoice

Submit Cancel

* Identifying PO

Supplier	2904238	APPLICATIONS SOFTWARE TECHN...	NAPERVILLE
Taxpayer ID	3004065	APPLICATIONS SOFTWARE TECHN...	NAPERVILLE
* Supplier Site	PO3001304	APPLICATIONS SOFTWARE TECHN...	NAPERVILLE
Address	3002730	APPLICATIONS SOFTWARE TECHN...	NAPERVILLE
Remit-to Bank Account	3007670	APPLICATIONS SOFTWARE TECHN...	NAPERVILLE
	Search...		

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

* Number

* Date

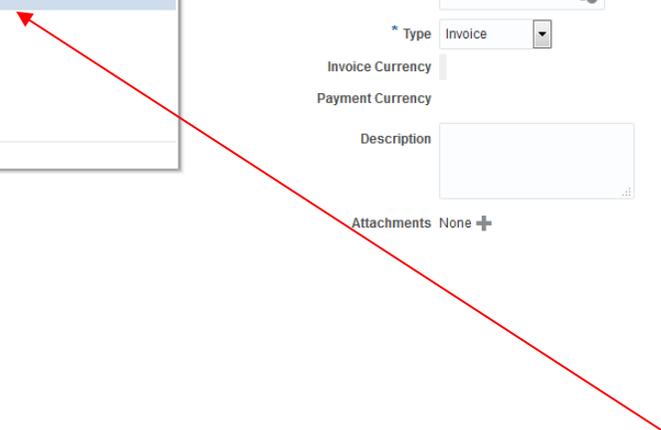
* Type Invoice

Invoice Currency

Payment Currency

Description

Attachments None +



In the Identifying PO field, use the dropdown arrow to display all available Purchase Orders to select. Highlight the PO to select and enter.

Create Invoice

* Identifying PO 3002730
Supplier APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION
Taxpayer ID 36-4038140
* Supplier Site NAPERVILLE
Address 1755 PARK STREET, STE 100, NAPERVILLE, IL 60563
Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Supplier Tax Registration Number

* Number TEST1
* Date 12/29/16
* Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar
Description Documentation
Attachments None +

Items

View   Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
No data to display.												
Total												
											0.00	

In the Items region, click the Select and Add icon. A secondary window will display.

Select and Add: Purchase Orders ✕

Search Advanced Saved Search

** At least one is required

** Purchase Order ** Consumption Advice

** Creation Date

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
3002730	1	1				Implementation ser...	CAYMC Suite 1100	2,400,048.52

All available PO lines will display.

Select and Add: Purchase Orders ✕

Search Advanced Saved Search

**** Purchase Order** **** Consumption Advice**

**** Creation Date**

** At least one is required

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
3002730	1	1				Implementation ser...	CAYMC Suite 1100	2,400,048.52

Click the PO line row that you are invoicing against. Press the Apply button and then the OK button.

Create Invoice

Submit Cancel

Identifying PO 3002730
 Supplier APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION
 Taxpayer ID 36-4038140
 Supplier Site NAPERVILLE
 Address 1755 PARK STREET, STE 100, NAPERVILLE, IL 60563
 Remit-to Bank Account
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Supplier Tax Registration Number

* Number TEST1
 * Date 12/29/16
 Type Invoice
 Invoice Currency USD - US Dollar
 Payment Currency USD - US Dollar
 Description Documentation
 Attachments None

Customer

Customer Taxpayer ID 38-6004606
 Name City of Detroit Entity

Address

Items

View Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
3002730	1	1				Implementation services for ORACLE FUSION ERP ...	CAYMC Suite 1100	18,007.59	18007.59		1 EA	18,007.59
Total												18,007.59

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

Shipping and Handling

View

* Charge Type	* Amount	Description
No data to display		

Totals

Items	18,007.59
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Invoice Amount	18,007.59

Review the Available Quantity and Quantity fields. You can change the Quantity field to match the actual amount you are billing for.

**You cannot change the quantity to a higher amount than the Available Quantity.

**You should not be adding Shipping and Handling lines. These invoices will be cancelled and returned to the Supplier.

Create Invoice

Identifying PO 3002730
Supplier APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION
Taxpayer ID 36-4038140
Supplier Site NAPERVILLE
Address 1755 PARK STREET, STE 100, NAPERVILLE, IL 60563
Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Supplier Tax Registration Number

* Number TEST1
* Date 12/29/16
Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar
Description Documentation
Attachments None +

Customer

Customer Taxpayer ID 38-6004606
Name City of Detroit Entity

Address

Items

View

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
3002730	1	1				Implementation services for ORACLE FUSION ERP ...	CAYMC Suite 1100	18,007.59	10.00	1	EA	10.00
Total												10.00

To attach documents to this invoice, click the Plus icon. A secondary window will display.

Attachments



Actions ▾ View ▾ Format ▾ **+** **X** Freeze Wrap

Type	Category	* File Name or URL	Title	Description	Attached By
File ▾	From Supplie ▾	Browse... No file selected.			SWADE@AS

Rows Selected 1

OK Cancel

Click the Browse button to attach a file from your computer. Usually this would be a scanned copy of the invoice, packing slips, signed work orders, etc. Use the Plus icon to attach additional files.

Attachments



Actions ▾ View ▾ Format ▾ **+** **X** Freeze Wrap

Type	Category	* File Name or URL	Title	Description	Attached By
File ▾	From Supplie ▾	Penguins.jpg Update...	Penguins.jpg	TEST2 INVOICE ATTACHE	SWADE@AS

Rows Selected 1

OK Cancel

Your file has attached successfully when the title field is populated.

Type a description of the attached file.

Click the OK button when completed.

Create Invoice

* Identifying PO	3007670		* Number	TEST1	
Supplier	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION			* Date	<input type="text"/>
Taxpayer ID	36-4038140			* Type	Invoice
* Supplier Site	NAPERVILLE		Invoice Currency	USD - US Dollar	
Address	1755 PARK STREET, STE 100, NAPERVILLE, IL 60563			Payment Currency	USD - US Dollar
Remit-to Bank Account	<input type="text"/>			Description	<input type="text"/>
Unique Remittance Identifier	<input type="text"/>			Attachments	Penguins.jpg + X
Unique Remittance Identifier Check Digit	<input type="text"/>				
Supplier Tax Registration Number	<input type="text"/>				

The attachment has been added when displayed here.

Create Invoice

Identifying PO 3002730
 Supplier APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION
 Taxpayer ID 36-4038140
 Supplier Site NAPERVILLE
 Address 1755 PARK STREET, STE 100, NAPERVILLE, IL 60563
 Remit-to Bank Account
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Supplier Tax Registration Number

* Number TEST1
 * Date 12/29/16
 Type Invoice
 Invoice Currency USD - US Dollar
 Payment Currency USD - US Dollar
 Description Documentation
 Attachments None

Customer

Customer Taxpayer ID 38-6004606
 Name City of Detroit Entity

Address

Items

View

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
3002730	1	1				Implementation services for ORACLE FUSION ERP ...	CAYMC Suite 1100	18,007.59	10.00	1	EA	10.00
Total												10.00

Review your invoice and click the Submit button.

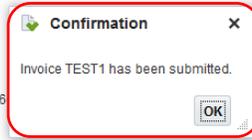
Invoice: TEST1

Printable Page Create Another Done

Identifying PO 3002730
Supplier APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION
Taxpayer ID 36-4038140
Supplier Site NAPERVILLE
Address 1755 PARK STREET, STE 100, NAPERVILLE, IL 6

Remit-to Bank Account
Unique Remittance Identifier

Number TEST1
Date 12/29/16
Type Invoice
Invoice Currency USD
Payment Currency USD
Description Documentation
Attachments None



A confirmation message will display. Click the OK button to clear message.
You can print this page for your records by pressing Printable Page button.
Press Create Another button if you would like to create another invoice.
Press Done button to close this screen and return to the Home page.