

# 1. Create Invoicing Match to PO

### 1.1 Once Logged into the Okta App, Click on 'Finance'

≡	TEST	iSupplier	Portal	Home	Favorites	Settings	Worklist(0)	Logged In As ISUPPUAT1@GMAIL.COM	Help	Logout
Supp	lier Home	Orders Shipments Finance	Administrat	ion						
	Search	PO Number 🗘		Go						

### 1.2 Click 'Go'

=	TEST	iSupplier I	Portal	Home	Favorites	Settings	Worklist(0)	I	Logged In As ISUPPUAT1@GMAIL.COM	Help	Logout
Supplie	er Home Orders	Shipments Finance	Administra	tion							
Crea	te Invoices V	ew Invoices View Payr	nents								
Inv	oice Actions	3							Create Invoice	With a PO	Go

### **1.3 Enter 'Purchase Order Number' then click 'Go'**

E TEST iSuppl	ier Portal Home	Favorites Settings	Worklist(0)	Logged In As ISUPPUAT1@GMAIL.COM	Help	Logout
Supplier Home Orders Shipments Fina	nce Administration					
Create Invoices View Invoices View	Payments					
			0			
Purchase Orders	Detai	ls N	Manage Tax	Review and Subm	nit	
Create Invoice: Purchase Or	rders			Cancel	Step 1 of 4	Ne <u>x</u> t
Search					Advanced Se	earch
Note that the search is case insensitive						
Purchase Order Number						
Purchase Order Date (21-Oct-20	1%					
Buyer						
Organization	JI Q					
Advances and Financing Excluded C						
Go Cle	ar					
	$\mathbf{i}$					



#### **1.4 Check the box next to the PO line(s) you are to bill against**

0	PO Number	*	Line 🗠	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr 🔿	Ship To		Packing Slip	Waybil
0			,	5)	0	(TEST) SO.000 Harls A Botts			20000	ŋ	5000	EA	2.5	UND	WAREHO	Oak Ridge Associated Universities, Inc.		

#### 1.5 Click 'Next'

E TEST	iSupplier Portal	Home	Favorites	Settings V	Vorklist(0)	ogged in As ISUPPUAT1@GMAIL.COM	Help	Logout
Supplier Home Orders Shipme	nts Finance Administration							
Create Invoices View Invoic	es View Payments							
		0		0		0		
Purchase Ord	lers	Details		Manage Ta	IX.	Review and Submit		
Create Invoice: Purch	hase Orders					Cancel	Step 1 of 4	Next
Search						7	Advanced S	earch

### **1.6 Ensure 'Remit To' is 'ISUPPLIER'. If not click on magnifying glass to choose**

#### 'ISUPPLIER'

Man Investore	Man Daumante						
reate invoices view invoices	view Payments						
0		0			0		
Purchase Orders	Details	Manage Tax		Review a	and Subr	mit	
create Invoice: Details				Cancel	Back	Step 2 of 4	Neg
Indicates required field							
upplier		Invoice					
* Supplier	Halford Enterprises	* Invoice Number					
Tax Payer ID	456011234	* Invoice Date	21-Oct-20: 19				
* Remit To	ISUPPLIER 🚽 9,	Invoice Type	Invoice	¢			
Address	520 First St Chillionthe OH 45601	Currency	USD				
Remit To Bank Account		Invoice Description					
Unique Remittance Identifier							
Remittance Check Digit		Context	0				
		Test					



1.7 Enter Invoice Number and enter the Purchase Order # in 'Invoice Description	n'
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Create Invoices View Invoices	View Payments							
0		•	0			0		
Purchase Orders		Details	Manage Tax		Review a	and Subn	nit	
Create Invoice: Details					Cancel	Back	Step 2 of 4	Nex
* Indicates required field								
Supplier			Invoice					
* Supplier	Halford Enterprises		* Invoice Numbe	r				
Tax Payer ID	456011234		* Invoice Dat	a 21-Oct-20: 1	ò	<		
* Remit To	ISUPPLIER 🚽 🤤		Invoice Typ	e Invoice	0			
Address	520 First St Chillicothe O	H 45601	Currenc	y USD				
Remit To Bank Account	J Q		Invoice Descriptio	1	_			
Unique Remittance Identifier								
Remittance Check Digit			Contex	t o				
			Enter PO#	t				

1.8 Click on the plus sign by 'Attachment' and add a pdf of your invoice and any

pertinent	backup
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Create Invoices View Invoices	View Payments						
Purchase Orders		Details	Manage Tax		Review	and Submit	
Create Invoice: Details					Cancel	Back Step 2 of	4 Neg
* Indicates required field							
Supplier			Invoice				
* Supplier	Halford Enterprises		* Invoice Number				
Tax Payer ID	456011234		* Invoice Date	21-Oct-20: 6	ò		
* Remit To	ISUPPLIER J Q		Invoice Type	Invoice	0		
Address	520 First St Chillicothe O	H 45601	Currency	USD			
Remit To Bank Account	_⊨ Q		Invoice Description				
Unique Remittance Identifier							
Remittance Check Digit			Context	0			
			Test				
				Attachment	+		



### 1.9 Click the 'Choose File' button

Define Attachment		
Type () File O URL O Short Text	ChoodFile ho file chosen File and path input	
/		
C Long Text		~

#### **1.10 Select the Attachment**

Gaunto	JULCS		Help Loope
Cuick access	Name	Date modified	
This PC	# 242077	3/29/2024 2:23 PM	
Network	<ul> <li>Earlier week (2)</li> <li>w-9</li> <li>artic</li> </ul>	3/26/2024 12:14 PM 3/25/2024 10:33 AM	Cancel Add Another Apply
	<	>	
File	name: Upload from mobile	All files ~	
	Particular instrumentation		
O Los	ng Text		4



### 1.11 Click 'Open'

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This PC	^ Name		Date mode	fied			
3D Objects	~ Ioday (1)						
Desktop	242077		3/29/2024	2.23 PM			
4 Downloads	~ Earlier this week (2	9					
A Music	w-9 Form		3/26/2024	12:14 PM		Cancej Add Anot	her Apply
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Pictures							
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A Matanada Fil	< <	Click Open	I files	v	>		
		Upload from mobile	985	Cancel	I_		
						4	
0.0	ong test						

### 1.12 Click 'Apply'

DEVELOPMENT isu	pplier Portal	Home	Favorites	Sctings	Workles(0)	1	Holp Logout
ppler Home Orders Shipments H	tanning Finance Pro	out Administration					
Create Involces View Involces 1	New Payments						
finance: Create Involces >							
Add Attachment							Cancel Add Another 4000
Attachment Summary Inform	ation						e)
Tota							and the second se
Description							Click Apply
				4			The second se
Category Fri	im Supplier						
Define Attachment							
Type 🕷 rise	Choose File 242077.p	đ					
O URL O Environ							
C anter the							
A							A
C/ Long less.							

### 1.13 Scroll down to the Items Sections, and update the quantity, if needed

Items											
•••											
PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amour
	1	1		[TEST] 50,000 Nuts & Bolts		WAREHOUSE SC- 200	15000	15000	2.5	EA	37500



### 1.14 Click 'Next'

Supplier Home Orders Shipments Finance	Administration		
Create Invoices View Invoices View Payme	nts		
0		0	
Purchase Orders	Details	Manage Tax	Review and Submit
Create Invoice: Details			Cancel Back Step 2 of 4 Next
* Indicates required field			

## 1.15 Verify your information and either click 'Back' to make corrections or Click

#### 'Submit'

Supplier Home Orders Shipments Finance	Administration						
Create Invoices View Invoices View Payments							
0	0	•					
Purchase Orders	Details	Manage Tax	Review and Submit				
Create Invoice: Manage Tax			Cancel Save Back Step 3 of 4 Next Submit				
Supplier		Invoice					