METROLINX



Submit a Credit Memo

Version No: 1.0 Date: 24/07/2023

Overview

This document provides you the steps to create and submit a Credit Memo.

How to Submit a Credit Memo

Follow the steps below to create and submit a Credit Memo in iSupplier:

1. Click the **menu** icon to create a credit memo to compensate Metrolinx for lost, stolen, or damaged products.



2. Click the MX iSupplier Portal Supplier PO Inv Admin option.

Note: The options displayed in the menu may be different depending on your role and access levels.



3. Click the **Home Page** option.

Note: There are many similarities between submitting an invoice and submitting a credit memo in iSupplier.

| Search | ۹ 🛋 🔺 | | * | 🔅 🍂 | Logged In As KIM.DERIKX@GLO | BALKNOWLEDGE.COM | ? | |
|--|------------|------------|-----------------------|------------------|-------------------------------|------------------|------------|-------|
| MX iSupplier Broker | | | | | | Diag | nostic Cor | nsole |
| MX iSupplier Portal Supplier Inv Admin | | (| Please note, iSupplie | r is used to sub | omit non-Regime 3 Constructio | on Act invoices. | | |
| MX iSupplier Portal Supplier PO Inv Ac | | ⊼ ▲ X | If you were expecting | to submit an | invoice against a Regime 3 PO | , please reach | | |
| MX iSupplier Profile Administrator | Home Page | 8 | out | to your Metro | linx Business Partner. | | | |
| | Click the | Home Page | option. | | | | | |
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4. Click the **Finance** tab on the **Supplier Home** page.

| ORACLE | ∃ iSupplier Portal | Â | * | ۵ | 1 ¹² | Logged In As KATHERINE.SMITH@INVALIDEMAIL.COM 🧿 🄇 |
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| ller Home Orders | Shipments Findince | | | | | |
| Search PO Numb | er v Go | | | | | |
| IP Disclaimer Messa | ge: By registering in i | ns found at the link below | | | | |
| Notificatio | Click the Finance tab | | | | | Planning |
| | | | | Full | int | Orders |
| Subject | | Date | ~ | Full | LIDI | • Accoments |
| Supplier Profile Mar | nadement: Change in Bank Account Details for ACME Learning Ltd | 07.Eeb | 2022 09 3 | 9 42 | | Durchara Outlan |
| Bank Account Crea | tion/Update mesage | 03-Feb | -2022 07:1 | 6.06 | | Purchase Orders |
| Bank Account Crea | tion/Update mesage | 03-Feb | -2022 07:0 | 9 20 | | Purchase History |
| Invoice: 12822_CM | 01 is Cancelled | 28-Jan | -2022 10.5 | 2:26 | | Shipments |
| Supplier Profile Mar | nagement: Approval of Bank Account | 25-Jan | -2022 03:2 | 9:51 | | Delivery Schedules |
| | | | | | | Ouerdue Dessiste |
| 1 | | | | | | Overdue Receipts |
| Orders At | A Glance | | | | | Advance Shipment Notices |
| | | | | Full | ist | Receipts |
| PO Number | Description | Order Dat | 0 | , carr | - Indi | Receipts |
| 233228 | IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb | 11-Eeb-202 | 2 02 15 2/ | | | Returns |
| 233229 | Technician visit charges | 09-Feb-202 | 2 03:30:4 | | | 0.7 |
| 233221 | Technician visit to install equipment | 28-Jan-202 | 2 10:55:00 | | | On-Time Performance |
| 233220 | Equipment and additional supplies | 28-Jan-202 | 2 10:19:45 | | | Invoices |
| 233219 | Consultation for design and delivery | 28-Jan-202 | 2 10:14:56 | | | Invoices |
| | | | | | | Payments |
| Shipment | s At A Glance | | | | | Payments |
| | | | | Full | ist | |

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5. Click the **Go** button to submit a credit memo with reference to a PO on the **Invoice Actions** page.

| | € iSupplier Portal | | | î | * | ٥ | ↓ ¹² | Logged Ir | As KATHERIN | IE.SMITH@INVAL | IDEMAIL.COM | 1 ? | Q |
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| pplier Home Orders Create Invoices Vi | Shipments Finance view Payments | | | | | | | | | | | | |
| nvoice Actions | 3 | | | | | | | | | Creat | e Invoice | With a PO | Go |
| Search Note that the search is o Supplier Invoice Number Invoice Date From Invoice Status | ACME Learning Ltd | | Purchase Order Number Invoice Amount Invoice Date To Currency | | The I to | nvoic subr | e Acti nit a c | ions pag credit me | je displa emo wit | ays. Click :h referen | the Go ice to a | butto PO. | 'n |
| Invoice Number No search conducted. | Go Clear Invoice Date | Invoice Currency Code | Invoice Amount I | Purcha | se Order | | Status | Withdraw | Cancel | Update | View At | tachments | ; |
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| right (a) 1000, 2020, O | uracle and/or its affiliatos. All right | is record | | | | | | | | | | Drivacu | Stat |

6. The **Create Invoice: Purchase Orders** page displays. On this page, you can search for the PO for which you want to submit a credit memo.

Note:

- A credit memo can only be created against a PO-based invoice.
- The search retrieves all PO's excluding Regime 3 Construction Act contracts. If you were expecting to submit an invoice against Regime 3 PO, please reach out to your Metrolinx Business Partner.

| upplier Home Orders Shipments I Greate Invoices View Invoices N Purchase Order Create Invoice: Purchase The below search retrieves all PO' If you were expecting to submit at Metrolin | Finance View Payments rs • Orders 's excluding Regime 3 n invoice against a Re nx Business Partner. | 3 Construction Act co | Details | į | The Creat you must submit a c Note that PO-based Also note Regime 3 | e Invoic search fo credit me a credit invoice that this | te: Purchas for the PO emo. memo ca e. s search re | se Orders based on n only be etrieves all | page disp which you created ac I PO's exclu | blays. Here, u want to gainst a uding |
|--|---|-----------------------|--------------------------|------------------|---|--|--|--|--|--|
| Search | | | | | expecting please rea | to subn ach out t | uction Act mit an invo to your Me | contracts. pice again etrolinx Bu | . If you wer ist Regime usiness Par | re 3 PO, tner. |
| TIP The below search retrieves PO Note that the search is case insensitive Purchase Order Number | 's excluding the R3 t | type (R3 PO's are | the ones with contract t | ype as "Construc | tion act - Contractor* | or "Construction | ilon Act – Designer | r/Consultant") | | |
| Purchase Order Date (2 | 22-Jun-2023) 👘 | • | | | | | | | | |
| Buyer | | ⇒ Q | | | | | | | | |
| Organization | | ⇒ Q | | | | | | | | |
| Advances and Financing E | xcluded V | | | | | | | | | |
| | Go Clear | | | | | | | | | |

- 7. In the **Search** section, you can search for the PO using one or multiple criteria including:
 - Purchase Order Number
 - Purchase Order Date
 - Buyer
 - Organization
 - Advances and Financing

To learn more about how to search for and view PO details, please see the video titled "View PO Details".

| | ier Portal | | | â * | ٩ | ↓ ⁹⁹⁺ Logged | I In As KIM.DERIKX@G | LOBALKNOW | EDGE.COM | i |
|---|--|--|---------------|---|---|---------------------------|----------------------|----------------|--------------------|-------|
| Supplier Home Orders Shipments | Finance | | | | | | | | | |
| Create Invoices View Invoices | View Payments | | | | | | | | | |
| | 1991 (1991) | | 0 | | 0 | | | | | |
| Purchase Or | ders | | Details | | Manage Tax | | | Review and S | Submit | |
| Create Invoice: Purchas | se Orders | | | | | | | | Cancel Step 1 of 4 | Ne |
| If you were expecting to submit Metri Search IP The below search retrieves 1 Note that the search is case insensitiv Purchase Order Number | it an invoice against a Reg olinx Business Partner. PO's excluding the R3 ty re | ime 3 PO, please rea pe (R3 PO's are th | ¢ | one or multiple Purchase Orce Purchase Orce Buyer Organization Advances an | e criteria ler Num ler Date d Financ | including: ber | | | Advanced S | Searc |
| Purchase Order Date | (22-Jun-2023) 👘 | | | To learn more | bout bo | w to search t | for and view l | PO | | |
| Buyer | | J Q | | | | video titled " | | ila" | | |
| Organization | | N Q | | details, please | see the | video titled | view FO Deta | ans. | | |
| Advances and Financing | Excluded ~ | | | | | | | | | |
| | Go Clear | | | | | | | | | |
| PO Number Line Shipment | Advances or Finance | ing Item Descrip | tion Item Nun | nber Supplier Item Numbe | Ordered Re | ceived Invoiced UO | M Unit Price Curr St | nip To Organiz | ation Packing Slip | Way |

8. Enter the PO number in the **Purchase Order Number** field.

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|---|----------------------------------|----------------------------------|-----------------------------------|-------------------------------|------------------------------------|
| Supplier Home Orders Shipments Fin | ance | | | | |
| Create Invoices View Invoices View | w Payments | | | | |
| | | 6 | 0 | | |
| Purchase Orders | | Details | Manage Tax | | Review and Submit |
| Create Invoice: Purchase C | rders | | | | Cancel Step 1 of 4 N |
| Search | | | | | Advanced Sear |
| ♂ TIP The below search retrieves PO's e Note that the search is case insensitive | xcluding the R3 type (R3 PO's a | re the ones with contract type a | "Construction act - Contractor" o | r "Construction Act – Designe | er/Consultant") |
| Purchase Order Number 2332 | 228 | | | | |
| Purchase Order Date (22- | lun-2023) 🕫 | In this | demonstration, we | e will search usir | ng the PO number. Enter the |
| Buyer | ≥ Q | | | the Purchase Or | al a se Nicessa la a se fi a la |
| Or was in the second | | | PO number in | the Fulchase Of | der Number field. |
| Organization | ji Q, | | PO number in | the Fulchase Of | der Number field. |
| Organization Advances and Financing Exclu | uded ✓ Clear | | | | |
| Organization Advances and Financing Excl | ided ∨ Clear | | PO number in | | aer Number field. |

9. Click the **Go** button.

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|---|---|--------------------------------------|------------------------------------|--|
| Supplier Home Orders Shipments Finance | | | | |
| Create Involces View Involces View Payments | | | | |
| Purchase Orders | Details | Manage Tax | | Review and Submit |
| Create Invoice: Purchase Orders | | inanage rai | | Cance] Step 1 of 4 Ne |
| Metrolinx Business Partner. | | | | Advanced Searc |
| TIP The below search retrieves PO's excluding the R3 type (R3 Note that the search is case insensitive | PO's are the ones with contract type as " | Construction act - Contractor" or "C | Construction Act – Designer/Consul | tant") |
| Purchase Order Number 233228 Click th | ne Go button. | | | |
| Buyer | λ | | | |
| Organization Science Advances and Financing Exclused V | 2 | | | |
| PO Number Line Shipment Advances or Financing Ite | m Description Item Number Suppli | er Item Number Ordered Rece | ived Invoiced UOM Unit Price | Curr Ship To Organization Packing Slip Way |

Note: In the **Finance** tab, you can view 100 POs in one page. To navigate to the next page, you can select the page from the drop-down. You can also click the Previous and Next button to navigate between pages. In this demonstration, we will continue creating a credit memo for a PO with two-line items.

| Sea | rch | | | | | | | | | | | | | | | A |
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| Inte 1 | TIP The bel that the set Pur Adv | low seal arch is c rchase (Purcha vances a | rch retriev case inser Order Nu se Order E Organiz and Finar | ves PO's o nsitive mber 21 Date (2 Buyer ration ncing E | Note th page. 1 page fr and Ne Now, w are cre | nat in the Fi o navigate from the dro ext button t re will conti ating a cree | nce tab, you ca the next page, down. You can navigate betwe we with our earli memo for a PC | n view 100 you can se also click t en pages. er example with two l | POs elect t he Pre e whe ine ite | in one he evious re we ems. | r/Cons | ultant") | | | | |
| elec | ct Items: | Add to | Invoice | L | | 5 | | | | | | | .∉ Pr | evious 1 - | 100 of 102 | Next 2 |
| | PO Num | ber 🔻 | Line 🛆 | Shipment 2 | Advances or Financing | Item Description | em Number Supplier Iter | m Number Order | ed Recei | ved Invoid | ed UOM | Unit Pri | ce Curr 4 | Shi 10 | 100 of 102 1 - 102 of 102 of | n 🛆 Pac |
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|) | 266649 | | 3 | 1 | | test item | | 30 | 0 | 0 | EACH | 6 | CAD | 20 Bay | t | |
|) | 266649 | | 4 | 1 | | test item | 0 | lick the dr | an do | wp me | onu to | navio | nato to | thor | alavant r | 200 |
| 0 | 266649 | | 5 | 1 | | test item | | nek the un | p-uo | wittine | inu to | naviç | jale it | , the i | elevant | aye. |
|) | 266649 | | 6 | 1 | | test item | | 30 | 0 | 0 | EACH | 34 | CAD | 20 Bay | GO Transit | |
|) | 266649 | | 7 | 1 | | test item | | 30 | 0 | 0 | EACH | 56 | CAD | 20 Bay | GO Transit | |
| - | 266649 | | 8 | 1 | 0 | test item | | 30 | 0 | 0 | EACH | 21 | CAD | 20 Bay | GO Transit | |
| | 266649 | | 9 | 1 | - | test item | | 30 | 0 | 0 | EACH | 33 | CAD | 20 Bay | GO Transit | |
| | | | | | | | | | | | | | | Street | | |

10.Select the line item(s) for which you want to create the credit memo. In this demonstration, we will select all the line items in this PO.

| | Purchase Orders | | Details | 5 | Ma | anage Tax | | | | | | Review and Subr | nit | |
|---|--|---|--|---|-------------------------------------|-----------------|------------|---------------|-----------|-----------|-----------------------------|------------------------------|----------------|------|
| reate Invoice | : Purchase Or | rders | | | | | | | | | | Ca | ncel Step 1 c | f 4 |
| The below sear If you were exp | ch retrieves all PO's exc ecting to submit an inv Metrolinx Bu | cluding Regime 3 Cor oice against a Regim siness Partner. | istruction Act contracts. ie 3 PO, please reach out to yo | ur | | | | | | | | | | |
| arch | | | | | | | | | | | | | Advanced Se | arch |
| TIP The below search that the search is can Purchase Or Next s | n retrieves PO's excludin se insensitive rder Number 233228 | g the R3 type (R3 P | D's are the ones with contract ty | ype as "Construction act - Cor | credit | onstruction | nu – Desig | ner/consulta | | | | | | |
| TIP The below search te that the search is car Purchase O Next, se memo. In ct items: Add to I | retrieves PO's excludin le insensitive der Number 233228 elect the line this demon | g the R3 type (R3 Pi e item(s) fo stration, we | r which you war e will select all t | nt to create the he line items ir | credit this P | D. | le besy | iner consulta | | | | | | |
| TIP The below search te that the search is car Purchase Or Next, su memo. In te titems: Add to 1 PO Number - Li | retrieves PO's excludin te insensitive der Number 233228 elect the line this demon | e item(s) fo stration, we | r which you war e will select all t | nt to create the he line items ir Number Supplier Item Nu | e credit n this Pe | O. | ed Invoic | ed UOM | Unit Pric | ce Curr △ | Ship To | o Organization △ | Packing Slip V | Vayb |
| TIP The below search to that the search is car Purchase Or Next, so memo. In to thems: Add to 1 O Number V LI | retrieves PO's excludin te insensitive der Number 233228 elect the line this demon | e item(s) fo stration, we dvances or Finance | r which you war e will select all t | nt to create the he line items ir Number Supplier Item Nu | e credit n this Pe mber Order | O. ed Receiv | ed Invoic | ed UOM BOX | Unit Pric | CAD | Ship To 20 Bay Street | O Organization GO Transit | Packing Slip V | Vayb |

11.Click the **Add to Invoice** button.

| reate Invoic | e: Purchase Ore | ders | | | | | | | | | | | |
|--|--|--|--|-------------|---------------|--------------|------------|------------|--------|------------|---------------------------------------|-------------------|-------------------|
| | | | | | | | | | | | | C | ance] Step 1 of 4 |
| The below sea | rch retrieves all PO's exclu pecting to submit an invoi Metrolinx Busi | uding Regime 3 Co ce against a Regin ness Partner. | nstruction Act contracts. ne 3 PO, please reach out to y | our | | | | | | | | | |
| arch | | | | | | | | | | | | | Advanced Searc |
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| lect Items: Add to | | | | e butt | 511. | | | | | | | | |
| PO Number ▼ L 2 233228 | Line IShipment △ Ad | vances or Finan | ting Item Description Item 15" LCD Monitors (Product T250- 004) | n Number \$ | Supplier Item | Number Order | red Receiv | ved Invoid | BOX | Unit Price | Curr A Ship T CAD 20 Bay Street | To Organization △ | Packing Slip Way |
| | | | Wireless Laser | | | | 4 | 2 | CARTON | 50 | CAD 20 Bay | GO Transit | |

12. Scroll down to view the line items added to the credit memo.

| Purchase C | orders | | Details | ì | lanage Tax | te l | | | i i | Review and Sub | mit | |
|---|--|---|---|----------------------------|------------|------------|--------|---------------------------|------------------|------------------------|--------------|--------|
| reate Invoice: Purcha | se Orders | | | | | | | | | C | ancel Step | 1 of 4 |
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| earch | | | | | | | | | | | Advanced | Search |
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| elect Items: Add to Invoice ···· | | | | | | | | | | | | |
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| 2 233228 1 1 | | | 15" LCD Monitors (Product T250- 004) | 10 | 10 | 5 | BOX | 10 CAD | 20 Bay Street | GO Transit | | |
| | | | Wireless Laser | | | 2 | CARTON | | 20 Bay | | | |

13.Once you scroll down, you can see that the PO line items are added to the credit memo.

Note:

- Since the credit memo is being created with reference to the PO, the PO details corresponding to each PO line item will automatically flow into the credit memo, when selected.
- The PO details include item descriptions, ordered quantities, unit of measure (UOM), etc.
- To remove a line item from the list, you can select the line item and click the **Remove from Invoice** button. In this demonstration, we are not removing any line item.

| Search | | | 2 | dvanced Search |
|---|--|---|---|-----------------|
| Image: Search is associated with the search is associated with th | rs excluding the R3 type (R3 PO's are the ones 233228 (22-Jun-2023) tb | cription Item (tontors 250- asor oduct | n act - Contractor or "Construction Act - Designer/Consultant") The PO line items are added to the credit memo. Since the credit memo is being created with reference to the PO, the PO details corresponding to each PO line item will automatically flow into the credit memo, when selected. The PO details include item descriptions, ordered quantities unit of measure (ILOM) etc. | ng Slip Waybil |
| urchase order items Adde | | | | |
| Select Items: Remove from Invoice PO Number Line Shipment II 233228 1 1 1 233228 2 1 V | tem Description tem Description tem CD Monitors (Product T250-004) vireless Laser Printer (Product P034-020) | Number Sup | To remove a line item from the list, you can select the line item and click the Remove from Invoice button. In this demonstration, we are not removing any line item. | lep 1 of 4 Next |

14. Click the **Next** button to continue.

| | | | | | | | | | | | | | | | | | Advance | d Searc |
|---|--|---|---------------------|--|---|-------------------------------|--------------|--------------------------|--------------------------------|------------------------|---------------------------------|----------------|----------------------|---|---|--|----------------|---------|
| | | | | | | | | | | | | | | | | | | |
| TIP The below so that the search | search retrieves PO is case insensitive | 's excluding the R3 t | ype (R3 PO | 's are the ones wit | ith contract | t type as "Cons | struction ad | ct - Contrac | ctor" or "C | Constructio | n Act – De | signer/Consult | ant") | | | | | |
| Purcha | se Order Number | 233228 | | | | | | | | | | | | | | | | |
| Pure | chase Order Date | (22-Jun-2023) | 60 | | | | | | | | | | | | | | | |
| | Buyer | | Q | L | | | | | | | | | | | | | | |
| | Organization | | 5 Q | L | | | | | | | | | | | | | | |
| Advance | es and Financing | Excluded ~ | | | | | | | | | | | | | | | | |
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| PO Number 4 233228 | <mark>△ Line △ Ship</mark> r 1 1 | nent 🛆 Advances | or Financi | 15" LCD Monit (Product T250 004) | iption Iter nitors 0- | m Number Su | upplier It | em Numb | 10 | 10 | ived Invo | BOX | Unit P | CAD | 20 Bay Street | GO Transit | n △ Packing SI | ip Way |
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15. The **Create Invoice: Details** page displays. Here, you can enter the invoice details.

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| Supplier Home Orders Shipments Finance | |
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16. Validate the details in the **Remit To** and **Invoice Date** fields. You can also update these fields, as needed.

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17. Enter the invoice number in the **Invoice Number** field.

Note: The invoice number entered here cannot be the same as any invoice previously submitted - including the invoice you want to create a credit memo for. You must use a different invoice number for every invoice or credit memo you submit in iSupplier.

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18. Click the **Invoice Type** drop-down arrow.

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19. Select the **Credit Memo** option.

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20. Click the plus icon to add an attachment.

Note: In the **Attachment** section, you must upload any mandatory supporting documentation such as credit notes, etc. Without the relevant documents, the credit memo will be rejected, and you will need to resubmit the credit memo.

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21. Enter the name of the attachment in the **Title** field once the **Add Attachment** popup window displays.

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22. Click the **Choose File** button and select the relevant file from your local folder.

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23.Click the **Apply** button.

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24. The **Confirmation** pop-up box displays. Click the **OK** button to continue.

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25.Scroll down to add additional details.

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26. In the **Items** section, update the **Quantity** column in negative to reflect the quantity of the lost, stolen, or damaged product(s).

| Create Inv | olce: | Purchase Or Details | ders | Details | | Manage Tax | | | Roviow and Submit | ICK Step 2 d | of 4 Next |
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In this demonstration, we have entered -2 and -1 in the first- and second-line items respectively. This means we have reduced the invoiced quantity (originally, 5 boxes and 2 cartons) to compensate Metrolinx for the lost, stolen, or damaged products.

| Create Inv | volce | Purchase Or | rders | Details | | Manage Tax | | Rovio | w and Submit | ck Step 2 | of 4 Next |
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| | 0 | 1 | | Wireless Laser Printer (Product P934-020) | | 20 Bay Street | 2 | -1 | 50 | CADTON | 50 |

27. Once you have updated the **Quantity** columns, click the **Next** button to continue.

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| | * Supplier Tax Payer ID | ACME Learning Ltd | | Or colu | nce you have mn, click the | nupdated the Qu Next button to c | i <mark>antity</mark> ontinue. | | |
| | * Remit To | Home Base Si Q | | | | | | | |
| | Address | 567 Office St Toronto ON M5C 2N5 | | | Currency | CAD | | | |
| | | | | | | | | | |
| | Remit To Bank Account | 9 E | | | | | | : | |
| Customer | Remit To Bank Account | D E | | | | Attachment 🔗 | • + | | |
| Customer | Remit To Bank Account * Custom | er Tax Payer ID SYS11988 <u>3</u> Q. Justomer Name GO Transit (FT) Address 20 Fay Street Trongto MSJ 2003 G | A. | | | Attachment 🖋 |) + | | |
| Customer Items | Remit To Bank Account * Custom | er Tax Payer ID SYS11988 <u>u</u> Q Lustomer Name GO Transit (FT) Address 20 Bay Street Toronto MSJ 2W3 C | ۸ | | | Attachment 🖋 | 0 + | | |
| Customer Items PO Number Lir | Remit To Bank Account * Custom c | er Tax Payer ID SYS11988 <u>u</u> Q Dustomer Name GO Transit (FT) Address 20 Bay Street Toronto MSJ 2W3 C ber Item Description | A Supplier Item Number | Ship To | Available Quantity | Attachment d | Unit Price | UOM | Amoun |
| Customer Items PO Number Lir 233228 1 | Remit To Bank Account * Custom c ine Shipment Item Numi 1 | er Tax Payer ID SYS11989 <u>J</u> Q Sustomer Name GO Transit (FT) Address 20 Bay Street Toronto MSJ 2W3 C ber Item Description 15° LCD Monitors (Product T250-004) | Supplier Item Number | Ship To 20 Bay Street | Available Quantity 5 | Attachment de | Unit Price 10 | UOM BOX | Amoun -20 |

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28. Review the tax details related to the credit memo once the **Create Invoice: Manage Tax** page displays.

| upplier Home Orders Shipr | nents Finance | | | | | | | | | |
|---------------------------|-------------------|-----------------|-----------------------|------------|-----------------------|----------------------------|---------------------------------|-------------------------|----------------------------------|--|
| Create Invoices View Invo | View Payment | ls | De | tails | | he Crea nust rev | ate Invoi d iew the t | ce: M a ax de | anage Tax pa tails related to | ge displays. Here, you o the credit memo. |
| Create Invoice: Man | age Tax | | | | | | | | _ | |
| Supplier | | | | | | nvoice | | | | |
| | * Supplier AC | ME Learning | Ltd | | | | * In | voice Nun | nber CM 978904 | |
| | Tax Payer ID | | | | | | | * Invoice I | Date 22-Jun-2023 | |
| | * Remit To Ho | me Base | | | | | | Invoice 1 | Type Credit Memo | |
| | Address 56 | 7 Office St Tor | onto ON M5C 2N5 | | | | | * Curre | ency CAD | |
| Remit T | o Bank Account XX | XX5746 | | | | | Invoi | ce Descrip | tion | |
| | | | | | | | | | Attach | ment 🖋 |
| Customer | | | | | | | | | | |
| | * Customer T | ax Payer ID | SYS11988 | | | | | | Requester Email | |
| | Cust | omer Name | GO Transit (FT) | | | | | Requ | ester First Name | |
| | | Address | 20 Bay Street Toronto | M5J 2W3 CA | 4 | | | Requ | ester Last Name | |
| Summary Tax Lines | | | | | | | | | | |
| Calculate | | | | | | | | | | |
| | | | | | | Tax Bala Car | da | - | Bate Line Status | |
| Summary Tax Line Number | Tax Regime Code | Tax Tax | Status Code | | Tax Jurisdiction Code | lax Rate Col | ue | 14 | ax Rate Line Status | |

29. Scroll down to view **Summary Tax** Lines section.

| | | * Sup | plier ACME Le | earning Ltd | | | | * Invoice Number | r CM_978904 | | | |
|--|---|-------------------------------------|---|--|-----------|-------------------------------------|---|--|---|----------------------|---|---|
| | | Tax Paye | er ID | | | | | * Invoice Date | 22-Jun-2023 | | | |
| | | * Remi | It To Home Ba | ISC | | | | Invoice Type | Credit Memo | | | |
| | | Add | ress 567 Offic | e St Toronto ON M5C 2N5 | | | | * Currency | CAD | | | |
| | Remi | t To Bank Acco | ount XXXX57 | 46 | | | | Invoice Description | 1 | | | |
| | | | | | | | | | Attachmer | nt 🖉 | | |
| Customer | | | | | | | | | | | | |
| | | * Cu | ustomer Tax Par | ver ID SYS11988 | | | | Reg | uester Email | | | |
| | | | Customer | Name GO Transit (FT) | | | | Requeste | er First Name | | | |
| | | | Ad | dress 20 Bay Street Toronto | M5J 2W3 C | A | | | | | | |
| | au Lines | | | | | | | | Scroll down to | view m | ore detai | 6 |
| Summary 1 | ax Lines | | | | | | | | | | ore detai | 10. L |
| Calculate | | | | | | | | | | | | |
| Summary Tax | | | | | | | | | | | | |
| | Line Mum | bor Tax Bogin | no Codo Tay | Tax Status Code | | Tax Jurisdiction Code T | av Pata Coda | Tax | Pate Line Status | | | |
| | Line Num | ber Tax Regin | me Code Tax | Tax Status Code | | Tax Jurisdiction Code T | ax Rate Code | Tax F | Rate Line Status | | | |
| 1 | Line Num | CA-HST | me Code Tax APHS | Tax Status Code | ыq | Tax Jurisdiction Code TAAPHST | ax Rate Code APHST | Tax F ⊴ Q, 13 | Rate Line Status Active | | | |
| 1 Items | Line Numl | CA-HST | ne Code Tax APHS | Tax Status Code | 31 Q | Tax Jurisdiction Code T APHST | ax Rate Code APHST | Tax F | Rate Line Status Active | | | |
| 1 Items PO Number | Line Numl | ber Tax Regin CA-HST Shipment | ne Code Tax APHS | Tax Status Code | ыQ | Tax Jurisdiction Code T APHST | ax Rate Code APHST Ship To | Tax F | Rate Line Status Active | UOM | Unit Price | Amount |
| 1 Items PO Number 233228 | Line Numl | CA-HST | Item Descripti | Tax Status Code T APHST On rs (Product T250-004) | 21 Q | Tax Jurisdiction Code T. APHST 7 | APHST Ship To 20 Bay Street | Tax F 2 Q 13 Available Qty 5 | Active Quantity To Invoice -2 | UOM BOX | Unit Price | Amount -20 00 |
| 1 Items PO Number 233228 233228 | Line Numl | CA-HST | Item Descripti 15° LCD Monitor Wireless Laser F | Tax Status Code TAPHST on rs (Product T250-004) Printer (Product P934-020) | ⊴ Q. | Tax Jurisdiction Code T APHST | APHST Ship To 20 Bay Street 20 Bay Street | Tax F N Q 13 Available Qty 5 2 | Active Quantity To Invoice -2 -1 | UOM BOX CARTON | Unit Price 10 50 | Amount -20 00 -50.00 |
| 1 Items PO Number 233228 233228 Invoice Sun | Line Numi | CA-HST | Item Descripti 15" LCD Monitor Wireless Laser F | Tax Status Code TAX APHST ON rs (Product T250-004) Printer (Product P334-020) | 2 Q | Tax Jurisdiction Code T APHST / | AX Rate Code APHST Ship To 20 Bay Street 20 Bay Street | Tax F ≥ Q 13 Available Qty 5 2 2 | Active Quantity To Invoice -2 -1 | UOM BOX CARTON | Unit Price 10 50 | Amount -20 00 -50 00 |
| 1 Items PO Number 233228 233228 Invoice Sun | Line Numl | CA-HST | Item Descripti 15" LCD Monitor Wireless Laser f | Tax Status Code Tax Status Cod | 2 Q | Tax Jurisdiction Code T APHST // | AX Rate Code APHST Ship To 20 Bay Street 20 Bay Street | Tax F ⇒ Q 13 Available Qty 5 2 | Active Quantity To Invoice -2 -1 | UOM BOX CARTON | Unit Price 10 50 | Amount -20 00 -50 00 |
| 1 Items PO Number 233228 233228 Invoice Sun | Line Numl | CA-HST | Item Descripti 15" LCD Monitor Wireless Laser F | Tax Status Code T (APHST APHST on rs (Product T250.004) rinter (Product P934-020) | 21 Q. | Tax Jurisdiction Code Ti APHST / | AX Rate Code APHST Ship To 20 Bay Street 20 Bay Street | Tax F a Q 13 Available Qty 5 2 | Active Active Quantity To Invoice -2 -1 | UOM BOX CARTON | Unit Price 10 50 | Amount -20.00 -50.00 |
| 1 Items PO Number 233228 233228 Invoice Sun | Line Num Line S 1 1 2 1 nmary | CA-HST | Item Descripti 15° LCD Monitor Wireless Laser F | Tax Status Code T APHST On rs (Product T250.004) rmiler (Product P934.020) | ⊴ Q. | Tax Jurisdiction Code T APHST | ARATE Code APHST Ship To 20 Bay Street 20 Bay Street | Available Qty 5 2 | Active Quantity To Invoice -2 -1 | UOM BOX CARTON | Unit Price 10 50 | Amount -20.00 -50.00 |
| 1 Items PO Number 233228 233228 Invoice Sun | Line Num Line S 1 1 2 1 nmary | CA-HST | Item Descripti 15" LCD Monitor Wireless Laser F | Tax Status Code T APHST on rs (Product T250.004) Printer (Product P34-020) | 2 Q | Tax Jurisdiction Code T APHST | Ax Rate Code AppHST Ship To 20 Bay Street 20 Bay Street | Available Qty 5 2 | Active Active Quantity To Invoice 2 -1 | UOM BOX CARTON | Unit Price 10 50 Items Tax | Amoun -20 00 -50 00 -70 00 -9 10 |
| 1 Items PO Number 233228 233228 Invoice Sun | Line Num 1 1 2 1 nmary | CA-HST | Item Descripti 15° LCD Monitor Wireless Laser F | Tax Status Code T APHST On (Froduct T250.004) Timfer (Product P934-020) | 2 Q | Tax Jurisdiction Code T APHST | Ax Rate Code AppHST Ship To 20 Bay Street 20 Bay Street | Tax F 3 Q 13 Available Qty 5 2 | Rate Line Status Active Quantity To Invoice -2 -1 | UOM BOX CARTON | Unit Price 10 50 Items Tax Total (CAD) | Amount -20 00 -50 00 -70 00 -9 10 -79 10 |

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30. In the **Summary Tax** Lines section, review the tax information and click the **Next** button to continue.

| nvoice Sun | nmary | | | | | C | Click the Next b | outton t | o continue | ə. |
|-------------|---------|---------------|---|----------------------------|---------------|---------------------|---------------------------------|----------|------------|-------|
| 33228 | 2 | 1 | Wireless Laser Printer (Product P934-020) | | 20 Bay Street | 2 | | | | 50.0 |
| 33228 | 1 | 1 | 15" LCD Monitors (Product T250-004) | | 20 Bay Street | 5 | -2 | BOX | 10 | -20.0 |
| O Number | Line | Shinment | Item Description | Supplier Item Number | Shin To | Available Obv | Quantity To Invoice | LIOM | Unit Price | Amour |
| tems | | CA-HST | APHST APHST | APHST A | PHST | <u></u> ⊿ Q, 13 | Active | | | |
| summary Tax | Line Nu | mber Tax Re | gime Code Tax Tax Status Code | Tax Jurisdiction Code Ta | x Rate Code | Tax | Rate Line Status | | | |
| ummary Ta | ax Line | s | the tax information | x Lines section, rev n. | lew | Reques Reques | ter First Name ter Last Name | | | |
| ustomer | | -Г | | | | Re | quester Email | | | |
| | | | | | | | Attachment | t 🖉 1 | | |
| | Re | mit To Bank A | ccount XXXX5746 | | | Invoice Description | on | | | |
| | | 0 | denere 567 Office St Toronto ON M5C 2N5 | | | * Current | CAD | | | |

31. The **Create Invoice: Review and Submit** page displays. Review all the information entered in the credit memo before submitting it.

| | â | * | ¢ 🏴 🛛 | Logged in As KATHERINE.SM | AITH@INVALI | DEMAIL.COM | ა ი |
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| upplier Home Orders Shipments Finance | | | | | | | |
| Create Involces View Invoices View Payments | 0.000 | TI C | | | | | 1000 |
| Purchase Orders Details | — (ì | The Cre Here, y | ou must rev | : Review and So iew all the infor | mation | entered | in the |
| Create Invoice: Review and Submit | | credit n | nemo belo | e submitting it. | | | |
| Supplier | Invoi | ce | | | | | |
| * e . v . ACME Learning Ltd. | | | * | Ch4_070004 | | | |
| Supplier AGME Learning Ltd | | | * Invoice Numb | er CM_970904 | | | |
| * Demit Te, Home Baro | | | Invoice Da | e Zz-Juli-ZUZJ | | | |
| Address 567 Office St Taronto ON M5C 2N5 | | | * Current | W CAD | | | |
| Remit To Bank Account XXXX5746 | | | Invoice Descriptio | n chu | | | |
| | | | intoice bescriptie | Attachment | 6 | | |
| Customer | | | | | | | |
| * Customer Tax Payer ID SYS11988 | | | Re | quester Email | | | |
| Customer Name GO Transit (FT) | | | Request | er First Name | | | |
| Address 20 Bay Street Toronto M5J 2W3 | CA | | Reques | ter Last Name | | | |
| tems | | | | | | | |
| PO Number Line Shipment Item Description | Supplier Item Number | Ship To | Available Qty | Quantity To Invoice | UOM | Unit Price | Amount |
| 233228 1 1 15" LCD Monitors (Product T250-004) | | 20 Bay Street | 5 | -2 | BOX | 10 | -20.00 |
| 233228 2 1 Wireless Laser Printer (Product P934-020) | | 20 Bay Street | 2 | -1 | CARTON | 50 | -50.00 |

32. Scroll down to submit the credit memo.

| ORA | ACLE | iSupplier I | Portal | | â 🛧 🗄 | ¢ • | Logged in As KATHERINE. | SMITH@INVALI | DEMAIL.COM | ? (|
|----------------|---------|----------------|---|---------------------|-------------------|--------------------|-------------------------|----------------|----------------|----------|
| oplier Home | Orders | Shipments F | inance | | | | | | | |
| reate Involces | View | w Invoices V | ew Payments | | | | | | | |
| | | 0 | | 0 | 0 | | | - | | |
| | Р | urchase Orders | D | etails | Manage Tax | | R | eview and Subi | mit | |
| reate Inv | oice: I | Review an | d Submit | | | | Ca | ancel Save | Back Step 4 of | 4 Submit |
| upplier | | | | | Invoice | | | | | |
| | | * SI | upplier ACME Learning Ltd | | | * Invoice Numbe | r CM_978904 | | | |
| | | Tax Pa | ayer ID | | | * Invoice Dat | e 22-Jun-2023 | | | |
| | | * Re | mit To Home Base | | | Invoice Typ | e Credit Memo | | | |
| | | A | ddress 567 Office St Toronto ON M5C 2N5 | | | * Currenc | y CAD | | | |
| | Re | mit To Bank A | ccount XXXX5746 | | | Invoice Descriptio | n | - | | |
| | | | | | | | Attachment | | | |
| ustomer | | | | | | _ | | | | |
| | | | | | | | | | | |
| | | * | Customer Tax Payer ID SYS11988 | | | 5 | croll down to v | lew mo | re details. | |
| | | | Customer Name GO Transit (FT) | 12.17.17.17.17.17.1 | | | | | | |
| | | | Address 20 Bay Street Toront | M5J 2W3 CA | | Request | er Last Name | | | |
| ems | | | | | | | | | | |
| O Number | Line | Shipment | Item Description | Supplier Item Numb | er Ship To | Available Qty | Quantity To Invoice | UOM | Unit Price | Amoun |
| 33228 | 1 | 1 | 15" LCD Monitors (Product T250-004) | | 20 Bay Street | 5 | -2 | BOX | 10 | -20.00 |
| | | | | | DO Down Others of | 0 | | O A D T O M | | |

33.Click the **Submit** button.

| | | * | Supplier ACME | Learning Ltd | | | * Invoice Numb | er CM_978904 | | | |
|--------------|---------|---------------------|------------------|--------------------------------|-----------------------|---------------|---------------------|---------------------|------------|------------------|----------|
| | | Tax | Payer ID | | | | * Invoice Da | te 22-Jun-2023 | | | |
| | | * | Remit To Home E | Base | | | Invoice Ty | pe Credit Memo | | | |
| | | · · · · · · · · · · | Address 567 Off | ice St Toronto ON M5C 2N5 | | | * Curren | cy CAD | | | |
| | R | emit To Bank | Account XXXX5 | 746 | | | Invoice Description | on | | | |
| Customer | | | | | | | | Attachmen | | | |
| ustomer | | | | | | | | | | | |
| | | | * Customer Tax P | ayer ID SYS11988 | | | Re | equester Email | | | |
| | | | Custome | r Name GO Transil (FT) | | | Reques | ter First Name | | | |
| | | | A | ddress 20 Bay Street Toronto M | 5J 2W3 CA | | Reques | ter Last Name | | | |
| tems | | | | | | | | | | | |
| PO Number | Line | Shipment | Item Descrip | tion | Supplier Item Number | Ship To | Available Qty | Quantity To Invoice | UOM | Unit Price | Amount |
| 233228 | 1 | 1 | 15" LCD Monit | ors (Product T250-004) | | 20 Bay Street | 5 | -2 | BOX | 10 | -20.00 |
| 233228 | 2 | 1 | Wireless Laser | Printer (Product P934-020) | | 20 Bay Street | 2 | -1 | CARTON | 50 | -50.00 |
| Summary 1 | Tax Lin | es | | | | | | | | | |
| Tax Regime (| Code | | Tax | Tax Status Code | Tax Jurisdiction Code | | Tax Rate Co | ode Tax F | Rate | Tax Amount | |
| CA-HST | | | APHST | APHST | APHST | | APHST | | | | |
| Invoice Su | mmary | | | | | | | Click tł | ne Subr | it button | |
| | | | | | | | | | | | |
| | | | | | | | | | | Items | 00 |
| | | | | | | | | | | Tax | 10 |
| | | | | | | | | | | Total (CAD) | 10 |
| | | | | | | | | 0 | ancel Save | Back Slan 4 o | 4 Submit |
| | | | | | | | | | aucel Jave | Daver Step 4 0 | - output |
| | | | | | | | | | | | 14 |

A message displays, confirming that the credit memo has been submitted to Metrolinx.

| | _C' iSupplier | Portal | | î∩ ★ | ¢ | € ≜ ¶2 | Logged in As KATHERINE. | SMITH@INVAL | IDEMAIL.CO | M ? | ሳ |
|---------------------------|----------------------|---|--|---------------------|------------|---|---|----------------|-----------------|------------|---------------|
| Supplier Home Orders | s Shipments F | inance | | | | | | | | | |
| Create Invoices | View Invoices V | iew Payments | | | | | | | | | |
| | O Purchase Orders | ; De | tals | Manage Tax | | | R | eview and Sut | omit | | |
| Credit memo CM_ | 978904 was subm | itled to our Accounts Payable department on 21- | Feb-2022. The confirmation number for thi | is credit memo | is the inv | oice number. You ca | n query its status by using Se | arch by naviga | ting to the Hon | ne page. | _ |
| Invoice: CM_9 | 78904 | | | | | | | Prin | ntable Page | Create Ano | ther |
| Supplier | į | A message displays, cc memo has been submi | onfirming that the cre tted to Metrolinx. | dit | | * Invoice Number * Invoice Dat Invoice Typ * Currenc Invoice Descriptio | r CM_978904 e 22-Jun-2023 e Credit Memo y CAD n Attachment | . F 1 | | | |
| Customer | | | | | | | | | | | |
| Itema | * | Customer Tax Payer ID SYS11988 Customer Name GO Transit (FT) Address 20 Bay Street Toronk | 0 M5J 2W3 CA | | | Re Request Request | quester Email er First Name er Last Name | | | | |
| nems | | | | | | | | | | | |
| PO Number Lir 233228 1 | ne Shipment | Item Description 15" LCD Monitors (Product T250-004) | Supplier Item Number | Ship To 20 Bay S | treet | Available Qty 5 | Quantity To Invoice | BOX | Unit Price | e Am | ount 20.00 |

34. Click the **View Invoices** link to view the status of the credit memo.

| | upplier Portal | | î * | ¢ 🍂 🕫 | Logged in As KATHERINE. | SMITH@INVALIDEMAIL.CO | <u>ل</u> و سر |
|---------------------------|-------------------------------------|--|-------------------------------|------------------------|---------------------------------|-----------------------|---------------------|
| Supplier Home Orders Shir | ments Finance | | | | | | |
| Create Invoices View Inv | View Payments | | | | | | |
| | 0 | 0 | 0 | | | | |
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| To view | the status of the credit | Feb 2022 The conferentian combine for | Note and the second in the st | and the Maria | a second states by using D | | |
| memo, cli | ck the View Invoices link | -reb-2022. The confirmation number for | this credit memo is the i | invoice number, tou ci | an query its status by using Se | Printable Page | Create Another |
| | | | | | | | or out of the other |
| Supplier | | | Invoice | | | | |
| | * Supplier ACME Learning Ltd | | | * Invoice Numb | er CM_978904 | | |
| | Tax Payer ID | | | * Invoice Da | te 22-Jun-2023 | | |
| | * Remit To Home Base | | | Invoice Typ | credit Memo | | |
| | Address 567 Office St Toronto ON MS | iC 2N5 | | * Current | cy CAD | | |
| Remit | To Bank Account XXXX5746 | | | Invoice Description | on | | |
| | | | | | Attachment | 61 | |
| Customer | | | | | | | |
| | * Customer Tax Payer ID SYS11988 | | | Re | quester Email | | |
| | Customer Name GO Transit | (FT) | | Reques | ter First Name | | |
| | Address 20 Bay Str | eet Toronto M5J 2W3 CA | | Reques | ter Last Name | | |
| Items | | | | | | | |
| PO Number Line St | Ipment Item Description | Supplier Item Number | Ship To | Available Qty | Quantity To Invoice | UOM Unit Pri | ce Amount |
| 233228 1 1 | 15" LCD Monitors (Product T250-00 | (4) | 20 Bay Street | 5 | -2 | BOX 10 | -20.00 |

35. The View Invoices page displays. You can search for the credit memo in the Simple Search section using one or multiple criteria including Invoice Number, PO Number, Invoice Status, Payment Status, etc.

Note: If you click the **Go** button without populating any of the search criteria, then all the relevant iSupplier invoices and credit memos associated with your organization will be displayed.

| e oracl | € iSupplier Portal | | | | | | Â | * | ¢ پ | 12 | Logged In As KAT | HERINE.SMITH@INVALIDEMAIL.C | ом 🥐 | ወ |
|---|---|------------------------------------|---|--|--|--|--|---|---|------------------------|---|---|------------|--------|
| upplier Home Orders | Shipments Finance w Involces View Payr | nents | | | | | | | | | | | | |
| View Invoices | | | | | | | | | | | | | | Export |
| Simple Search | | | | | | | | | | | | | Advanced S | earch |
| Invoice Number PO Number Release Number Payment Number Invoice Status | (oxample : 1234) (oxample : 1234-2) Go Clear | | | | Pay Involce Ar Amour Invoic Du | ment Status mount From nt Due From e Date From e Date From | ✓ (22-Jun-2023) | To To To To | | 60 60 | | | | |
| Invoice No search conducted. | Invoice Date | Туре | Currency | Amount | Due Status | On Hold | PO Number | Receipt | Payment | Status | Payment | Scheduled Payments | Attachm | ents |
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36. Enter the invoice number in the **Invoice Number** field.

| | €' is | Supplier Porta | | | | | | â | * | ¢ 🏴 | Logged In As KA | THERINE.SMITH@INVALIDEMAIL | сом 🥐 | ሳ |
|---|----------------|--|---------------|----------|--------|-----------------------|---------|-----------|---------|-------------|-----------------|----------------------------|------------|-----------|
| Supplier Home Orders Create Invoices View View Invoices Simple Search | Ship v Invo | Finance View Pay | yments | | | | | | | | | | Advanced S | Export |
| Invoice Number PO Number Release Number Payment Number Invoice Status | (oxam | 978904 ple : 1234) ple : 1234-2) | | | lin | n this de voice nu | | | | | | | | |
| Invoice | Go | Clear | Type | Currency | Amount | Due Status | On Hold | PO Number | Receipt | Payment Sta | tus Payment | Scheduled Payments | Attachm | ents |
| No search conducted. | | | | | | | | | | | | | | |
| 20041161-1908-2020 | Iracia : | and/or its affiliation | All rights ra | norrad | | | | | | | | | Privars | Statement |

37.Click the **Go** button to view the search results.

| e oracle | 'iSupplier Portal | | | | | | Â | * | ٥ | 1 ¹² | Logged In As KATH | ERINE.SMITH@INVALIDEMAIL | сом 🥐 | ሳ |
|----------------------------|-----------------------------|---------------|----------|--------|-------------|-------------|---------------|---------|------|------------------------|-------------------|--------------------------|-------------|----------|
| Supplier Home Orders S | Shipments Finance | | | | | | | | | | | | | |
| Create Invoices View In | voices View Pays | ments | | | | | | | | | | | | |
| View Invoices | | | | | | | | | | | | | | Export |
| Simple Search | | | | | | | | | | | | | Advanced | Search |
| Invoice Number Cl | M_978904 | | | | Payr | ment Status | ~ | | | | | | | |
| PO Number | camala : 1234) | | | | Invoice Ar | nount From | | То | | | | | | |
| Release Number | (empty : 12.34) | | | | Invoice | Date From | | to To | | 5a | | | | |
| Payment Number | camplo : 1234-2) | | | | Due | Date From | (22-Jun-2023) | бе То | | 5 | | | | |
| Invoice Status | ~ | | | | | | | | | | | | | |
| Le | Clear | | 0 | A | Due Otation | On Hald | DO Murch or | Dessint | | | Deserved | Only shaled Descent of | 8 44 a a ba | |
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| | Click the G | o but | ton. | | | | | | | | | | | |
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| right (c) 1998, 2020, Orac | le and/or its affiliates. A | All rights re | served. | | | | | | | | | | Privad | y Stater |

The search result displays the basic details such as **Invoice Date**, **Type**, **PO Number**, **Payment Status**, etc.

| Suppler Hom Order's Stigner Franke Texete Invoices Simple Search PO Number CM 978004 PO Number CM 978004 Po Number CM 978004 Po Number CM 978004 Payment Status Payment Status Paymen | e oracl | ,€' iSupplier | Portal | | | | | î , | \$ | 12 Log | gged in As KATHE | RINE.SMITH@INVALIDEMAIL.C | ом 🧃 |) | |
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