

# Submit a PO-Based Invoice

Version No: 1.0 Date: 03/08/2023

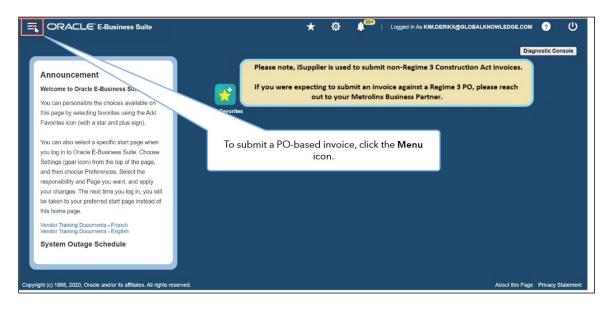
Overview

This document provides you the steps to create and submit a PO-based invoice.

#### How to Submit a PO-Based Invoice

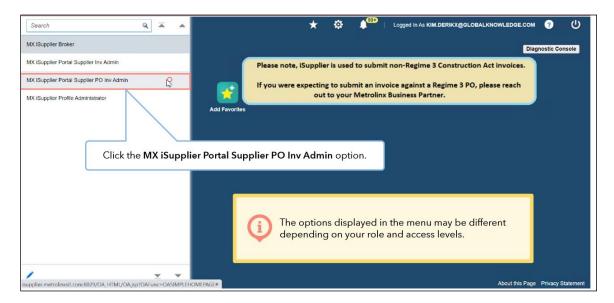
Follow the steps below to create and submit a PO-based invoice in iSupplier:

1. Click the **Menu** icon to submit a PO-based invoice.

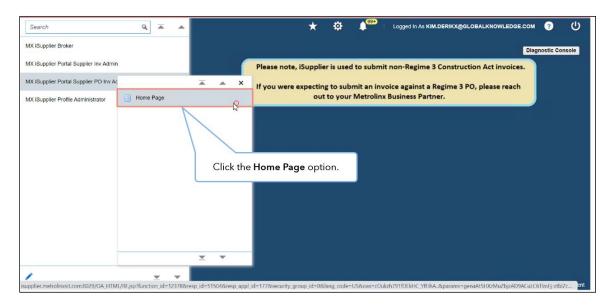


2. Click the **MX iSupplier Portal Supplier PO Inv Admin** option.

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



3. Click the Home Page option.



4. Click the **Finance** tab on the **Supplier Home** page.

ORACL	€ <sup>°</sup> iSupplier Portal	â	*	۵	1 <sup>12</sup>	Logged in As KATHERINE.SMITH@INVALIDEMAIL.COM	
ller Home Order	s Shipments Firque						
Search PO Num	age Dy registering in I you agree to accept the following terms and condition	s found at the link below					
Notificati	<sup>lons</sup> Click the <b>Finance</b> tab.					Planning	
				Full L	ist	Orders	
Subject		Date				Agreements	
Supplier Profile M	anagement: Change in Bank Account Details for ACME Learning Ltd	07-Feb	-2022 09:	39:42		Purchase Orders	
Bank Account Cre	ation/Update mesage	03-Feb	2022 07:	16.06			
	ation/Update mesage	03-Feb	-2022 07:0	09:20		Purchase History	
Invoice 12822_CI	M01 is Cancelled	28-Jan	2022 10:5	52.26		Shipments	
Supplier Profile M	anagement. Approval of Bank Account	25-Jan	-2022 03.2	29.51		Delivery Schedules	
						Overdue Receipts	
123							
Orders A	t A Glance					Advance Shipment Notices	
				Full L	int	Receipts	
			2	runt	Jac	Receipts	
PO Number 233228	Description IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb	Order Dat 11-Feb-202				• Beturns	
233228	Technician visit charges	09-Feb-202					
233223	Technician visit to install equipment	28 Jan 202				On Time Performance	
233220	Equipment and additional supplies	28-Jan-202				Invoices	
233219	Consultation for design and delivery	28-Jan-202				Invoices	
						Payments	
Shipmen	ts At A Glance					Payments	
				Full L	lst		

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

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nvoice Actions	3							Creat	te Invoice With a PO
Search									/
ole that the search is c	case insensitive								
	ACME Learning Ltd		Purchase Order Number	Tł		e Action	e nade	displays	Click the <b>Go</b>
Invoice Number			Invoice Amount						rence to a PO.
Invoice Date From Invoice Status	(22-Jun-2023) 👘		Invoice Date To	but	ton to su	omit an i	nvoice	with rele	rence to a PO.
	Go Clear		Currency						
nvoice Number	Invoice Date	Invoice Currency Code	Invoice Amount Purch	ase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted									

6. The **Create Invoice: Purchase Orders** page displays. Here, you can search for the PO for on which you want to submit an invoice

**Note:** 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.

	ier Portal		Â	* =	¢ 🍂	19+)	Logged In As	KIM.DERIKX	@GLOBALI	NOWLEDG	E.COM	7
er Home Orders Shipments te Involces View Involces Purchase Or eate Invoice: Purchas The below search retrieves all	View Payments rders se Orders PO's excluding Regime 3 Co		(j	must s invoice Also n 3 Cons an inve	reate Inv earch fo e. ote that struction oice aga linx Busir	r the P this sea Act cc inst Re	O base arch ret ontracts gime 3	d on whi rieves all . If you w	POs exerce exp	want to cluding ecting t	submi Regin	t a
	it an invoice against a regin rolinx Business Partner.	ne 3 PO, please reach out to your									Advar	ICed
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rch	PO's excluding the R3 type		t type as "Construct	ion act - Contr	actor" or "Con	struction A	vct – Designe	r/Consultant")			Advar	ICeo
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- 7. In the **Search** section, you can search for the PO using one or multiple criteria such as:
  - Purchase Order Number
  - Purchase Order Date
  - Buyer
  - Organization
  - Advances and Financing

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

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	0		0		0	
Purchase Orders	Details	N	Manage Tax		Review an	nd Submit
eate Invoice: Purchase Orders						Cancel Step 1 of 4
If you were expecting to submit an invoice against a Regime 3 PO, ple Metrolinx Business Partner.	one	e or multiple cr	riteria such a	n search for the PO as:	using	
	one • Pr • Pr	e or multiple cr urchase Order urchase Order	iteria such a Number		using	Advanced
Metrolinx Business Partner.	one • Pe • Pe	e or multiple cr urchase Order	iteria such a Number		using	Advanced
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8. Enter the PO number in the **Purchase Order Number** field.

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e Invoices View Invoices	View Payments					
				0		0
Purchase On	ders	Detail	S	Manage Tax		Review and Submit
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Metr		onstruction Act contracts. ime 3 PO, please reach out to yo	bur			
If you were expecting to submi Metro	it an invoice against a Regi Olinx Business Partner.	ime 3 PO, please reach out to yo				Advance
If you were expecting to submi Metro	it an invoice against a Regiolinx Business Partner.	ime 3 PO, please reach out to yo	h contract type as "Construction as	t - Contractor* or *	"Construction Act – Design	
If you were expecting to submin Metro rch	it an invoice against a Regiolinx Business Partner.	ime 3 PO, please reach out to yo	h contract type as "Construction ac			ner/Consultant")
If you were expecting to submin Metro rch IIP The below search retrieves f hat the search is case insensitiv Purchase Order Number Purchase Order Date	it an invoice against a Regioning Business Partner. PO's excluding the R3 type	ime 3 PO, please reach out to yo	h contract type as "Construction ac	ration, we	will search usi	ner/Consultant")
If you were expecting to submin Metri ICh IP The below search retrieves f hat the search is case insensitiv Purchase Order Number Purchase Order Number Buyer	it an invoice against a Regi ofinx Business Partner. PO's excluding the R3 typ ve [233228]	ime 3 PO, please reach out to yo	h contract type as "Construction ac	ration, we	will search usi	ner/Consultant")
If you were expecting to submin Metri TP The below search retrieves F hall the search is case insensity Purchase Order Number Purchase Order Date Buyer Organization	it an invoice against a Region ofinx Business Partner. PO's excluding the R3 typ re [233228] (22-Jun-2023)	me <b>3 PO, please reach out to yo</b>	h contract type as "Construction ac	ration, we	will search usi	ner/Consultant")
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9. Click the **Go** button.

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Supplier Home Orders Shipments Finance				
Create Invoices View Invoices View Payments				
	0	0		0
Purchase Orders	Details	Manage Tax		Review and Submit
Create Invoice: Purchase Orders				Cancel Step 1 of 4 N
Search				Advanced Search
	13 PO's are the ones with contract type as	s "Construction act - Contractor" o	r "Construction Act – Designer/Cons	ultant")
Purchase Order Number 233228 Purchase Order Date (22-Jur	the <b>Go</b> button.			
Buyer	9			
Advances and Financing Exclused ~	-			
Clear				

The PO line items are displayed.

**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 invoice for a PO with two-line items.

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	Purc	Is case ins se Order N chase Orde Organ	iensitive lumber 21	page. 7 page fr Previou Now, w	fo navigate form the dr us and <b>Ne</b> x ve will cont	inance tab, you can view e to the next pages, you op-down. Alternatively, y tt button to navigate bet inue with our earlier exa voice for a PO with two l	can s rou c weer mple	elect t an clic page where	he k the s.	r/Const	itant")				
Sele		d to Invoid		Advances or Einancing	Item Descriptio	on Item Number Supplier Item Number	Ordere	d Receive	d Invoic	ed LIOM	Unit Price		1	100 -1100	Next 2
	266649	1	1		test item	on ten number supplier ten number	30	0	30	EACH		CAD	20 Bay Street	GO Transit	- r'dCA
	266649	2	1		test item		30	0	0	EACH	45	CAD	20 Bay Street	GO Transit	
	266649	3	1		test item		30	0	0	EACH	6	CAD	20 Bay Street	GO Transit	
	266649	4	1		test item		30	0	0	EACH	78	CAD	20 Bay Street	GO Transit	
0	266649	5	1		test item		30	0	0	EACH	45	CAD	20 Bay Street	GO Transit	
	266649	6	1		test item		30	0	0	EACH	34	CAD	20 Bay Street	GO Transit	
0	266649	7	1		test item		30	0	0	EACH	56	CAD	20 Bay Street	GO Transit	
0	266649	8	1		test item		30	0	0	EACH	21	CAD	20 Bay Street	GO Transit	
	266649	9	1		test item		30	0	0	EACH	33	CAD	20 Bay Street	GO Transit	
	266649	10	1		test item		30	0	0	EACH	1000	CAD	20 Bay	GO Transit	

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

eate Invoice	Purchase Orders	ers	Details	3	Manage Ta	EX.					Review and Subr	nit
The below sear	ch retrieves all PO's exclud	ding Regime 3 Con	struction Act contracts.									Step 1 014
If you were exp	ecting to submit an invoic Metrolinx Busin		e 3 PO, please reach out to yo	ur								
arch												Advanced Sear
that the search is can Next, s	elect the line	item(s) fo	r which you wa	ype as "Construction act - Contract nt to create the e items in this PO		nna - beag	ien/Consulta	n )				
that the search is can Next, s	elect the line	item(s) fo , we will s	r which you wa			n na - boorg	ien consulta	n <i>j</i>				
Next, s invoice. In	elect the line a this example Go Cle nvoice   •••	item(s) fo e, we will s	r which you wa elect all the lin	nt to create the e items in this PO					Curr	Shin To	Organization	Packing Slin Wa
Next, s invoice. In	elect the line a this example Go Cle nvoice   •••	item(s) fo e, we will s	r which you wa elect all the lin	nt to create the					CAD	20 Paul	Organization A GO Transit	Packing Slip Wa

11. Click the **Add** icon once both the line items are selected.

Purchase Orders		Details	Ma	anage Tax					Review and Subr	hit
Create Invoice: Purchase O	rders								Ca	ncel Step 1 of 4
The below search retrieves all PO's es If you were expecting to submit an im Metrolinx B										
earch										Advanced Searc
Purchase Order Number 233228 Purchase Order Date (22-Jul Buyer Organization Advances and Financing Exclude	n-2023) 👘 🚽 Q.									
9		the line items are selecte	ea,							
Advances and Financing Excluse elect Items: Add to Invoice		the line items are selecters Add to Invoice button.		ed Receive	ed Invoiced	UOM U	nit Price Curr 4	Ship To	Organization	Packing Slip Way
elect Items: Add to Invoice				ed Receive	ed Invoiced	BOX 10			GO Transit	Packing Slip Way
elect Items: Pro Number V Line A Shipment	click the	Add to Invoice button.	ər Order				CAD	20 Bay Street	-	Packing Slip Way

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12. Scroll down to view the line items added to the invoice.

Purc	hase O	rders		Details		Ма	nage Tax					Review and Subn	nit	
reate Invoice: Pu	ircha	se Orders										Ca	ncel St	ep 1 of 4
The below search retr If you were expecting	to subn		nst a Regime	ruction Act contracts. 3 PO, please reach out to your	)									
Search													Advan	ced Search
TIP The below search retrie ote that the search is case inse		s excluding the R3	type ( R3 PO's	are the ones with contract type	as "Construction ac	ct - Contractor" or "Co	onstruction	Act – Desig	gner/Consultar	nt")				_
Purchase Order N	umber	233228												
Purchase Orde	r Date	(22-Jun-2023)	50						Scro			w the line it	tems	
	Buyer		y Q							addeo	d to the	e invoice.		
Organi			J Q					l						
Advances and Fina	incing													
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Select Items: Add to Invoice														
🗹 PO Number 🔻 Line 🛆	Shipm	ent 🛆 Advances	s or Financin	g Item Description Item Nu	mber Supplier Ite	em Number Order	ed Recei	ved Invoid	ed UOM	Unit Price Cu	rr 🛆 Ship T	o Organization	Packing	Slip Wayb
233228 1	1			15" LCD Monitors (Product T250- 004)		10	10	5	BOX	10 CA	D 20 Bay Street	GO Transit		
✓ 233228 2	1			Wireless Laser Printer (Product P934-020)		4	4	2	CARTON	50 CA	D 20 Bay Street	GO Transit		

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

Note:

- Since the invoice is being created with reference to the PO, the PO details corresponding to each PO line item will automatically flow into the invoice, 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.

earch				Α	dvanced Search
TIP The below search retrieves f te that the search is case insensitiv Purchase Order Numb	ve s s	( R3 PO's are the ones w	with contract type as "Construe	ction act - Contractor" or "Construction Act - Designer/Consultant")	
Purchase Order Da		<sup>1</sup> 0			
Buy		y 9.			
Organizatio	n	× Q		The DO line iteration and dealths the investor	
Advances and Financin	g Excluded ~			The PO line items are added to the invoice.	
	Go Clear				
Image: Polymologic line         Image: Polymol	pment ☆ Advances or	Financing Item Descr 15° LCD Mo (Product 12' 004) Wireless La Printer (Proc P934-020)	nitors 50-	Since the invoice is being created with reference to the PO, the PO details corresponding to each PO line item will automatically flow into the invoice, when selected. The PO details include item descriptions, ordered quantities, unit of measure (UOM), etc.	ing Slip Way
elect Items: Remove from Inve					1
PO Number Line Shipment	and the second second second		lumber Supp	To remove a line item from the list, you can select the	
233228 1 1	15" LCD Monitors (Produ	ct T250-004)	(i)	line item and click the <b>Remove from Invoice</b> button. In	
233228 2 1	Wireless Laser Printer (P	roduct P934-020)			
				this demonstration, we are not removing any line item.	ep 1 of 4 N

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

earch															Advanced Search
TIP The below search retriev ote that the search is case inser		xcluding the R3 t	type ( R3 PO's are	the ones with contra	act type as "Construc	tion act - Cor	ntractor" or	Construction	Act – Desi	gner/Consu	Itant")				
Purchase Order Nu	mber 2	33228													
Purchase Order	Date (2	2-Jun-2023)	0°0												
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Organia	ation		J Q												
Advances and Fina	ncing E	kcluded 🛩													
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elect Items: Add to Invoice	1														
PO Number 🛆 Line 🛆			or Einancing I	tem Description It	tom Number Supp	lier Item Nu	mber Ord	arad Racal	und Invol	MOUL has	Linit Priz	o Curr	Shin To	Organization	Backing Slip Way
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233228 1	1			Product T250-			10	10	5	BOX	10	CAD	20 Bay Street	GO Transit	
				Vireless Laser											
233228 2	1			Printer (Product 2934-020)			4	4	2	CARTO	DN 50	CAD	20 Bay Street	GO Transit	
				834-020)											
urchase Order Items A	Added to	o Invoice													
elect Items: Remove from I	nvoice									6					
PO Number Line Shipn	nent Item	Description		Item Number	Supplier Item Nun	nber Ordere	ed Receive	ed Invoiced	NOU	Unit Pri	Click	the N	lext b	outton to	continue.
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															V
														Ca	ncel Step 1 of 4 Ne

15. Validate and update the **Remit To, Invoice Date** and **Invoice Type** fields on the **Create Invoice: Details** page.

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į	• R • Iı • Iı	Remit To nvoice nvoice	o Date Type		e following elds, as nee			Manage Tax				and Submit Cancel Ba	nck Step 2	of 4 Next
Supplier							Inve	bice						
Customer	F	Tax		me Base	Ltd onto ON M5C 2N5				* Invoice Number Invoice Date Invoice Type Currency Invoice Description	Invoice V CAD	nent 🕇	Λ.	\$	
			* Customer Ta		SYS11988 GO Transit (FT)	⊐ Q								
Items				Address	20 Bay Street Toront	0 M5J 2W3 CA								
	Line	Shipment	Item Number	Address		o M5J 2W3 CA	Supplier Item Number	Ship To	Available Quantity	Quantity		Unit Price	UOM BOX	Amount 100

16.Select whether you want to create an **Invoice** or a **Credit Memo** from the **Invoice Type** field. In this demonstration, select the **Invoice** option.

**Note:** To submit a credit memo, please see the video titled "Submit a Credit Memo".

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Supplier Home Orders Shipments Finance								-
Create Invoices View Invoices View Payments Purchase Orders Details Create Invoice: Details * Indicates required field Supplier	(i) wa op To	ant to creat ation displa	te an invo ays by def credit me	ice or a c fault. mo, pleas	n select wl redit memo e see the v	o. The <b>In</b>	voice	Next
* Supplier ACME Learning Ltd Tax Payer ID * Remit To Address 567 Office SI Toronio ON M5C 2N5 Remit To Bank Account 31 Q			Invoice	Date 14-Feb-20 Type Invoice Credit Mer	~		ş	
Customer Tax Payer ID SYS11088 <u>J Q</u> Customer Tax Payer ID SYS11088 <u>J Q</u> Customer Name GO Transit (FT) Address 20 Bay Street Toronto MSJ 2W3 CA Items								
PO Number Line Shipment Item Number Item Description	Supplier Item Numbe	r Ship To	Available Qua	ntity Quantity	r	Unit Price		Amount
233228 1 1 1 15" LCD Monitors (Product T250-004)		20 Bay Street	10		10	10	BOX	100

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

ORA	CLE' iSupp	olier Portal				â	* 🌣	Logged In A	As KATHERINE.SMITH@IN	VALIDEMAIL.C	ом (
oplier Home O	rders Shipmen	ts Finance									
reate Invoices	View Invoices	s View Paym	nents								
	0			•		0					
ne ote laure	Purchase			Details		Manage Tax			Review and Submit		
Indicates requir		•							Cance <u>l</u> E	Step 2 of	4 Ne <u>x</u> t
upplier			ſ								
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		* Remit To	Home Base					Type Invoice 🗸			
			567 Office St Toronto				Cui Invoice Descr	rency CAD			
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ustomer											
		* Custome	er Tax Payer ID SY	S11988 🚽 Q							
		C	ustomer Name GC								
			Address 20	Bay Street Toronto M5J 2W3 CA							
ems											
				lon	Supplier Item Number	Ship To	Available Qua	ntity Quantity	Unit Price	UOM	Amount
O Number	ine Shipment	Item Numb	er Item Descript	lion	Supplier item number	amp to	Available Qua	and the second s	Onterno		Amount

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18. Click the plus icon to add an attachment.

**Note:** In the **Attachment** section, you must upload any mandatory supporting documentation such as duty or tax related documents, etc. Without the relevant documents, the invoice will be rejected, and you will need to resubmit the invoice.

	🏫 🛨 🌣 🄎 Logged in As Katherine Smith@invalidemail.com 🔱
Supplier Home         Orders         Shipments         Finance           Create Invoices         View Invoices         View Payments	
Purchase Orders Details	O
Create Invoice: Details	In the Attachment section, you must attach your copy of
* Indicates required field Supplier	the invoice as well as any necessary related documents such as duty or tax related documents, etc.
* Supplier ACME Learning Ltd Tax Payer ID * Remit To Home Base <u>u</u> Q Address 567 Office St Toronio ON MSC 2N5 Remit To Bank Account <u>u</u> Q	Note that without the relevant documents, your invoice will be rejected, and you will need to resubmit the invoice.
Customer	Attachment
* Customer Tax Payer ID SYS11968 ⊴ Q Customer Name GO Transit (FT) Address 20 Bay Street Toronto M5J 2W3 CA	To add an attachment, click the plus icon.
Items	
	upplier Item Number Ship To Available Quantity Quantity Unit Price UOM Amount
233228 1 1 1 15" LCD Monitors (Product T250-004)	20 Bay Street 10 10 BOX 100

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

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upplier Home Ore	ders Shipments		ts									
	O Purchase Or	ders	Details		Manage Tax				F	Review and Submit		
Create Invoi	ice: Details									Cancel Ba	ck Step 2 of 4	Next
* Indicates require	ed field											
Supplier					Invoice							
	Та	* Supplier AC x Payer ID * Remit To Ho	CME Learning Ltd			*		r INV_902422 a 14-Feb-2023 a Invoice	© ✓			
Customer	Remit To Ban		7 Office St Toronto ON M5C 2N5	_						ow displays he <b>Title</b> fie		
	Remit To Ban	k Account			Add Accomment Attachment Type File Title Invoir Description Category From	v ce PDF Supplier						]
Customer Items PO Number LLI 233228 1	Remit To Ban	* Customer Cust	J Q fax Payer ID SYS11988 J Q tomer Name GO Transit (FT) Address 20 Bay Street Toronto MSJ 2W3 C		Add Accomment Attachment Type File Title Invoir Description Category From	v ce PDF Supplier	e of the		ent in t		ld.	mount

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

		Supplier Portal			×	÷	Logged in A	S RATHERINE. SMIT	H@INVALIDEMAIL.COM	w ئ
Create Invoices		voices View Pay								
		-								
	Purc	hase Orders	Details		Manage Tax			Review and S	ubmit	
Create Inv	oice: De	tails						Canc	el Back Step 2 of 4	Next
Indicates requ	ired field									
Supplier					Invoice					
		* Cumulian	ACME Learning Ltd			* Invoice Num	ber INV 902422			
		Tax Payer ID	AGWE Learning Ltd				Date 14-Feb-2023	6a		
			Home Base 🚽 Q				ype Invoice 🗸			
		Address	567 Office St Toronto ON M5C 2N5			Curre	ncy CAD			
	Remit	To Bank Account	s Q			Invoice Descrip	tion		,	
Customer				Click th	e <b>Choose File</b> b	outton an	d select the r	relevant		
					file from y	our loca	l folder.			
				Q						
			Customer Name GO Transit (FT)	0000	Description					
			Address 20 Bay Street Toronto M5J	2W3 CA	Category From app	lior	1	4		
tems						ile No file chos	en			
O Number	Line Ship	ment Item Nun	ber Item Description	Supplier It		Canc	el Add Another Ap	oply Unit	t Price UOM Ar	mount

**Note:** Once selected, the name of the uploaded file is displayed in the **File** field and the **Description** field is auto populated based on the file selected. You can also update the **Description** field, as needed.

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Supplier Home Orders Shipments Finance Create Invoices View Invoices View Payments											
Purchase Orders Details		Manage Te	эх				f	Review and Si	ubmit		
Create Invoice: Details								Canc	el Back	Step 2 of 4	Next
* Indicates required field											
Supplier								ploade			
* Suppler ACME Learning Ltd Tax Payer ID * Remit To Home Base S Q. Address 567 Office St Toronto ON MSC 2N5 Remit To Bank Account S Q.		auto	-popu	lated	basec	l on th <b>n</b> field	ne file d, as n	Descri selecte eeded.	ed. Yo		s
Tax Payer ID         * Remit To       Home Base       Ja       Q,         Address       567 Office SI Toronto ON M5C 2N5         Remit To Bank Account       Ja       Q,	Add	auto upd	-popu	lated	basec	l on th <b>n</b> field	ne file d, as n ttachment	selecte	ed. Yo		s
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Tax Payer ID * Remit To Home Base <u>s</u> Q Address 507 Office St Toronto OM MSC 2N5 Remit To Bank Account * Customer Tax Payer ID SYS11988 <u>s</u> Q Customer Name GO Transt (FT) Address 20 Bay Street Toronto MSJ 2W3 CA Items		Attachment IAttachment Iathent Type F Title Im Description 20 2 Category Fin	le V voice PDF 22-01-21 05: 14263)		basec riptio	l on th n field	ne file d, as n ttachment	selecte eeded. +	ed. Yo	u can	mount

21.Click the **Apply** button.

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Supplier Home Orders Shipments Finance									
Create Invoices View Invoices View Payr	nents								
Purchase Orders	Details		Manage	Тах			Re	eview and Submit	
Create Invoice: Details								Cancel Back S	tep 2 of 4 Next
* Indicates required field									
Supplier			Invoice						
Tax Payer ID * Remit To	ACME Learning Ltd Home Base <u>S</u> Q 567 Office St Toronto ON MSC 2N5 <u>S</u> Q				* Invoice I Invoice 1	INV_90242 Date 14-Feb-202 ype Invoice ncy CAD		<i>k</i>	
Customer		1	Add Attachment				×		
	er Tax Payer ID SYS11988 g Q Lustomer Name GO Transit (FT) Address 20 Bay Street Toronto MSJ 2W3 CA		Description ; Category F	Invoice PDF 2022-01-21 0 214263) From Supplie			k the Ap	<b>oly</b> button.	
PO Number         Line         Shipment         Item Number           233228         1         1         1         1	ber Item Description 15" LCD Monitors (Product T250-004)	Supplier It			Canc	el Add Anothe		Unit Price UON 10 BOX	

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

	LE' iSupp	lier Portal			î	*	¢ 🌓	Logged In /	S KATHERIN	E.SMITH@INV	ALIDEMAIL.C	ом ()
Supplier Home Orde		ts Finance View Paymen	IS									
	O Purchase	Orders	Details		Manage Tax				Review	and Submit		
Create Invoid	e: Details	3								Cancel B	ack Step 2 o	of 4 Next
* Indicates required	field											
Supplier				Invo	oice							
	Remit To Ba	Tax Payer ID * Remit To Ho Address 56	ME Learning Ltd me Base and Q 7 Office St Toronto ON MSC 2N5 and Q		rmation the OK b	pop-		lisplays. C			le .	
Customer			ax Payer ID SYS11988 3 omer Name GO Transit (FT) Address 20 Bay Street Toronto M5J	9. 2W3 CA	Attachment In would be come	voice PDF	has been adde	I successfully but no e rest of the current	t con vitted; it transaction.			
Items												
<b>PO Number</b> Lir 233228 1	ne Shipment	Item Number	Item Description 15" LCD Monitors (Product T250-004)	Supplier Item Number	Ship To 20 Bay Street		able Quantity	Quantity	10	Unit Price		Amount 100

23. In the **Items** section, enter the quantity for which you are creating the invoice in the **Quantity column** for each line item of the PO.

**Note:** You will get an error if you enter a higher quantity than the available quantity.

Create In	voice	Purchase O	rders	Details		Manage Tax			Review	w and Submit	ck Step 2	of 4 Next
Indicates rec	quired fie	əld										
Supplier					Invo	oice						
			* Remit To Ho Address 56	ME Learning Ltd me Base J Q r Office St Toronto ON MSC 2N5			* Invoice Number * Invoice Date Invoice Type Currency	14-Feb-2023 to				
ustomer							the invoice in	nter the quar the <b>Quantity</b>				
ems			* Customer T Cust	ax Payer ID         SYS11988         J         Q           omer Name         GO Transit (FT)         GO Transit (FT)         Address         20 Bay Street Toronto M5J 2W3				an error if yo lable quantity		iter a hiç	gher	
	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity		Unit Price	UOM	Amount
O Number	1	1		15" LCD Monitors (Product T250-004)		20 Bay Street	10		10	10	BOX	100
O Number 33228		1		Wireless Laser Printer (Product P934-020)		20 Bay Street	4		4	50	CARTON	200

**Note:** For service-based POs, the **Available Quantity** column displays the value of the service. You can update the **Quantity** column as per the value you want to invoice for each service.

	Purchase Or Dice: Details	ders	Deta	ils	Manage T	ах		Revie	w and Submit	k Step 2	of 4 Next
Indicates requi	red field				Invoice						
Customer	Ta	* Supplier ACME x Payer ID * Remit To Home Address 567 Or k Account * Customer Tax	column the Qua for each Note th	at for service-bas displays the valu antity column as n service. at you will get ar y than the availab	ue of the s per the va n error if y	ervice. You ca alue you want ou enter a hig	n update to invoice	ment 🖉	<b>D</b> +		
tems		Custom									
tems PO Number	Line Shipment		Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity		Unit Price	UOM	Amount
	Line Shipment		Item Description Consulting Service Charges	Supplier Item Number	Ship To 20 Bay Street	Available Quantity	*Quantity	500	Unit Price	UOM EACH	Amount 500

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

		Purchase Ord	ders	Details		Manage Tax		Revi	ew and Submit		
Create In	voice	: Details							Cancel Ba	ck Step 2	of 4 Ne
Indicates ree	uired fie	ld									1
Supplier					Invo	lice					
		Тах	Supplier AC Payer ID Remit To Ho	ME Learning Ltd				ve updated the ne <b>Next</b> button to			
				Office St Toronto ON M5C 2N5			Currency	CAD			
		Remit To Bank	Account	51 Q			Invoice Description				
Customer								Attachment 🖉	• +		
Items				ax Payer ID SYS11988 si omer Name GO Transit (FT) Address 20 Bay Street Toronto M5J 2V							
conno	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amour
PO Number		1		15" LCD Monitors (Product T250-004)		20 Bay Street	10	5	10	BOX	50
	1			Wireless Laser Printer (Product P934-020		20 Bay Street		2	50	CARTON	100

25. Review the tax details related to the invoice once the **Create Invoice: Manage Tax** page displays.

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Supplier Home Orders Shipments Finance	8		_										
Create Invoices View Invoices View Payn	nents												
Purchase Orders		Details	— (i								displays. I to the in		
Create Invoice: Manage Tax													
Supplier				nvoice									
* Supplier	ACME Lea	rning Ltd				* Ir	voice N	umber I	NV_902422				
Tax Payer ID									4-Feb-2023				
* Remit To	Home Base	9					Invoice	e Type S	Standard				
Address	567 Office	St Toronto ON M5C 2N5					* Cur	rrency C	CAD				
Remit To Bank Account	XXXX5746					Invoi	ce Descr	ription					
									Atta	chment 🕖			
Customer													
* Custome	er Tax Paye	r ID SYS11988						Reques	ter Email				
c		ime GO Transit (FT)						quester Fi					
	Addr	ess 20 Bay Street Toronto M5J 2W3	CA				Rec	quester La	ast Name				
Summary Tax Lines													
Calculate													
Summary Tax Line Number Tax Regime Co	de Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate	e Code			Tax Rate	Line Status				
1 CA-HST	APHST	APHST 🔄 Q	APHST	APHST			⊥ Q	13	Active				
Items													

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

	pplier Portal					î	*	¢	<b>↓</b> <sup>12</sup>	I L	ogged in As i	KATHERINI	E.SMITH(	@INVAL	IDEMAIL.CO	ом (7	<b>)</b> (
upplier Home Orders Shipm	ents Finance																
Create Invoices View Invoi	ices View Paymen	ts															
Purcha	O Orders		n	etails		Manao	e Tax						Review	w and Su	hmit		
Create Invoice: Man			, i i i i i i i i i i i i i i i i i i i	olana		manag	je lux					Cancel			Step 3 of 4	Ne <u>x</u> t	Submit
Supplier						nvoice											
	* Supplier AC	ME Lean	ning Ltd								INV_90242						
	Tax Payer ID										14-Feb-202	3					
	* Remit To Ho										Standard						
Pamit Tr	Address 56 Bank Account XX		t Toronto ON M5C 2N5					Incode	Cur ce Descr	rency	CAD						
	built Account A	5010140						invoi	Ce Desci	ipuon		Attachme	nt 🖉	1			
Customer																	
	* Customer T	ax Payer	ID SYS11988														
	Cust		me GO Transit (FT)							Sc	roll do	wn to	view	/ mo	re det	ails.	
		Addre	ss 20 Bay Street Toronto	M5J 2W3 C	A												
Summary Tax Lines																	
Calculate																	
Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code		Tax Jurisdiction Code	Tax Rate C	ode			Tax Ra	te Line Sta	tus					
1	CA-HST	APHST	APHST	⇒ Q	APHST	APHST			⊥ Q	13	Active						
Items																	

27. In the **Summary Tax** Lines section, review the tax information, the total invoice tax amount and the total of the invoice.

#### Note:

- If the values in any of these fields are incorrect due to the tax amount, further investigation will be required into the misalignment in tax rates. In such a situation, you will not be able to submit your invoice via iSupplier.
- Should this situation arise, please email your invoice along with any necessary supporting documents to payablesrequest@metrolinx.com and copy your Metrolinx Business Contact.

28.Once done, click the **Next** button.

Customer Summary Ta Calculate		mit To I	amount and th tax amount, fu situation, you Should this sit	<b>ry Tax Lines</b> section, rev ne total of the invoice. I rther investigation will will not be able to subn uation arise, please em payablesrequest@met	f the values be required nit your invo ail your invo	in any of t l into the n bice via iSu bice along	on, as well as th hese fields are nisalignment in upplier. with any neces	incorre tax rate sary su	ct due to t es. In such pporting	the a
Summary Tax	Line Nu	mber Tax Reg	gime Code Tax Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax	Rate Line Status			
1		CA-HST	APHST APHST	⇒ Q APHST	APHST	_⊨ Q 13	Active			Tax Lines Tab
Items 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)	Supplier item Number	20 Bay Street	10	Guantity to invoice	BOX	10	50.00
233228	2	1	Wireless Laser Printer (Product P934-0)	20)	20 Bay Street	4		DOM	10	00.00
Invoice Sun	nmary					(	Click the <b>Next</b> k	outton t	o continu	e.
			filiates, All rights reserved.				Rec Cance <u>i</u>	alculate Total <u>S</u> ave Bac	k Step 3 of 4 Ne	150.00 19.50 169.50 Submit

29. The **Create Invoice: Review and Submit** page displays. Review all the information entered in the invoice before submitting it.

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upplier Home Orde	ers Sh	ipments Fi	nance	_						
Create Invoices	View In	nvoices Vie	w Payments		The Co		D			
Create Invoid		Chase Orders	Details	Q	Here, yo	ou must rev	e: Review and S riew all the info mitting the inve	rmation		
Supplier					Invoice					
		* Su	pplier ACME Learning Ltd			* Invoice Numb	er INV_902422			
		Tax Pa					te 14-Feb-2023			
			mit To Home Base				be Standard			
			dress 567 Office St Toronto ON M5C 2N5			* Curren				
	Remi	it To Bank Ac	count XXXX5746			Invoice Description				
							Attachment	61		
Customer										
		*.	ustomer Tax Payer ID SYS11988			R	quester Email			
			Customer Name GO Transit (FT)			Reques	ter First Name			
			Address 20 Bay Street Toronto M5.	2W3 CA		Reques	ter Last Name			
Items										
PO Number	Line S	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
233228 1	1 1		15" LCD Monitors (Product T250-004)		20 Bay Street	10	5	BOX	10	50.00
233228 2	2 1		Wireless Laser Printer (Product P934-020)		20 Bay Street	4	2	CARTON	50	100.00

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30. Scroll down to submit the invoice.

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upplier Home C	Orders	Shipments F	inance							
Create Invoices	Viev	v Invoices V	iew Payments							
		0	0		0			•		
	P	urchase Orders	Detai	ls	Manage Tax		R	eview and Subr	mit	
Create Invo	oice: F	Review an	d Submit				C	ance <u>l</u> <u>S</u> ave	Back Step 4 o	f 4 Sub <u>m</u> it
Supplier					Invoice					
		* s	upplier ACME Learning Ltd			* Invoice Numb	er INV_902422			
		Tax P	ayer ID			* Invoice Da	te 14-Feb. 2023			
		* Re	emit To Home Base			Invoice Ty	be Standard			
		A	ddress 567 Office St Toronto ON M5C 2N5			* Curren	cy CAD			
	Re	mit To Bank A	ccount XXXX5746			Invoice Description	on			
							Attachment	e 🖉 1		
Customer										
		*	Customer Tax Paver ID SYS11988			9	Scroll down to v	view mo	re details	
			Customer Name GO Transit (FT)							
			Address 20 Bay Street Toronto M	5J 2W3 CA		Reques	ter Last Name			
Items										
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
	1	1	15" LCD Monitors (Product T250-004)		20 Bay Street	10	5	BOX	10	50.00
233228					20 Bay Street	4	2	CARTON	50	100.00

31.Click the **Submit** button.

			* Supplier	ACME	Learning Ltd				er INV_902422			
			ax Payer ID					* Invoice Da	te 14-Feb-2023			
			* Remit To	Home E	Base			Invoice Typ	e Standard			
			Address	567 Off	ice St Toronto ON M5C 2N5			* Curren	y CAD			
	R	emit To Ba	nk Account	XXXX5	746			Invoice Description	n			
									Attachment	61		
Customer												
			* Custom	er Tax P	ayer ID SYS11988			Re	quester Email			
			(	Customer	r Name GO Transit (FT)			Reques	ter First Name			
				A	ddress 20 Bay Street Toronto M5	5J 2W3 CA		Reques	ter Last Name			
Items												
PO Number	Line	Shipme	nt Item	Descrip	tion	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
233228	1	1	15" L	CD Monit	ors (Product T250-004)		20 Bay Street	10	5	BOX	10	50.00
233228	2	1	Wirele	ess Laser	Printer (Product P934-020)		20 Bay Street	4	2	CARTON	50	100.00
Summary	Tax Lin	es										
Tax Regime	Code		Tax		Tax Status Code	Tax Jurisdiction Code		Tax Rate Co	de Tax F	tate	Tax Amount	
CA-HST			APH	IST	APHST	APHST		APHST				
Invoice Su	mmary								Click th	ne Subr	nit button	
											Items	00
											Tax	50
											Total (CAD)	1 50
									C	ncel Save	Back Step 4 o	f 4 Submit
										Zute	0100 40	
			its affiliates. /		and a second second							riv Submit: A

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

	LE	iSupplier	Portal		î∩ ★		≱ <b>≜<sup>12</sup> ∣</b>	Logged In As KATHERINE.	SMITH@INVAI	LIDEMAIL.COM	4 ?	ወ
Supplier Home Ord	ders S	Shipments F	inance									
Create Invoices	View	Invoices V	iew Payments									
	Pu	Contraction of the second seco	s Details		O Manage Ta	x		R	eview and Su	bmit		
Confirmation		as submitted t	o our Accounts Payable department on 14-Feb-2022. T	he confirmation number for this invo	pice is the inv	oice num	ber. You can query its	status by using Search by na	ivigating to the	Home page.		
Invoice: INV	_902	422							Pri	ntable Page	Create Ano	ther
Supplier	Rer	nit 1	A message displays, of has been submitted t		e invoi	ce		e 14-Feb-2023 e Standard y CAD	e 🔊			
Customer												
ltems		*	Customer Tax Payer ID SYS11988 Customer Name GO Transit (FT) Address 20 Bay Street Toronto M5J	2W3 CA			Request	quester Email er First Name er Last Name				
PO Number 233228	Line 1	Shipment	Item Description 15" LCD Monitors (Product T250-004)	Supplier Item Number	Ship To 20 Bay		Available Qty	Quantity To Invoice	UOM BOX	Unit Price		ount 50.00

32. Click the **View Invoices** link to view the status of the invoice.

	ACLE	iSupplier	Portal		<b>î</b> ★	✿ ≜ <sup>12</sup> ⊨	Logged In As KATHERINE.	SMITH@INVALIDEMAIL.CC	м ?
Supplier Home	Orders	Shipments F	inance						
Create Invoices	View	v Invoiges V	fiew Payments						
		L.							
_			0		Manage Tax		P	eview and Submit	
Con	Tex		e status of the invoice,		manago rax		K	eview and outpline	
Invoir			View Invoices link.	The confirmation number for this invo	nice is the invoice r	umber. You can query its	status by using Search by na	vigating to the Home nage	
Invoic	C	lick the	view invoices link.					Printable Page	Create Anothe
_									
Supplier				In	voice				
		* s	upplier ACME Learning Ltd			* Invoice Numbe	r INV 902422		
			ayer ID				e 14-Feb-2023		
		* R	emit To Home Base			Invoice Type			
			ddress 567 Office St Toronto ON M5C 2N5			* Currenc	y CAD		
	Re	mit To Bank A	ccount XXXX5746			Invoice Description	n		
							Attachment	e @1	
Customer									
		*	Customer Tax Payer ID SYS11988			Rec	uester Email		
			Customer Name GO Transit (FT)			Request	er First Name		
			Address 20 Bay Street Toronto N	15J 2W3 CA		Request	er Last Name		
Items									
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM Unit Pric	e Amou
233228	1	1	15" LCD Monitors (Product T250-004)		20 Bay Stree		5	BOX 10	50.

33. The View Invoices page displays. You can search for the invoice 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 invoices associated with your organization will be displayed.

	€ <sup>°</sup> iSupplier Portal				Â	*	٩	↓ <sup>12</sup> ∣	Logged in As KAT	HERINE.SMITH@INVALIDEMAII	сом 🥜	ሳ
	Shipments Finance w Invoices View Paym	ents										
View Invoices												Export
Simple Search											Advanced Se	earch
Invoice Number PO Number Release Number Payment Number Invoice Status	(example : 1234) (example : 1234-2)		Invoice An Amoun Invoice	ment Status mount From at Due From e Date From e Date From	✓ (22-Jun-2023)	To To Co To		60 60				
<b>(</b> )	using one or r <b>Payment Statu</b> Note that if yo	nultiple criter 1 <b>s</b> , etc. u click the <b>G</b> o	Amount Due Status splays. In the Sin ia including Inv b button withou associated with	voice N	umber, P	O Nu	rou ca mber e sea	, <b>Invoice</b> arch crite	<b>e Status</b> , eria, then a		Attachm	ents
opyright (c) 1998, 2020, O	)racle and/or its affiliates. Al	rights reserved.									Privacy	Statemen

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

e oracl	€' is	Supplier Portal						î	*	¢≎	Logged In As KAT	IERINE.SMITH@INVALIDEMAIL	.сом 🥐 🛛
View Invoices	Ship w Invoi												Expor
Simple Search Invoice Number PO Number Release Number Payment Number	(examp	902422 ple : 1234) ple : 1234-2)			ln t	Enter t				ch using the ne <b>Invoice N</b>			Advanced Search
Invoice Status	Go	Clear		-		-			_	_	-		
Invoice No search conducted.		Invoice Date	Туре	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments

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

∃ ORACL	⊖ iSupplier Portal					1	Â	*	✿ ↓ <sup>12</sup> ।	Logged In As KAT	HERINE.SMITH@INVALIDEMAIL	сом 🥐	ሳ
Supplier Home Orders	Shipments Finance												
Create Invoices View	v Invoices View Payr	ments											
View Invoices												E	Export
Simple Search												Advanced Se	earch
Invoice Number	INV_902422					ment Status	~						
PO Number	(example : 1234)					nount From		To					
Release Number						Date From		to To	G <sub>0</sub>				
Payment Number	(example : 1234-2)				Due	Date From	(22-Jun-2023)	Go To	60				
Invoice Status	G Clear												
Invoice	Invoice Date	Туре	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachme	ents
No search conducted.													
	Click the <b>G</b>	i <b>o</b> bu	tton.										
opyright (c) 1998, 2020, C	racle and/or its affiliates. /	All rights re	served.									Privacy	Stateme

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

Note: The **Payment Status** of the submitted invoice is **Not Paid**.

	_E' iSupplier	Portal					â	* 🔅	↓ <sup>12</sup>	Logged In As KATHE	RINE.SMITH@INVALIDEMAIL.CO	M ?	
Supplier Home Order	rs Shipments	Finance											
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INV_902422 22-	Jun-2023	Standard	CAD	169.50	169.50 In-Process		233228		Not Paid			61	
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