



Submit a PO-Based Invoice

Version No: 1.0

Date: 03/08/2023

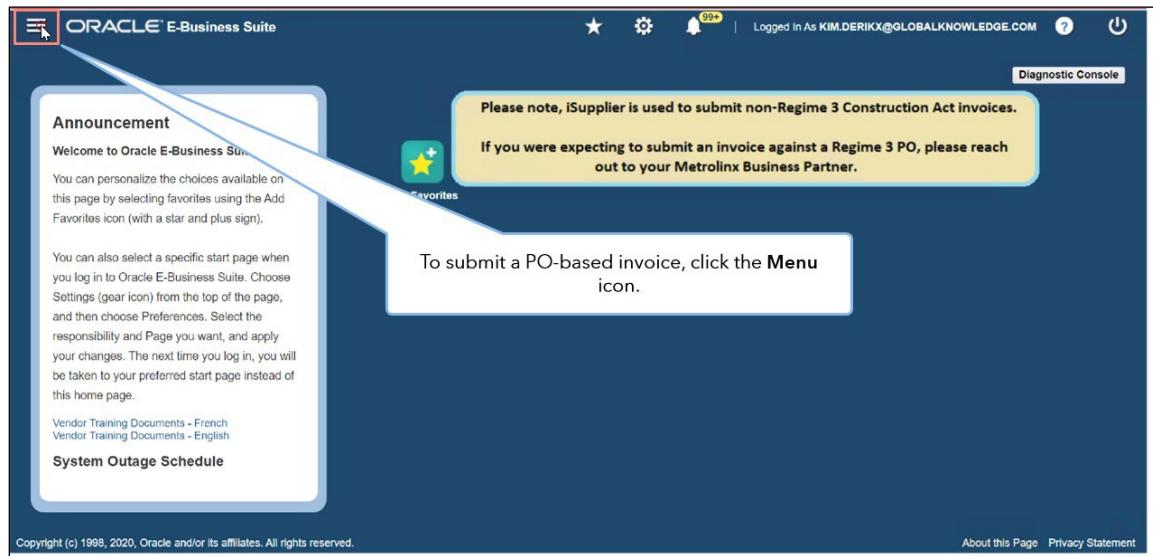
Overview

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

How to Submit a PO-Based Invoice

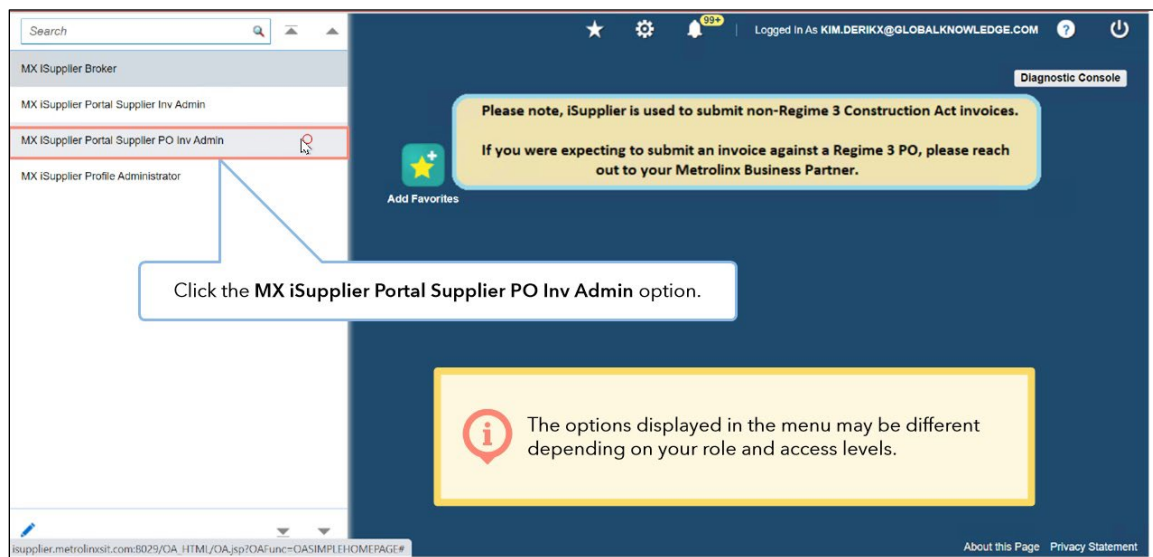
Follow the steps below to create and submit a PO-based invoice in iSupplier:

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

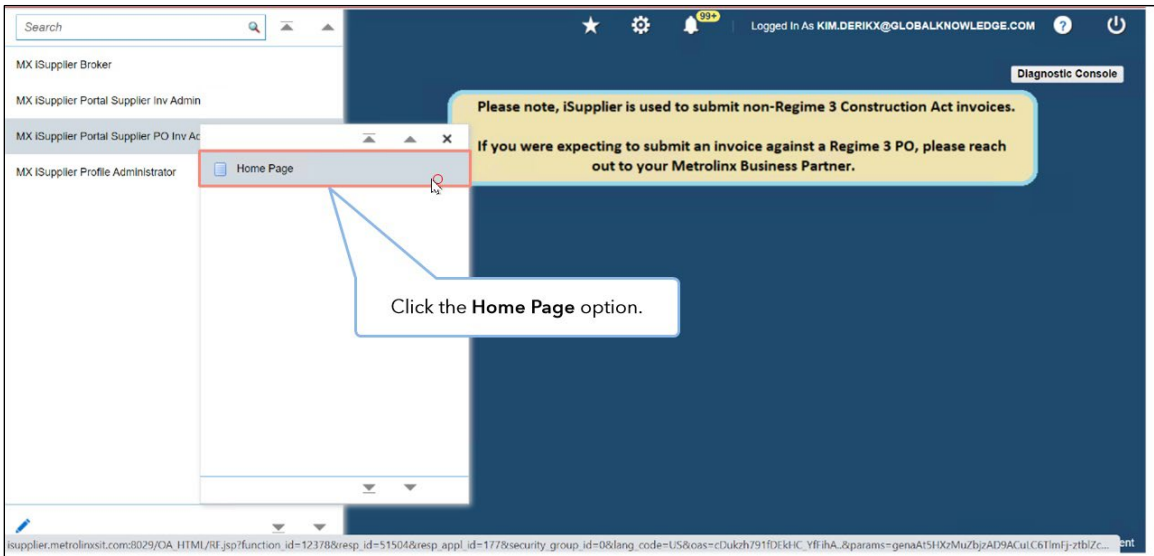


2. Click the **MX iSupplier Portal Supplier PO Inv Admin** option.

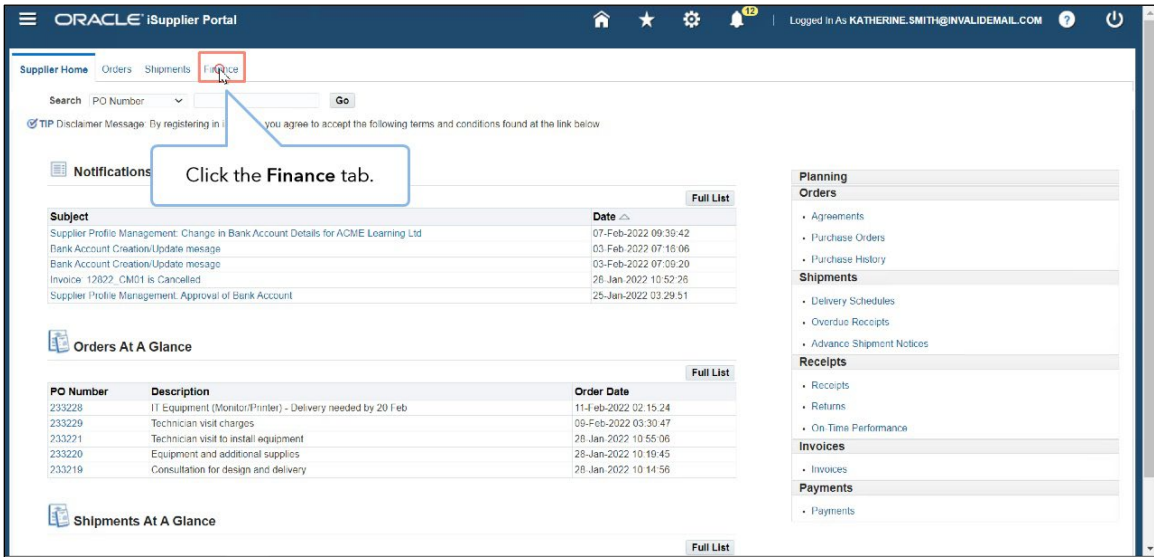
Note: The options displayed in the menu may be different depending on your role and access levels.



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



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



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

- 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.

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".

The below search retrieves all PO's excluding Regime 3 Construction Act contracts. If you were expecting to submit an invoice against a Regime 3 PO, please reach out to your Metrolinx Business Partner.

Search

☒ TIP The below search retrieves PO's excluding the R3 type (R3 PO's are the ones with contract type as "Construction act - Contractor" or "Construction Act - Designer/Consultant") Note that the search is case insensitive

Purchase Order Number

Purchase Order Date (22-Jun-2023)

Buyer

Organization

Advances and Financing Excluded

☐ PO Number Line Shipment Advances or Financing Item Description Item Number Supplier Item Number Ordered Received Invoiced UOM Unit Price Curr Ship To Organization Packing Slip Way

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

The below search retrieves all PO's excluding Regime 3 Construction Act contracts. If you were expecting to submit an invoice against a Regime 3 PO, please reach out to your Metrolinx Business Partner.

Search

☒ TIP The below search retrieves PO's excluding the R3 type (R3 PO's are the ones with contract type as "Construction act - Contractor" or "Construction Act - Designer/Consultant") Note that the search is case insensitive

Purchase Order Number

Purchase Order Date (22-Jun-2023)

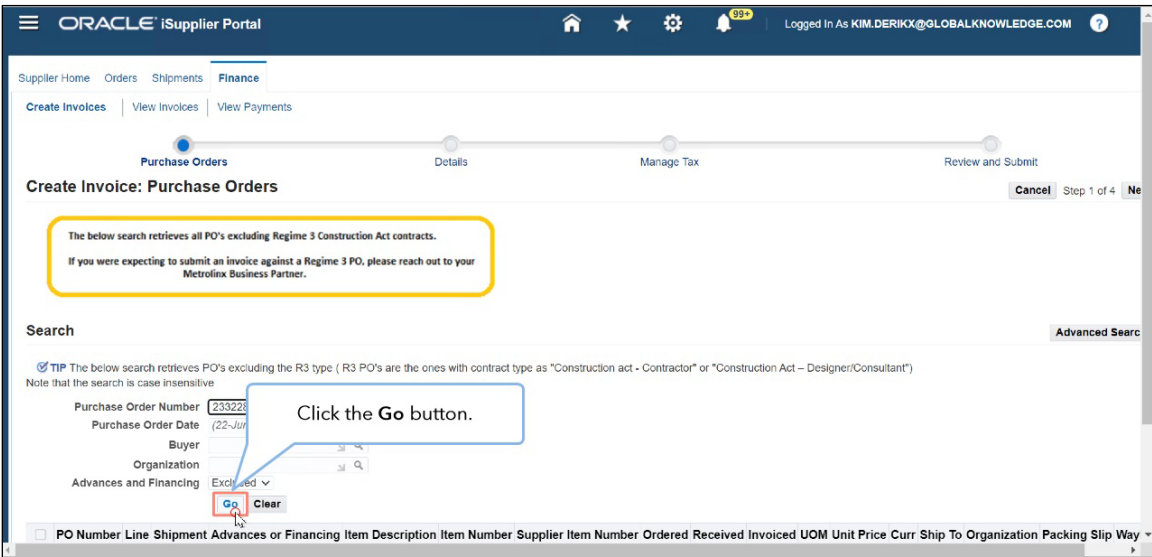
Buyer

Organization

Advances and Financing Excluded

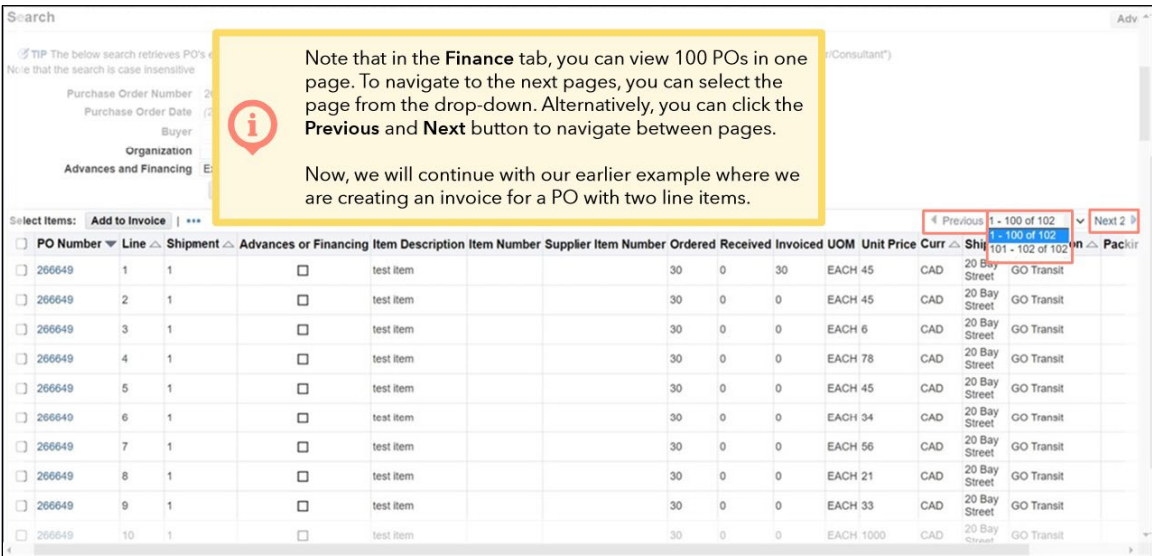
☐ PO Number Line Shipment Advances or Financing Item Description Item Number Supplier Item Number Ordered Received Invoiced UOM Unit Price Curr Ship To Organization Packing Slip Way

9. Click the **Go** button.



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 an invoice for a PO with two-line items.



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.

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Ne

The below search retrieves all PO's excluding Regime 3 Construction Act contracts.
If you were expecting to submit an invoice against a Regime 3 PO, please reach out to your Metrolinx Business Partner.

Search Advanced Search

TIP The below search retrieves PO's excluding the R3 type (R3 PO's are the ones with contract type as "Construction act - Contractor" or "Construction Act - Designer/Consultant")
Note that the search is case insensitive

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

Go Clear

Select Items:	Add to Invoice	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To Organization	Packing Slip	Waybill
<input type="checkbox"/>		233228	1	1	<input type="checkbox"/>	15" LCD Monitors (Product T250-004)			10	10	5	BOX	10	CAD	20 Bay Street	GO Transit	
<input type="checkbox"/>		233228	2	1	<input type="checkbox"/>	Wireless Laser Printer (Product P934-020)			4	4	2	CARTON 50		CAD	20 Bay Street	GO Transit	

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

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Ne

The below search retrieves all PO's excluding Regime 3 Construction Act contracts.
If you were expecting to submit an invoice against a Regime 3 PO, please reach out to your Metrolinx Business Partner.

Search Advanced Search

TIP The below search retrieves PO's excluding the R3 type (R3 PO's are the ones with contract type as "Construction act - Contractor" or "Construction Act - Designer/Consultant")
Note that the search is case insensitive

Purchase Order Number 233228
Purchase Order Date (22-Jun-2023)
Buyer
Organization
Advances and Financing Excluded

Select Items: Add to Invoice

Once both the line items are selected, click the **Add to Invoice** button.

Select Items:	Add to Invoice	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>		233228	1	1	<input type="checkbox"/>	(Product T250-004)			10	10	5	BOX	10	CAD	20 Bay Street	GO Transit	
<input checked="" type="checkbox"/>		233228	2	1	<input type="checkbox"/>	Wireless Laser Printer (Product P934-020)			4	4	2	CARTON 50		CAD	20 Bay Street	GO Transit	

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

Create Invoice: Purchase Orders

The below search retrieves all PO's excluding Regime 3 Construction Act contracts.
If you were expecting to submit an invoice against a Regime 3 PO, please reach out to your Metrolinx Business Partner.

Search

TIP The below search retrieves PO's excluding the R3 type (R3 PO's are the ones with contract type as "Construction act - Contractor" or "Construction Act - Designer/Consultant")
Note that the search is case insensitive

Purchase Order Number: 233228
Purchase Order Date: (22-Jun-2023)
Buyer:
Organization:
Advances and Financing: Excluded
Go Clear

Select Items: Add to Invoice

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
233228	1	1	<input type="checkbox"/>	15" LCD Monitors (Product T250-004)			10	10	5	BOX	10	CAD	20 Bay Street	GO Transit		
233228	2	1	<input type="checkbox"/>	Wireless Laser Printer (Product P934-020)			4	4	2	CARTON	50	CAD	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.

Search

TIP The below search retrieves PO's excluding the R3 type (R3 PO's are the ones with contract type as "Construction act - Contractor" or "Construction Act - Designer/Consultant")
Note that the search is case insensitive

Purchase Order Number: 233228
Purchase Order Date: (22-Jun-2023)
Buyer:
Organization:
Advances and Financing: Excluded
Go Clear

Select Items: Add to Invoice

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
233228	1	1	<input type="checkbox"/>	15" LCD Monitors (Product T250-004)			10	10	5	BOX	10	CAD	20 Bay Street	GO Transit		
233228	2	1	<input type="checkbox"/>	Wireless Laser Printer (Product P934-020)			4	4	2	CARTON	50	CAD	20 Bay Street	GO Transit		

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

PO Number	Line	Shipment	Item Description	Item Number	Sup
233228	1	1	15" LCD Monitors (Product T250-004)		
233228	2	1	Wireless Laser Printer (Product P934-020)		

The PO line items are added to the invoice.

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.

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

Search

Advanced Search

TIP The below search retrieves PO's excluding the R3 type (R3 PO's are the ones with contract type as "Construction Act - Contractor" or "Construction Act - Designer/Consultant")
Note that the search is case insensitive

Purchase Order Number 233228
Purchase Order Date (22-Jun-2023)
Buyer
Organization
Advances and Financing Excluded
Go Clear

Select Items: Add to Invoice | ***

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
233228	1	1	<input type="checkbox"/>	15" LCD Monitors (Product T250-004)			10	10	5	BOX	10	CAD	20 Bay Street	GO Transit		
233228	2	1	<input type="checkbox"/>	Wireless Laser Printer (Product P934-020)			4	4	2	CARTON	50	CAD	20 Bay Street	GO Transit		

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
233228	1	1	15" LCD Monitors (Product T250-004)			10	10	5	BOX	10	CAD	20 Bay Street	GO Transit		
233228	2	1	Wireless Laser Printer (Product P934-020)			4	4	2	CARTON	50	CAD	20 Bay Street	GO Transit		

Click the **Next** button to continue.

Cancel Step 1 of 4 **Next**

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

ORACLE iSupplier Portal

Validate the details in the following fields:

- Remit To
- Invoice Date
- Invoice Type

You can update these fields, as needed.

Manage Tax Review and Submit

Cancel Back Step 2 of 4 Next

Supplier

Supplier ACME Learning Ltd

Tax Payer ID

Remit To Home Base

Address 567 Office St Toronto ON M5C 2N5

Remit To Bank Account

Invoice

Invoice Number

Invoice Date 14-Feb-2023

Invoice Type Invoice

Currency CAD

Invoice Description

Attachment +

Customer

Customer Tax Payer ID SYS11988

Customer Name GO Transit (FT)

Address 20 Bay Street Toronto M5J 2W3 CA

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
233228	1	1		15" LCD Monitors (Product T250-004)		20 Bay Street	10		10	BOX	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”.

Oracle iSupplier Portal

Supplier Home | Orders | Shipments | **Finance**

Create Invoices | View Invoices | View Payments

Create Invoice: Details

Supplier

* Supplier: ACME Learning Ltd
 * Tax Payer ID: Home Base
 * Remit To: 567 Office St Toronto ON M5C 2N5
 Remit To Bank Account: [Search]

Customer

* Customer Tax Payer ID: SYS11988
 Customer Name: GO Transit (FT)
 Address: 20 Bay Street Toronto M5J 2W3 CA

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
233228	1	1		15" LCD Monitors (Product T250-004)		20 Bay Street	10		10	BOX	100

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

Oracle iSupplier Portal

Supplier Home | Orders | Shipments | **Finance**

Create Invoices | View Invoices | View Payments

Create Invoice: Details

Supplier

* Supplier: ACME Learning Ltd
 * Tax Payer ID: Home Base
 * Remit To: 567 Office St Toronto ON M5C 2N5
 Remit To Bank Account: [Search]

Customer

* Customer Tax Payer ID: SYS11988
 Customer Name: GO Transit (FT)
 Address: 20 Bay Street Toronto M5J 2W3 CA

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
233228	1	1		15" LCD Monitors (Product T250-004)		20 Bay Street	10		10	BOX	100

Invoice Number: INV_902422
Invoice Date: 14-Feb-2023
Invoice Type: Invoice
Currency: CAD

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.

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details

Create Invoice: Details

* Indicates required field

Supplier

* Supplier ACME Learning Ltd

* Tax Payer ID

* Remit To Home Base

Address 567 Office St Toronto ON M5C 2N5

Remit To Bank Account

Customer

* Customer Tax Payer ID SYS11988

Customer Name GO Transit (FT)

Address 20 Bay Street Toronto M5J 2W3 CA

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
233228	1	1		15" LCD Monitors (Product T250-004)		20 Bay Street	10		10	10	BOX 100

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

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

* Indicates required field

Supplier

* Supplier ACME Learning Ltd

* Tax Payer ID

* Remit To Home Base

Address 567 Office St Toronto ON M5C 2N5

Remit To Bank Account

Customer

* Customer Tax Payer ID SYS11988

Customer Name GO Transit (FT)

Address 20 Bay Street Toronto M5J 2W3 CA

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
233228	1	1		15" LCD Monitors (Product T250-004)		20 Bay Street	10		10	10	BOX 100

Invoice

* Invoice Number INV_902422

* Invoice Date 14-Feb-2023

Invoice Type Invoice

Add Attachment

Attachment Type File

Title Invoice PDF

Description

Category From Supplier

* File Choose File No file chosen

Cancel Add Another Apply

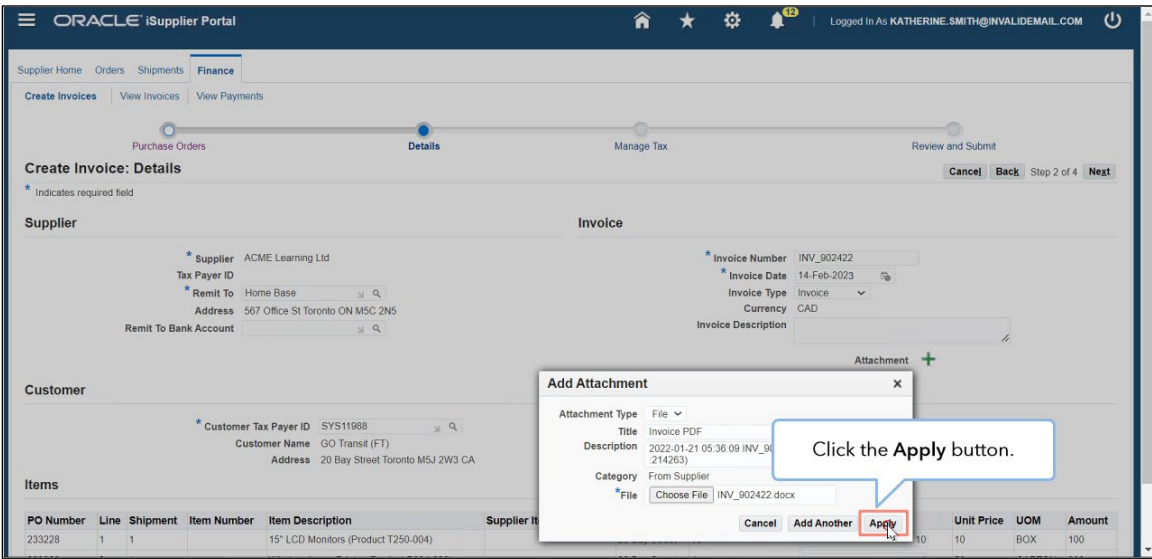
20. Click the **Choose File** button and select the relevant file from your local folder.

The screenshot shows the 'Create Invoice: Details' page in the Oracle iSupplier Portal. The page is divided into sections for Supplier, Customer, and Items. The Supplier section includes fields for Supplier (ACME Learning Ltd), Tax Payer ID, Remit To (Home Base), Address (567 Office St Toronto ON M5C 2N5), and Remit To Bank Account. The Customer section includes fields for Customer Tax Payer ID (SYS11988), Customer Name (GO Transit (FT)), and Address (20 Bay Street Toronto M5J 2W3 CA). The Items section has a table with columns: PO Number, Line, Shipment, Item Number, Item Description, Supplier, Unit Price, UOM, and Amount. A callout box with the text 'Click the Choose File button and select the relevant file from your local folder.' points to the 'Choose File' button in the 'File' field of the 'Items' section.

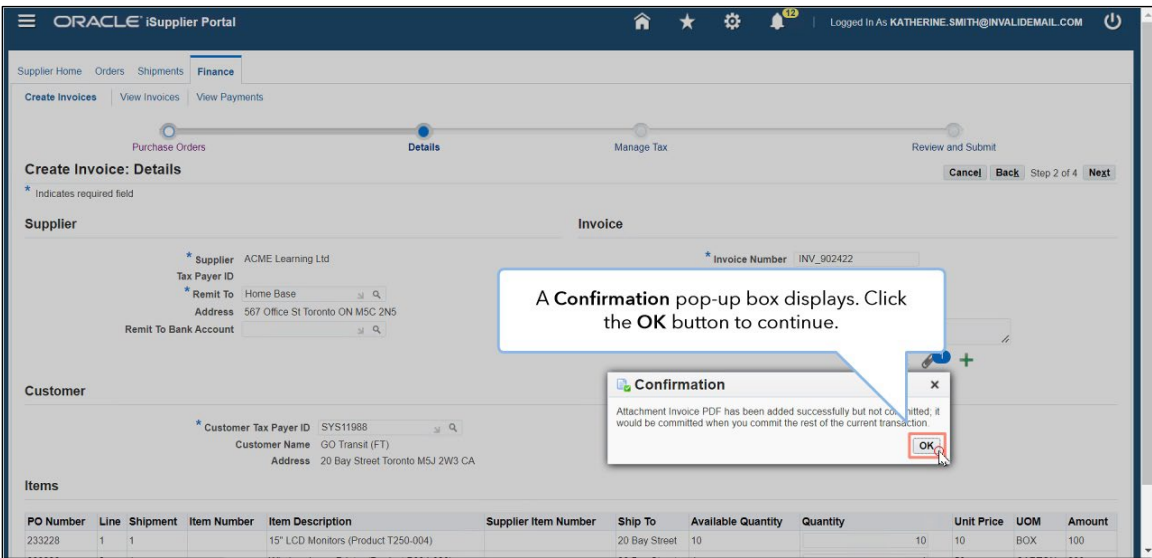
Note: Once selected, the name of the uploaded file is displayed in the **File** field and the **Description** field is auto populated based on the file selected. You can also update the **Description** field, as needed.

The screenshot shows the 'Create Invoice: Details' page in the Oracle iSupplier Portal. A callout box with the text '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 update the Description field, as needed.' points to the 'Add Attachment' dialog box. The dialog box has fields for Attachment Type (File), Title (Invoice PDF), Description (2022-01-21 05:36:09 INV_902422.docx (Size 214263)), and Category (From Supplier). The 'File' field is highlighted with a red box, and the 'Description' field is also highlighted with a red box.

21. Click the **Apply** button.



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



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 Invoice: Details

Supplier: ACME Learning Ltd
 Tax Payer ID: Home Base
 Address: 567 Office St Toronto ON MSC 2N5
 Remit To Bank Account: [Search]

Invoice: INV_902422
 Invoice Date: 14-Feb-2023
 Invoice Type: Invoice
 Currency: CAD

Customer: GO Transit (FT)
 Customer Tax Payer ID: SYS11988
 Address: 20 Bay Street Toronto M5J 2W3 CA

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
233228	1	1		15" LCD Monitors (Product T250-004)		20 Bay Street	10	10	10	BOX	100
233228	2	1		Wireless Laser Printer (Product P934-020)		20 Bay Street	4	4	50	CARTON	200

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

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.

Create Invoice: Details

Supplier: ACME Learning Ltd
 Tax Payer ID: Home Base
 Address: 567 Office St Toronto ON MSC 2N5
 Remit To Bank Account: [Search]

Invoice: INV_902422
 Invoice Date: 14-Feb-2023
 Invoice Type: Invoice
 Currency: CAD

Customer: GO Transit (FT)
 Customer Tax Payer ID: SYS11988
 Address: 20 Bay Street Toronto M5J 2W3 CA

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
233233	1	1		Consulting Service Charges		20 Bay Street	500	500	1	EACH	500
233233	2	1		Technician Visit Charges		20 Bay Street	200	200	1	EACH	200

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

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

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

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Line Status
1	CA-HST	APHST	APHST	APHST	APHST	13	Active

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

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Manage Tax Cancel Save Back Step 3 of 4 Next Submit

Supplier

* Supplier ACME Learning Ltd
* Tax Payer ID
* Remit To Home Base
Address 567 Office St Toronto ON M5C 2N5
Remit To Bank Account XXXX5746

Invoice

* Invoice Number INV_902422
* Invoice Date 14-Feb-2023
* Invoice Type Standard
* Currency CAD
Invoice Description

Attachment

Customer

* Customer Tax Payer ID SYS11988
Customer Name GO Transit (FT)
Address 20 Bay Street Toronto M5J 2W3 CA

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Line Status
1	CA-HST	APHST	APHST	APHST	APHST	13	Active

Items

Scroll down to view more details.

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.

Remit To

Customer

Summary Tax Lines

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

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate Line Status
1	CA-HST	APHST	APHST	APHST	APHST	13 Active

Tax Lines Table

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)		20 Bay Street	10	5	BOX	10	50.00
233228	2	1	Wireless Laser Printer (Product P934-020)		20 Bay Street	4				20.00

Invoice Summary

Click the **Next** button to continue.

Recalculate Total

Total (CAD)

150.00

19.50

169.50

Cancel

Save

Back

Step 3 of 4

Next

Submit

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

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details

The **Create Invoice: Review and Submit** page displays. Here, you must review all the information entered in the invoice before submitting the invoice.

Supplier

Supplier

ACME Learning Ltd

Tax Payer ID

Remit To Home Base

Address 567 Office St Toronto ON M5C 2N5

Remit To Bank Account XXXX5746

Invoice

Invoice Number INV_902422

Invoice Date 14-Feb-2023

Invoice Type Standard

Currency CAD

Invoice Description

Attachment

Customer

Customer Tax Payer ID SYS11988

Customer Name GO Transit (FT)

Address 20 Bay Street Toronto M5J 2W3 CA

Requester Email

Requester First Name

Requester Last Name

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)		20 Bay Street	10	5	BOX	10	50.00
233228	2	1	Wireless Laser Printer (Product P934-020)		20 Bay Street	4	2	CARTON	50	100.00

Summary Tax Lines

30. Scroll down to submit the invoice.

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Review and Submit

Supplier

Supplier ACME Learning Ltd
Tax Payer ID
Remit To Home Base
Address 567 Office St Toronto ON M5C 2N5
Remit To Bank Account XXXX5746

Invoice

Invoice Number INV_902422
Invoice Date 14-Feb-2023
Invoice Type Standard
Currency CAD
Invoice Description

Attachment

Customer

Customer Tax Payer ID SYS11988
Customer Name GO Transit (FT)
Address 20 Bay Street Toronto M5J 2W3 CA

Requester Last Name

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)		20 Bay Street	10	5	BOX	10	50.00
233228	2	1	Wireless Laser Printer (Product P934-020)		20 Bay Street	4	2	CARTON	50	100.00

Summary Tax Lines

31. Click the **Submit** button.

Supplier ACME Learning Ltd
Tax Payer ID
Remit To Home Base
Address 567 Office St Toronto ON M5C 2N5
Remit To Bank Account XXXX5746

Invoice Number INV_902422
Invoice Date 14-Feb-2023
Invoice Type Standard
Currency CAD
Invoice Description

Attachment

Customer

Customer Tax Payer ID SYS11988
Customer Name GO Transit (FT)
Address 20 Bay Street Toronto M5J 2W3 CA

Requester Email
Requester First Name
Requester Last Name

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)		20 Bay Street	10	5	BOX	10	50.00
233228	2	1	Wireless Laser Printer (Product P934-020)		20 Bay Street	4	2	CARTON	50	100.00

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
CA-HST	APHST	APHST	APHST	APHST		

Invoice Summary

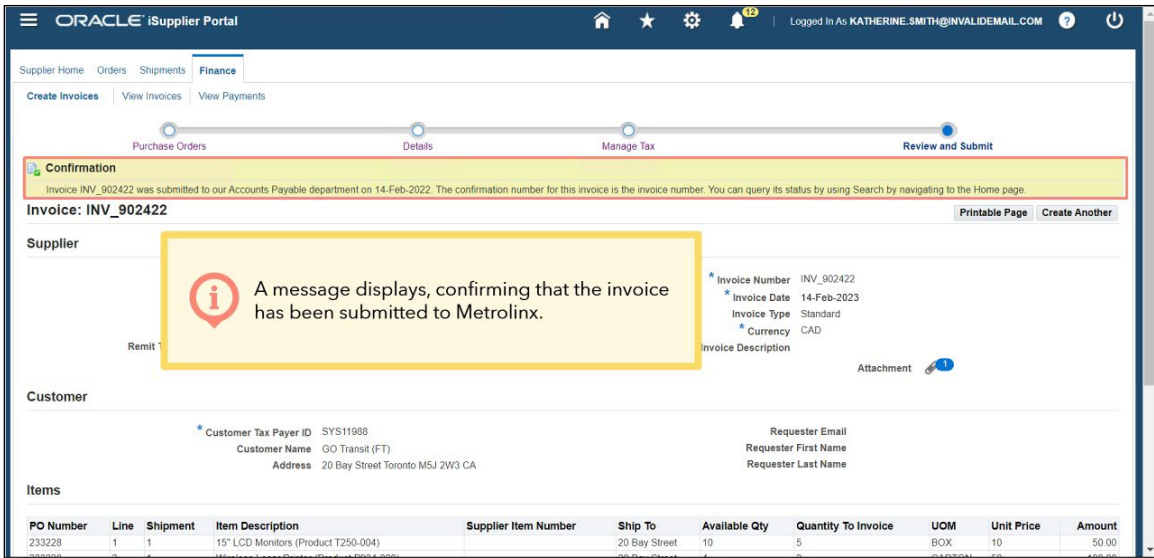
Click the **Submit** button.

Items 50
Tax 50
Total (CAD) 100

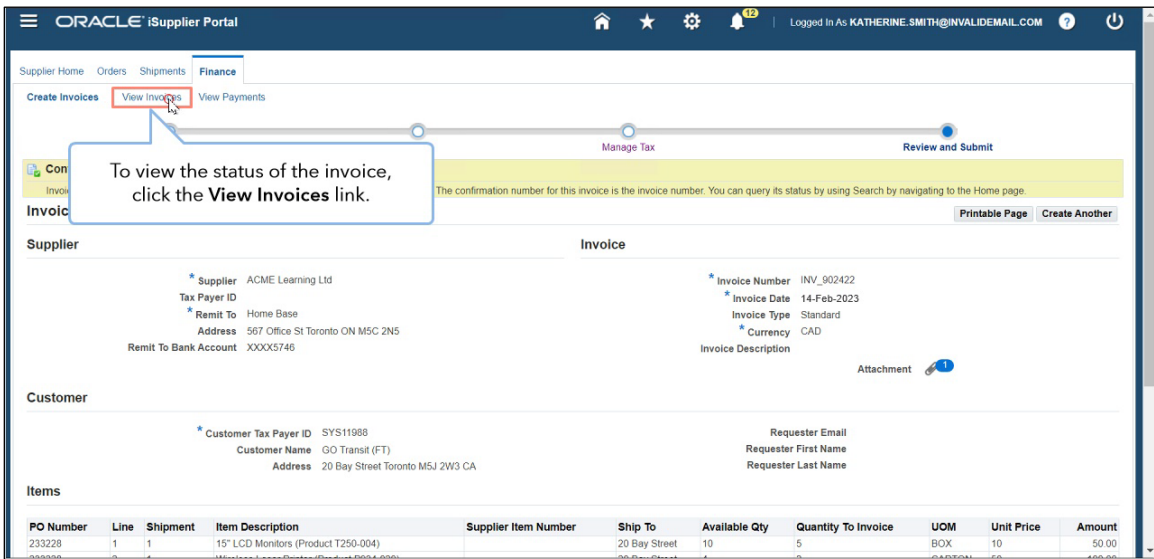
Cancel Save Back Step 4 of 4 Submit

Submit: Alt + m

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

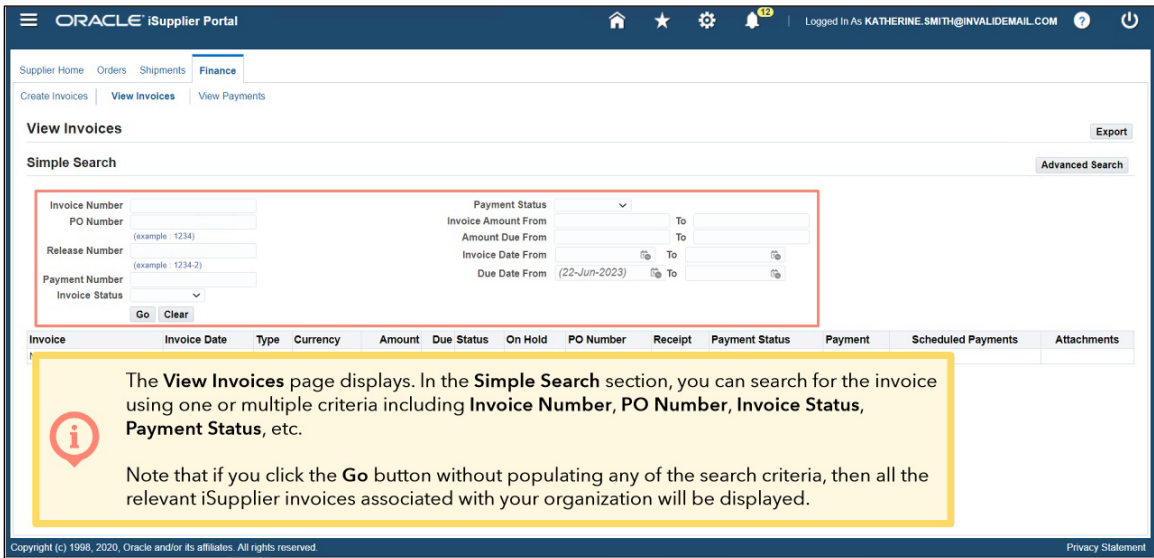


32. Click the **View Invoices** link to view the status of the invoice.

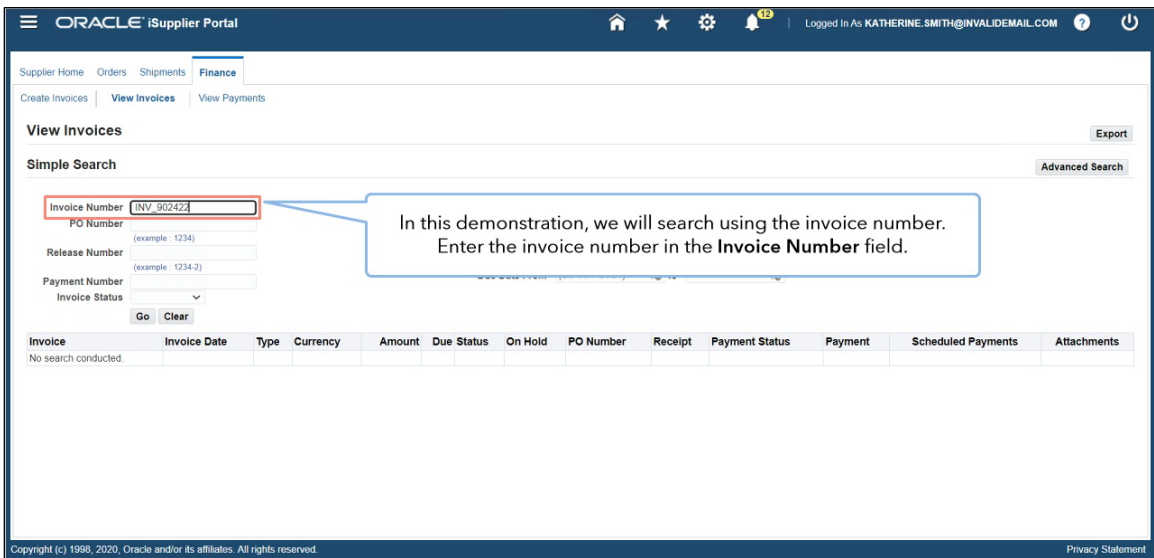


33.The **View Invoices** page displays. You can search for the invoice in the **Simple Search** section using one or multiple criteria including **Invoice Number, PO Number, Invoice Status, Payment Status**, etc.

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.



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



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

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**.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
INV_902422	22-Jun-2023	Standard	CAD	169.50	169.50 In-Process		233228		Not Paid			