



Submit a Non-PO Invoice

Version No: 2.0
Date: 05/21/2024

Overview

This document provides you the steps to create and submit a Non-PO Invoice.

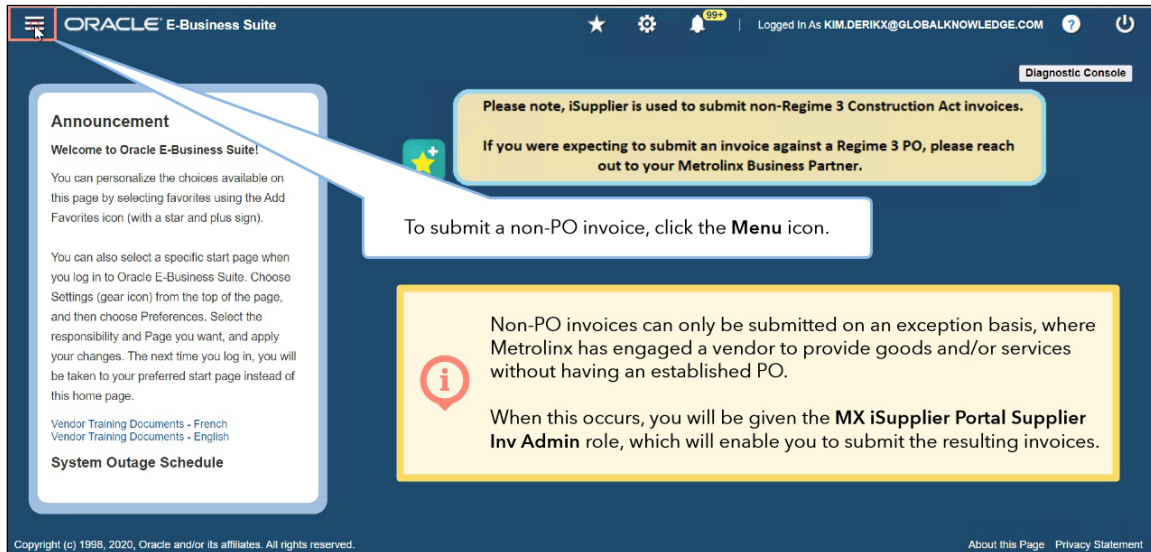
How to Submit a Non-PO Invoice

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

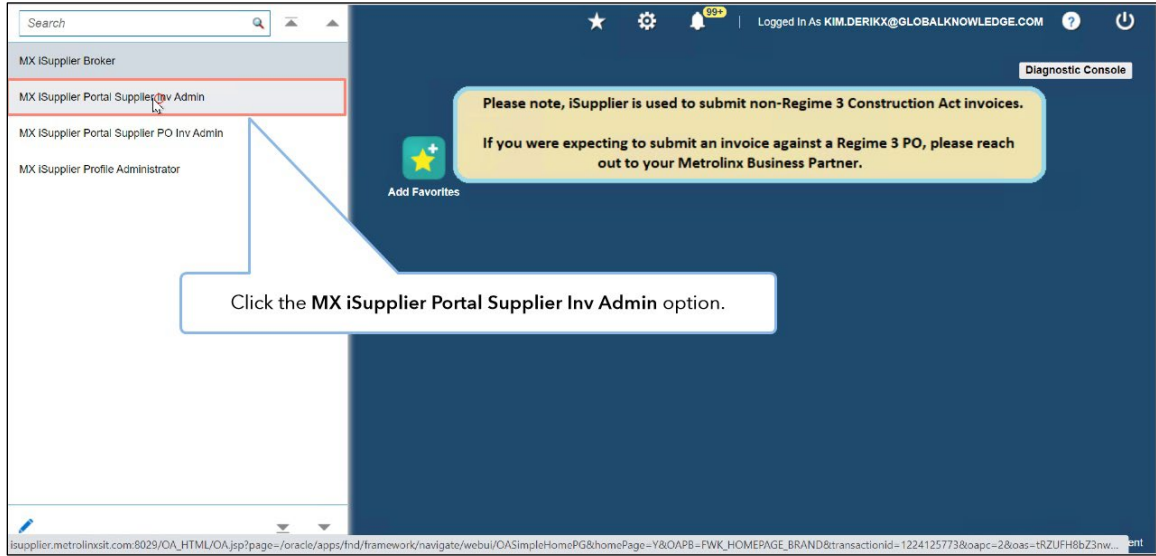
1. Click the **Menu** icon to submit a non-PO invoice.

Note:

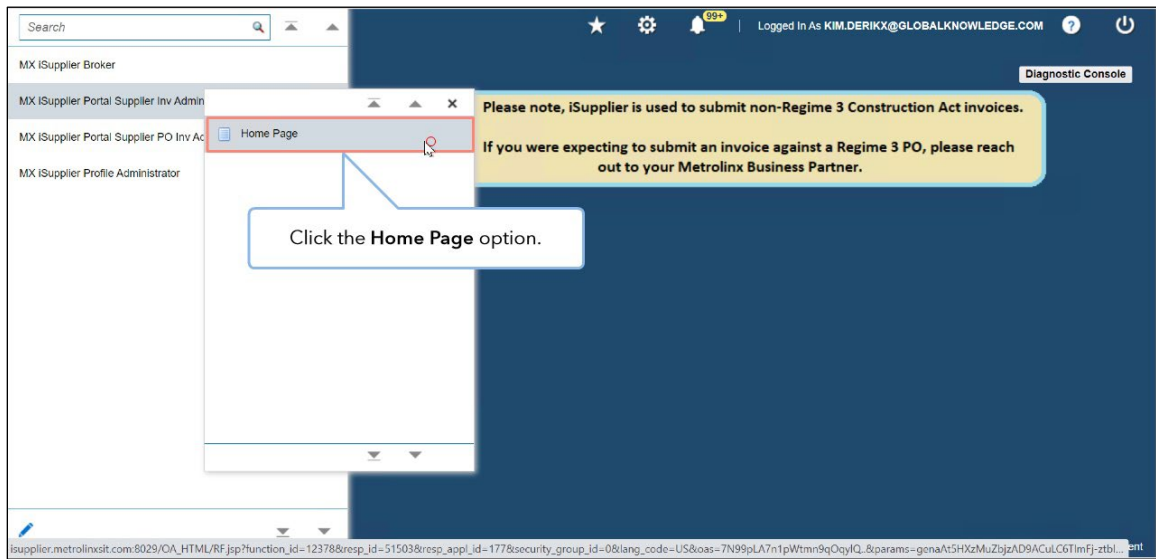
- Non-PO invoices can only be submitted on an exception basis, where Metrolinx has engaged a vendor to provide goods and/or services without having an established PO.
- When this occurs, you will be given the **MX iSupplier Portal Supplier Inv Admin** role, which will enable you to submit the resulting invoices.



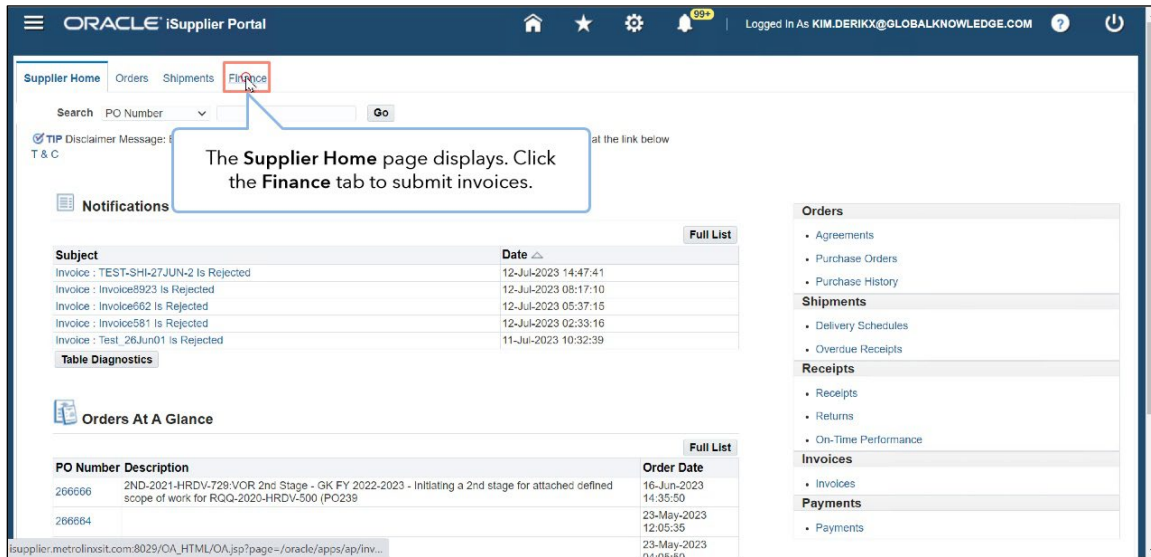
2. Click the **MX iSupplier Portal Supplier PO Inv Admin** option.



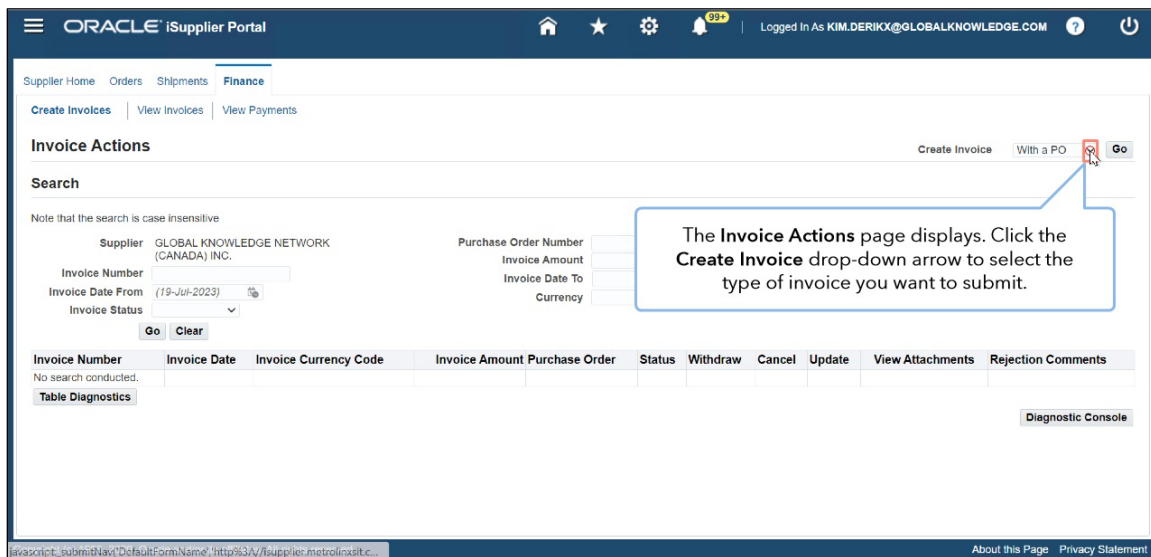
3. Click the **Home Page** option.



4. Click the **Finance** tab on the **Supplier Home** page to submit invoices.

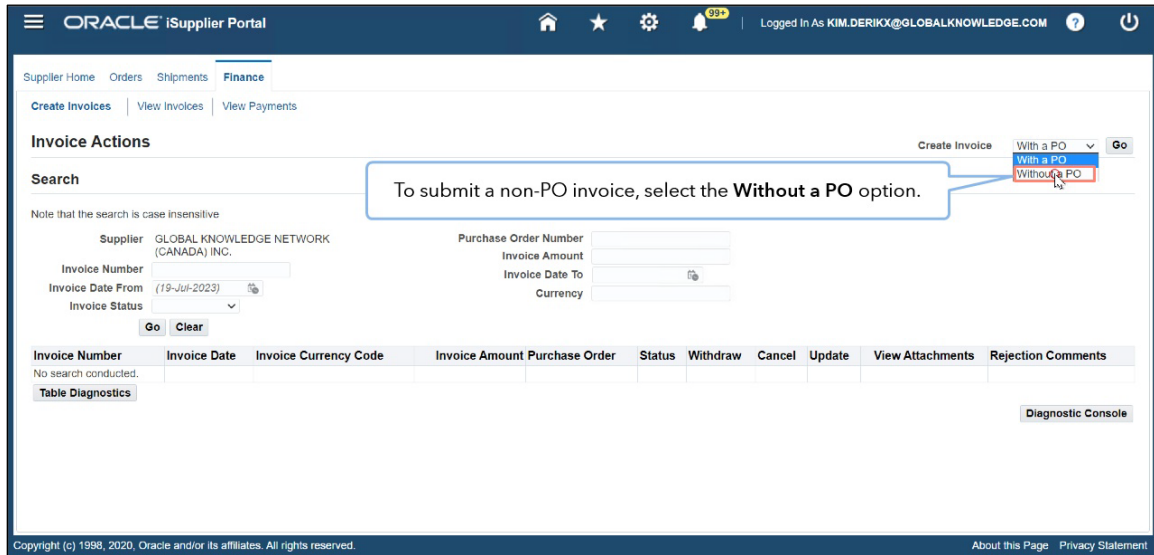


5. Click the **Create Invoice** drop-down arrow on the **Invoice Actions** page to select the type of invoice you want to submit.

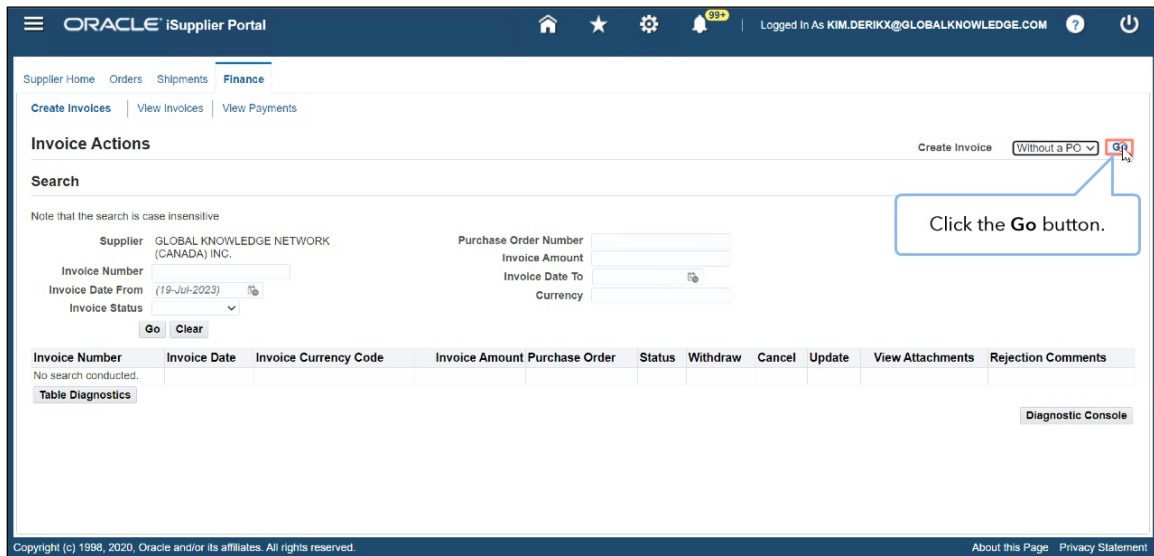


6. Select the **Without a PO** option to submit a non-PO invoice.

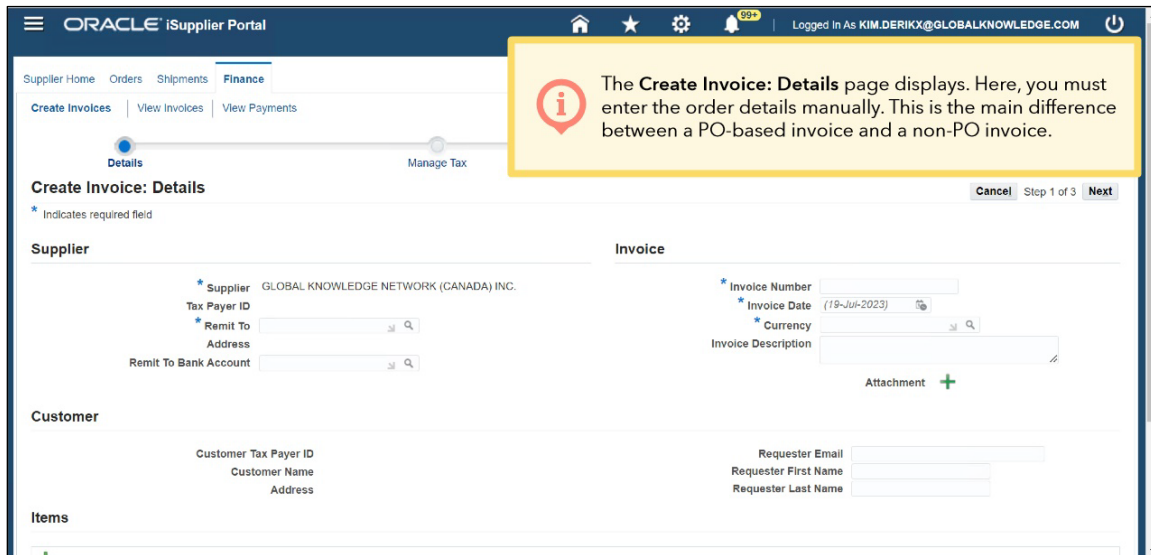
Note that you must submit an invoice only after delivering the goods and/or services to Metrolinx.



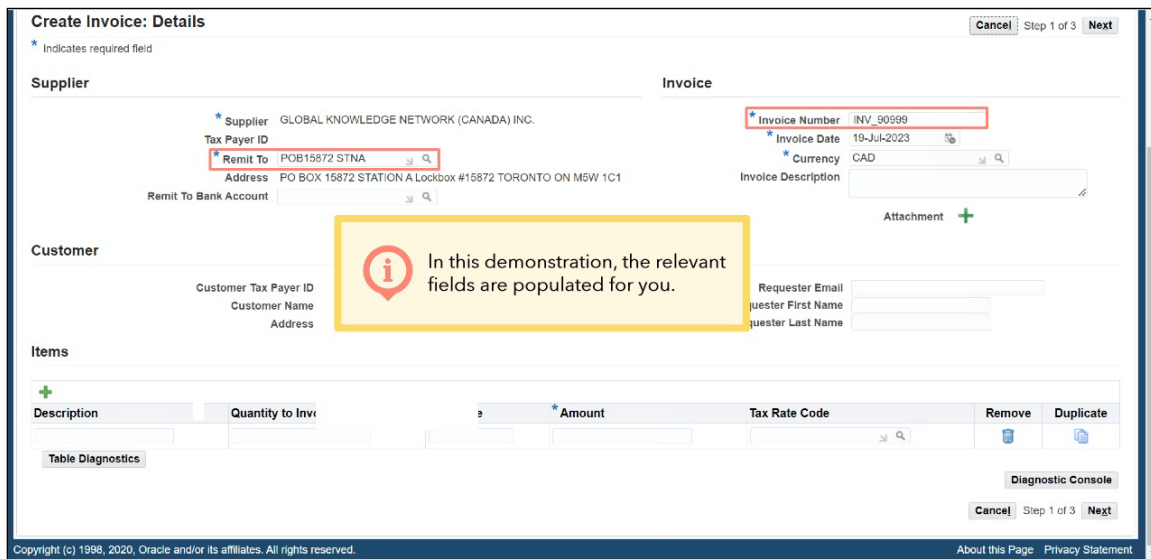
7. Click the **Go** button.



The **Create Invoice: Details** page displays. Here, you must enter the order details manually. This is the main difference between a PO-based invoice and a non-PO invoice.

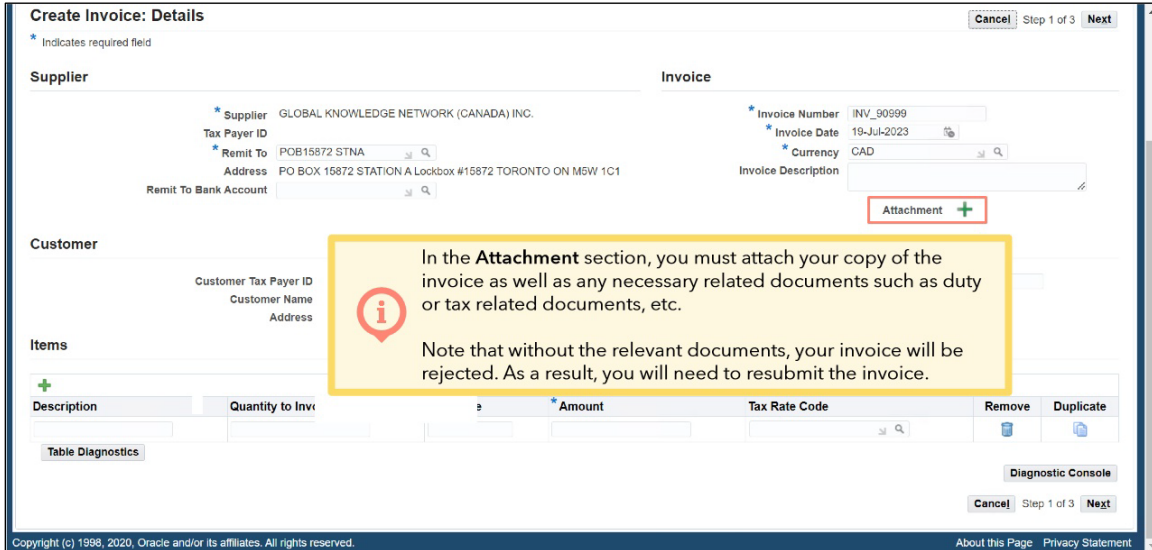


8. Enter the details in the **Remit To** and **Invoice Number** fields. In this demonstration, the relevant fields are populated for you.



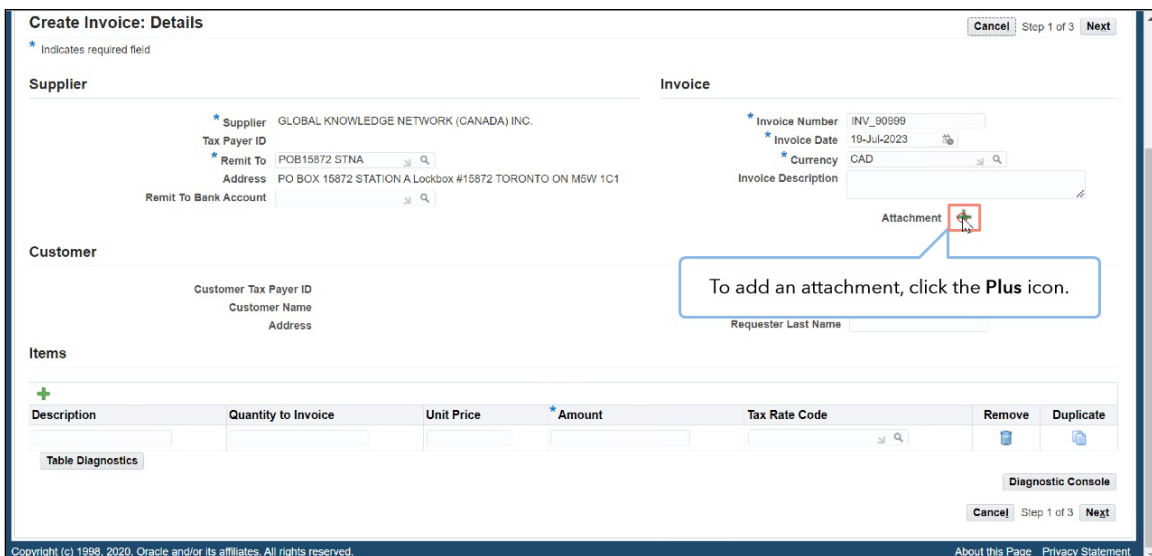
In the **Attachment** section, you must attach your copy of the invoice as well as any necessary related documents such as duty or tax related documents, etc.

Note: Your invoice will be rejected without the relevant documents. As a result, you will need to resubmit the invoice.

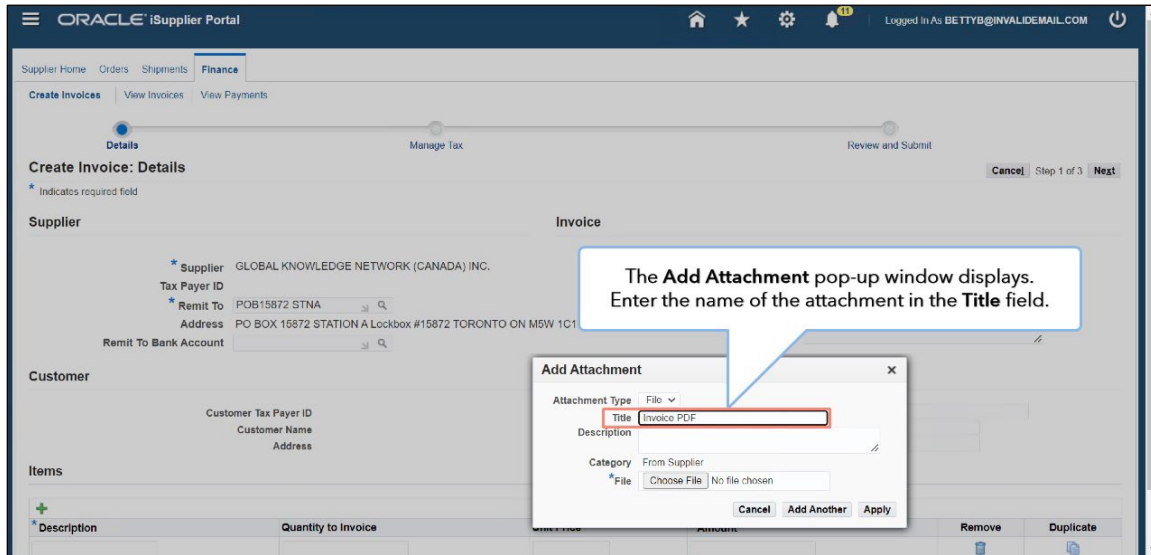


9. Click the **Plus** icon to add an attachment.

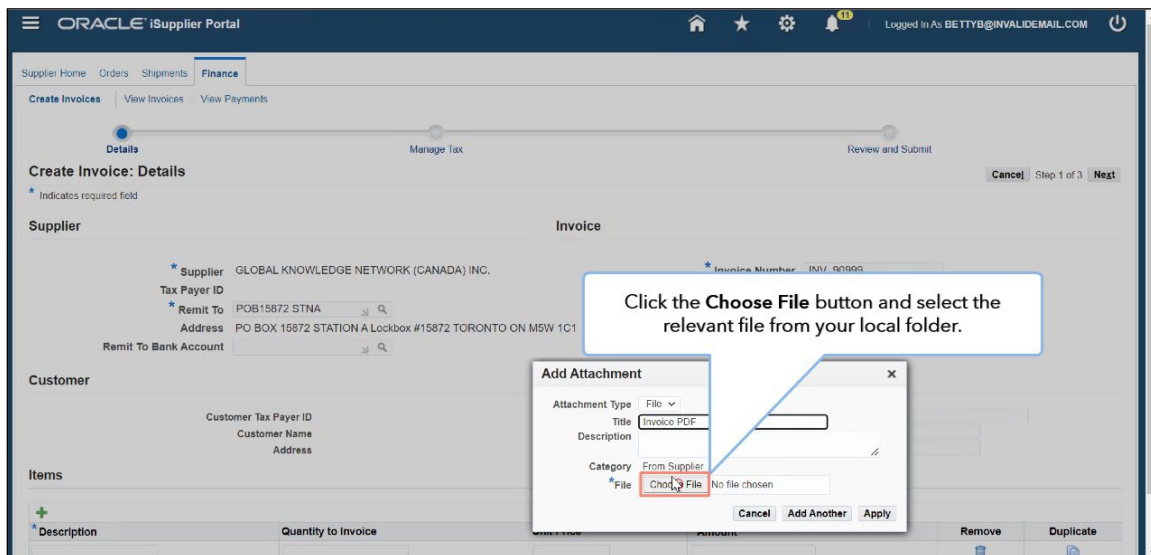
Ensure that only one invoice is submitted at a time. Combining invoice submissions can lead to cancellations and payment delays.



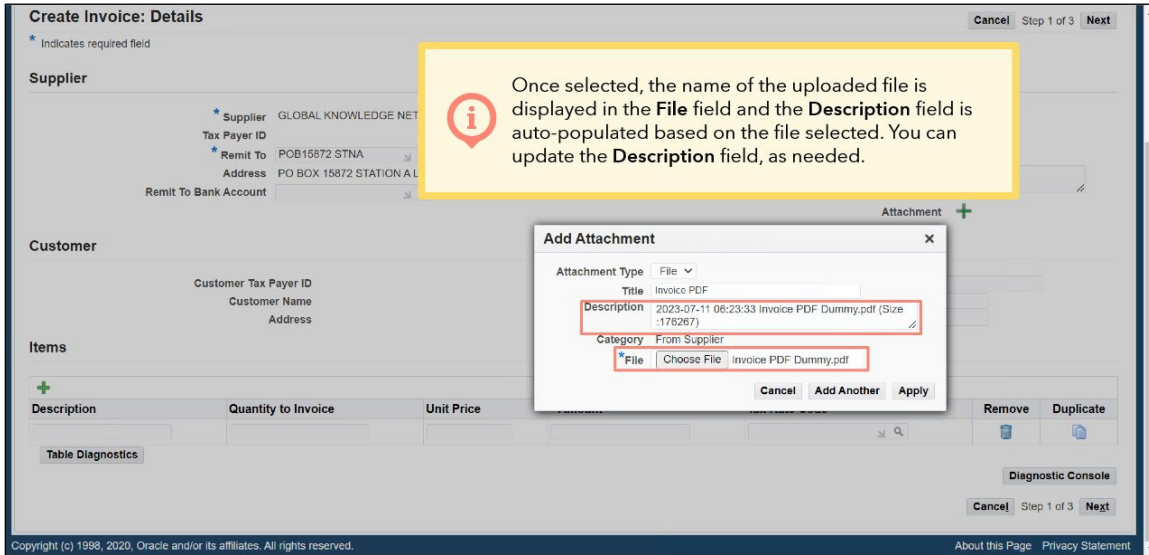
10. Enter the name of the attachment in the **Title** field once the **Add Attachment** pop-up window displays.



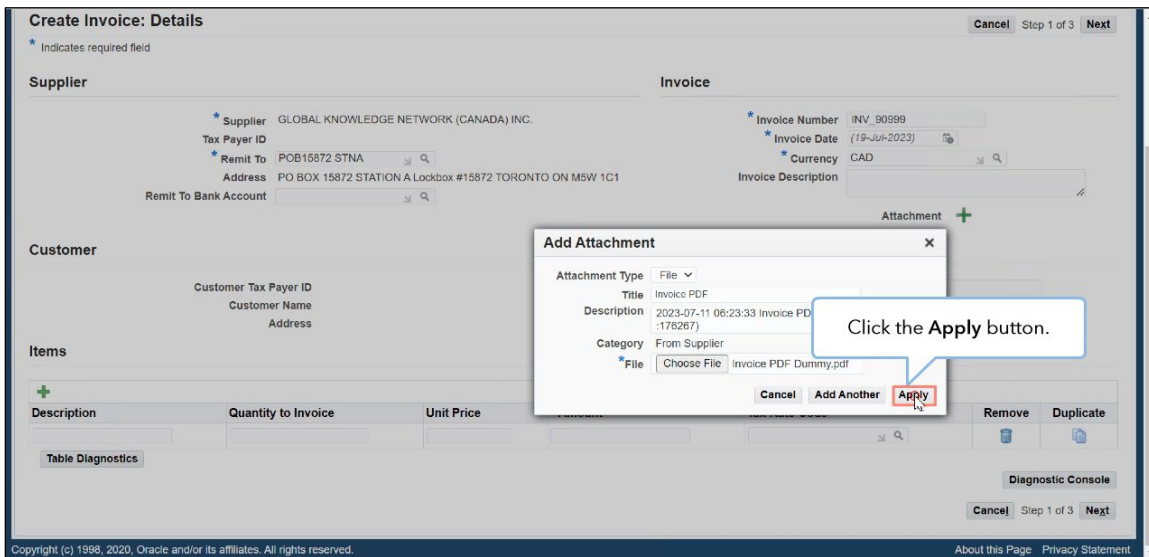
11. Click the **Choose File** button and select the relevant file from your local folder.



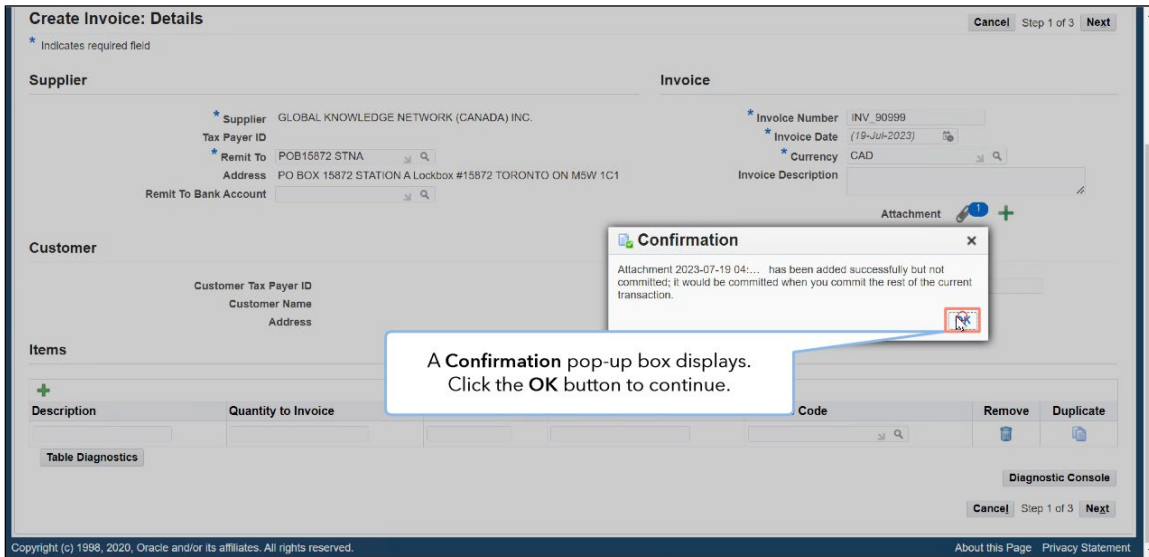
Note: Once selected, the name of the uploaded file is displayed in the **File** field and the **Description** field is auto populated based on the file selected. You can also update the **Description** field, as needed.



12. Click the **Apply** button.

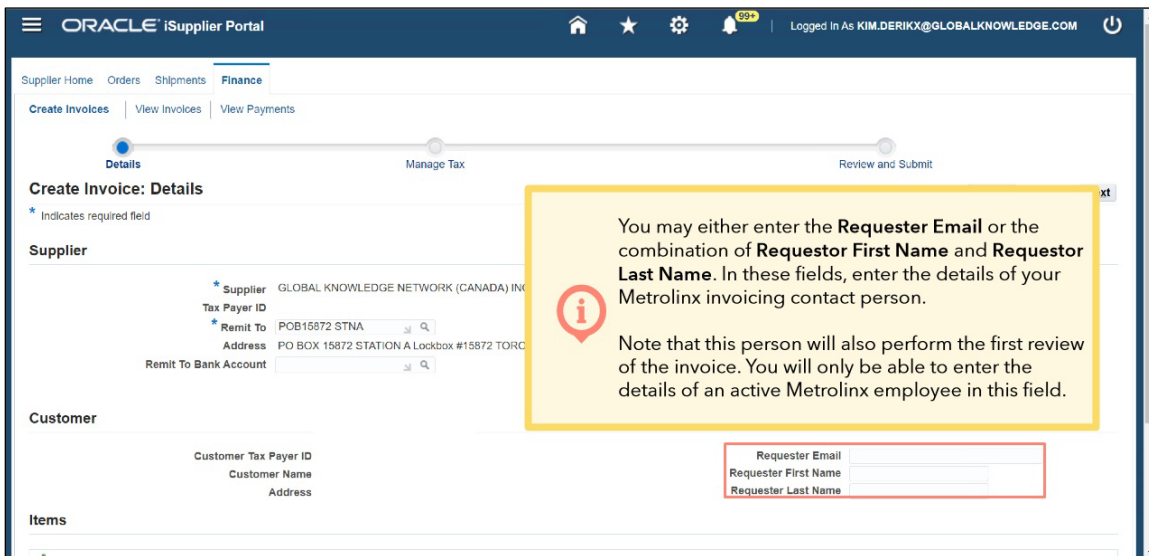


13. Click the **OK** button to continue once the **Confirmation** pop-up box displays.



14. Enter the details of your Metrolinx invoicing contact person. You may either enter the **Requester Email** or the combination of **Requestor First Name** and **Requestor Last Name**

Note: This contact person will also perform the first review of the invoice. You will only be able to enter the details of an active Metrolinx employee in this field.



15. Scroll down to view more details.

Create Invoice: Details Cancel Step 1 of 3 Next

* Indicates required field

Supplier **Invoice**

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID
 * Remit To POB15872 STNA
 Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account

* Invoice Number INV_90599

Attachment

Customer

Customer Tax Payer ID
 Customer Name
 Address

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
Table Diagnostics						

Diagnostic Console Cancel Step 1 of 3 Next

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16. Enter the details in the following fields in the **Items** section:

- Description
- Quantity to Invoice
- Unit Price
- Amount
- Tax Rate Code

Note: The **Description** and **Amount** fields are mandatory. You can update the **Quantity to Invoice** and **Unit Price** fields, if required.

Create Invoice: Details Cancel Step 1 of 3 Next

* Indicates required field

Supplier **Invoice**

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID
 * Remit To POB15872 STNA
 Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account

* Invoice Number INV_90599

Customer

Customer Tax Payer ID
 Customer Name
 Address

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

In the **Items** section, enter the details in the following fields:

- Description
- Quantity to Invoice
- Unit Price
- Amount
- Tax Rate Code

Note that the **Description** and **Amount** fields are mandatory. You can update the **Quantity to Invoice** and **Unit Price** fields, if required.

Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
Table Diagnostics						

Diagnostic Console Cancel Step 1 of 3 Next

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Note: The default **Tax Rate Code** is based on the Supplier Site. In this case, it is **APHST**. You need to click the magnifying glass icon to select the applicable tax rate code. In case, the supplier is not aware of the tax rate code or doesn't enter the code, default code will be selected.

Please ensure that the correct tax rate is applied.

Submitting an invoice with the wrong tax amount can lead to cancellations and payment delays.

Create Invoice: Details Cancel Step 1 of 3 Next

* Indicates required field

Supplier Invoice

In this demonstration, the relevant fields are populated for you.

Note that the default **Tax Rate Code** is based on the Supplier Site. In this case, it is **APHST**. You need to click the magnifying glass icon to select the applicable tax rate code. In case, the supplier is not aware of the tax rate code or doesn't enter the code, default code will be selected.

Customer

Customer Tax Payer ID
 Customer Name
 Address

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
15" LCD Monitors (Product)	10	65	650	APHST		

Search: Tax Rate Code Diagnostic Console

Cancel Step 1 of 3 Next

supplier.metrolinx.com:8029/OA_HTML/OA.jsp?page=/oracle/apps/ap/inv... About this Page Privacy Statement

17. Click the **Search** icon to select the **Tax Rate Code**.

Create Invoice: Details Cancel Step 1 of 3 Next

* Indicates required field

Supplier Invoice

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID
 * Remit To POB15872 STNA
 Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account

* Invoice Number INV_90999
 * Invoice Date 19-Jul-2023
 * Currency CAD
 Invoice Description

Customer

Customer Tax Payer ID
 Customer Name
 Address

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

Click the **Search** icon to select the **Tax Rate Code**.

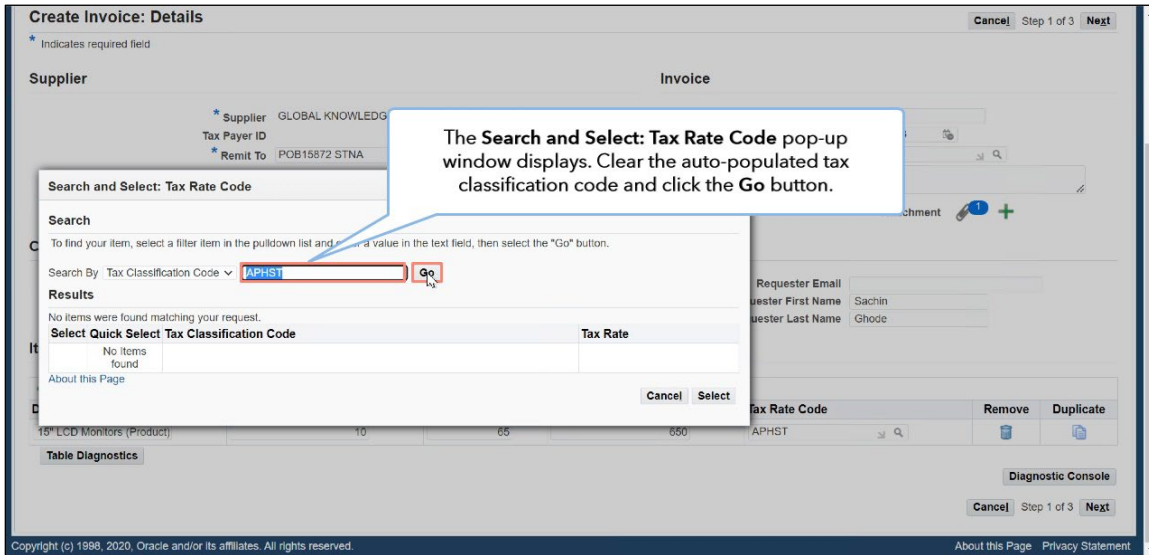
Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
15" LCD Monitors (Product)	10	65	650	APHST		

Search: Tax Rate Code Diagnostic Console

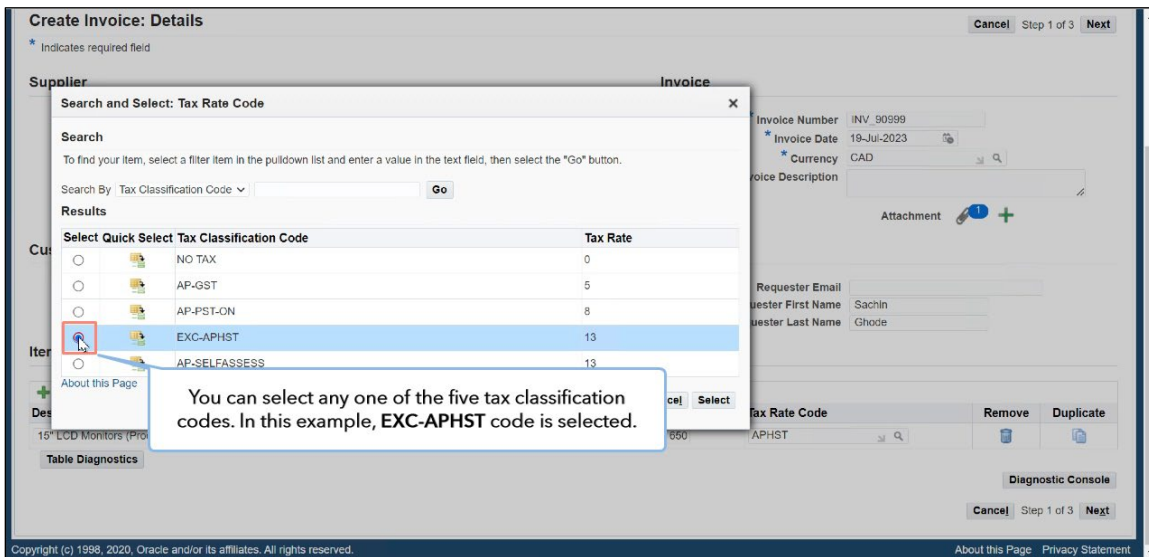
Cancel Step 1 of 3 Next

supplier.metrolinx.com:8029/OA_HTML/OA.jsp?page=/oracle/apps/ap/inv... About this Page Privacy Statement

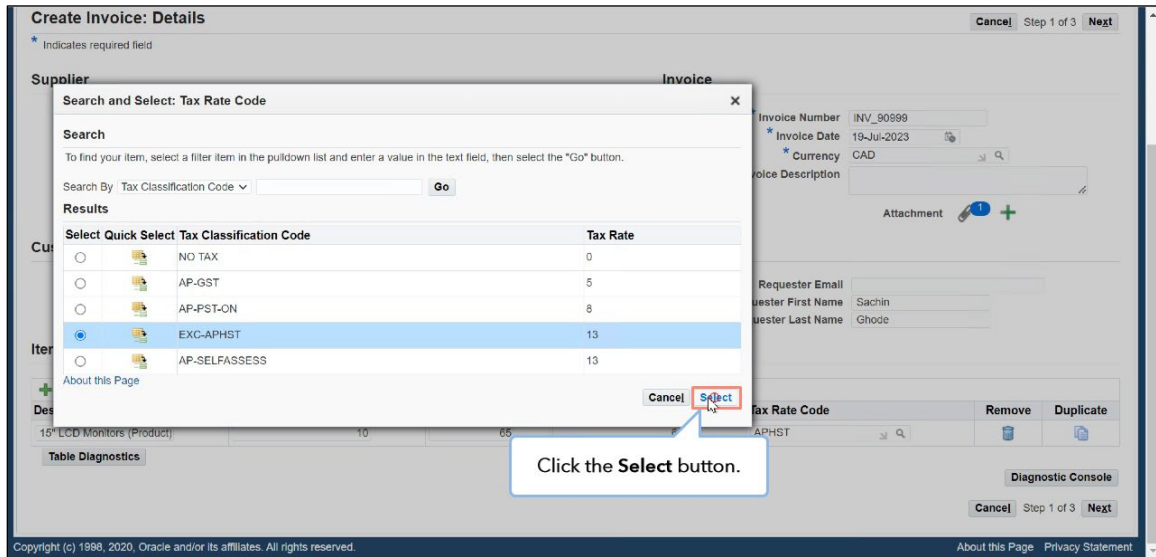
18. Once the **Search and Select: Tax Rate Code** pop-up window displays, clear the auto-populated tax classification code and click the **Go** button.



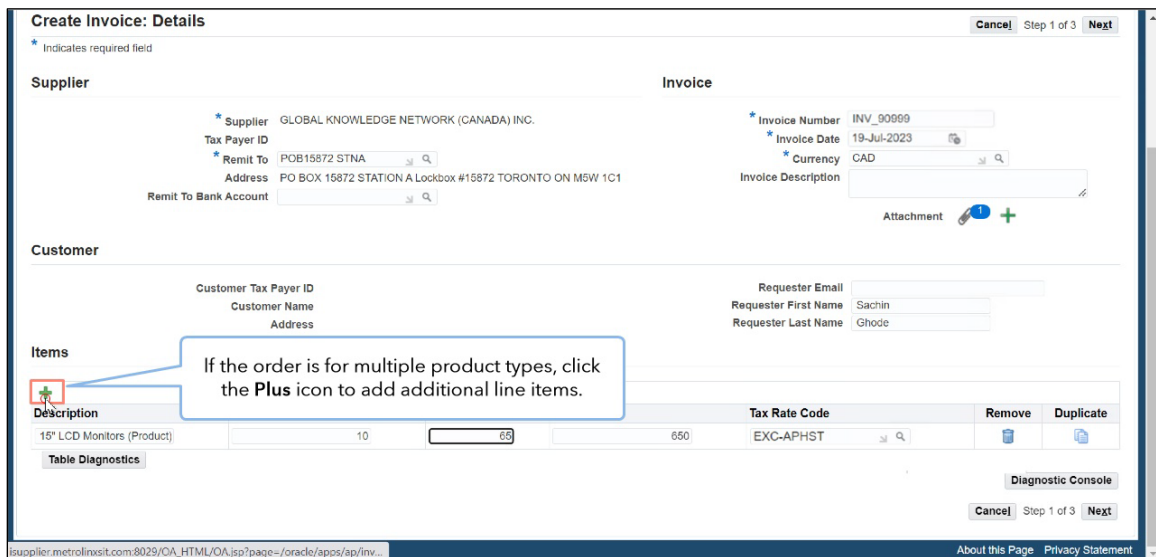
19. Select any one of the five tax classification codes. In this demonstration, **EXC-APHST** code is selected.



20. Click the **Select** button.



21. Click the **Plus** icon to add additional line items if the order is for multiple product types.



22. Once the second line appears, enter the relevant details. In this demonstration, the relevant fields are populated for you. You can follow the **steps 17-20** to change the default **Tax Rate Code**, if required.

Create Invoice: Details Cancel Step 1 of 3 Next

* Indicates required field

Supplier **Invoice**

Supplier: GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID:
 Remit To: POB15872 STNA
 Address: PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account:
 Invoice Number: INV_90599
 Invoice Date: 19-Jul-2023
 Currency: CAD
 Invoice Description:
 Attachment:

Customer

Requester Email:
 Requester First Name: Sachin
 Requester Last Name: Ghode

Items

Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
15" LCD Monitors (Product)	10	65	650	EXC-APHST		
Wireless Laser Printer	5	50	250	APHST		

Table Diagnostics Diagnostic Console

Cancel Step 1 of 3 Next

Note: For service-based non-PO invoices, you can enter the details in the **Description** and **Amount** columns only, as needed. The **Quantity to Invoice** and **Unit Price** columns are optional for service-based non-PO invoices.

Create Invoice: Details Cancel Step 1 of 3 Next

* Indicates required field

Supplier **Invoice**

Supplier: GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID:
 Remit To: POB15872 STNA
 Address: PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account:
 Invoice Number: INV_90599
 Invoice Date: 19-Jul-2023
 Currency: CAD
 Invoice Description:
 Attachment:

Customer

Requester Email:
 Requester First Name: Sachin
 Requester Last Name: Ghode

Items

Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
15" LCD Monitors (Product)	10	65	650	EXC-APHST		
Wireless Laser Printer	5	50	250	APHST		

Table Diagnostics Diagnostic Console

Cancel Step 1 of 3 Next

23. Click the **Next** button to continue once you have updated the details in the **Items** section.

Create Invoice: Details Cancel Step 1 of 3 **Next**

* Indicates required field

Supplier **Invoice**

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID
 * Remit To POB15872 STNA
 Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account

* Invoice Number INV_90999
 * Invoice Date 19-Jul-2023
 * Currency CAD
 Invoice Description
 Attachment

Customer

Customer Tax Payer ID
 Customer Name
 Address

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
15" LCD Monitors (Product)	10	65	650	EXC-APHST		
Wireless Laser Printer	5					

Table Diagnostics

Diagnostic Console

Cancel Step 1 of 3 **Next**

Once you have updated the details in the **Items** section, click the **Next** button to continue.

The **Create Invoice: Manage Tax** page displays. Here, you must review the tax details related to the non-PO invoice.

ORACLE iSupplier Portal Logged In As KIM.DERIKX@GLOBALKNOWLEDGE.COM

Supplier Home Orders Shipments **Finance**

Create Invoices View Invoices View Payments

Details Manage Tax

Create Invoice: Manage Tax Cancel Save Back Step 2 of 3 **Next** Submit

Supplier **Invoice**

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID
 * Remit To POB15872 STNA
 Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account XXXXXX2680

* Invoice Number INV_90999
 * Invoice Date 19-Jul-2023
 * 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 Sachin
 Requester Last Name Ghode

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status

The **Create Invoice: Manage Tax** page displays. Here, you must review the tax details related to the non-PO invoice.

24. Scroll down to view more details.

In the **Summary Tax Lines** section, review the tax information. If the value in the **Tax Amount** field is incorrect, further investigation will be required into the misalignment in tax rates. In such a situation, you will not be able to submit your non-PO invoice via iSupplier.

Note: Should this situation arise, please email your invoice along with any necessary supporting documents to payablesrequest@metrolinx.com and copy your Requester at Metrolinx.

25. Review the lines added in the invoice.

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

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	CA-HST	AP-GST	AP-GST	AP-GST	AP-GST	5	11.9	Active
2	CA-HST	EXC-APHST	EXC-APHST	EXC-APHST	EXC-APHST	13	84.5	Active

Table Diagnostics

Items

Description	Quantity to Invoice	Unit Price	Amount
15" LCD Monitors (Product)	10	65	650.00
Wireless Laser Printer	5	50	250.00

Table Diagnostics

Invoice Request Summary

Review the items added in the invoice.

Items	900.00
Tax	96.40
Recalculate Total Total (CAD)	996.40

Diagnostic Console

Return to Invoices

Cancel Save Back Step 2 of 3 **Next** Submit

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

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

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	CA-HST	AP-GST	AP-GST	AP-GST	AP-GST	5	11.9	Active
2	CA-HST	EXC-APHST	EXC-APHST	EXC-APHST	EXC-APHST	13	84.5	Active

Table Diagnostics

Items

Description	Quantity to Invoice	Unit Price	Amount
15" LCD Monitors (Product)	10	65	650.00
Wireless Laser Printer	5	50	250.00

Table Diagnostics

Invoice Request Summary

Click the **Next** button to continue.

Items	900.00
Tax	96.40
Recalculate Total Total (CAD)	996.40

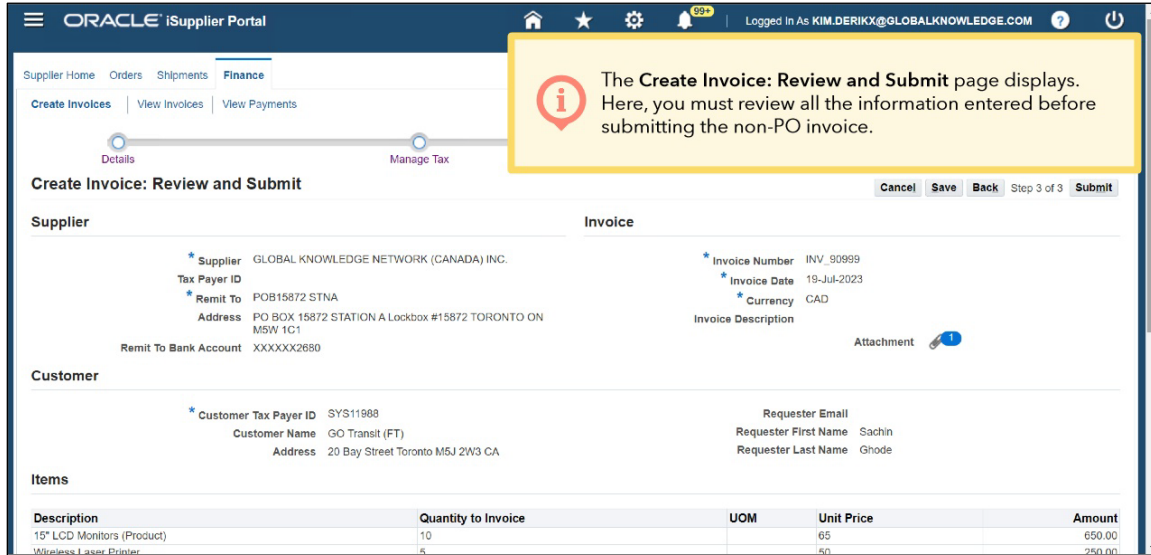
Diagnostic Console

Return to Invoices

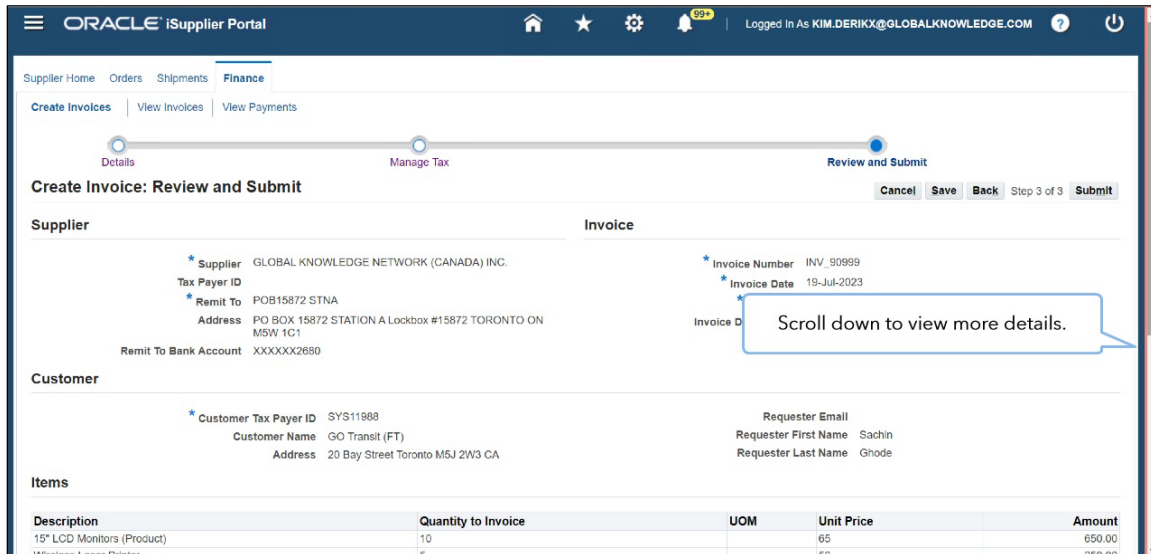
Cancel Save Back Step 2 of 3 **Next** Submit

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



27. Scroll down to view more details.



28. Click the **Submit** button once the review is complete.

Customer

* Customer Tax Payer ID SYS11968
 Customer Name GO Transit (FT)
 Address 20 Bay Street Toronto M5J 2W3 CA

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

Description	Quantity to Invoice	UOM	Unit Price	Amount
15" LCD Monitors (Product)	10		65	650.00
Wireless Laser Printer	5		50	250.00

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
CA-HST	AP-GST	AP-GST	AP-GST	AP-GST	5	11.9
CA-HST	EXC-APHST	EXC-APHST	EXC-APHST	EXC-APHST	13	84.5

Invoice Request Summary

900.00
96.40
984.50

Once the review is complete, click the **Submit** button.

Diagn... Console

Cancel Save Back Step 3 of 3 **Submit**

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

ORACLE iSupplier Portal

Supplier Home Orders Shipments **Finance**

Create Invoices View Invoices View Payments

Details Manage Tax **Review and Submit**

Confirmation

Invoice INV_90999 was submitted to our Accounts Payable department on 19-Jul-2023. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INV_90999 Printable Page Create Another

Supplier

* Supplier GLOE V_90999
 Tax Payer ID -JUL-2023
 * Remit To POB15872 STNA * Currency CAD
 Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1 Invoice Description Attachment
 Remit to Bank Account XXXXXX2680

Customer

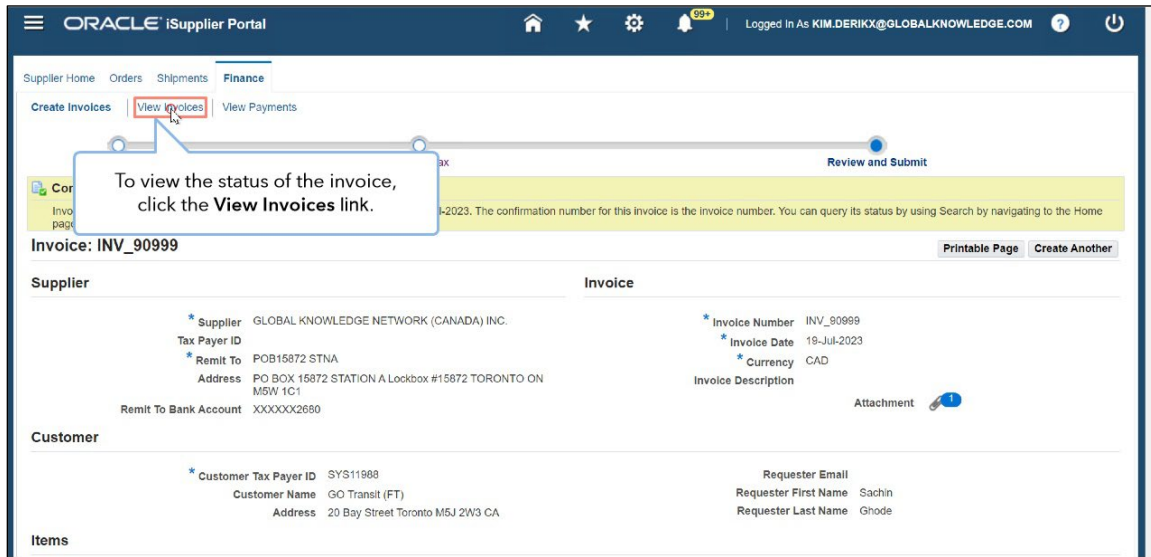
* Customer Tax Payer ID SYS11968
 Customer Name GO Transit (FT)
 Address 20 Bay Street Toronto M5J 2W3 CA

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

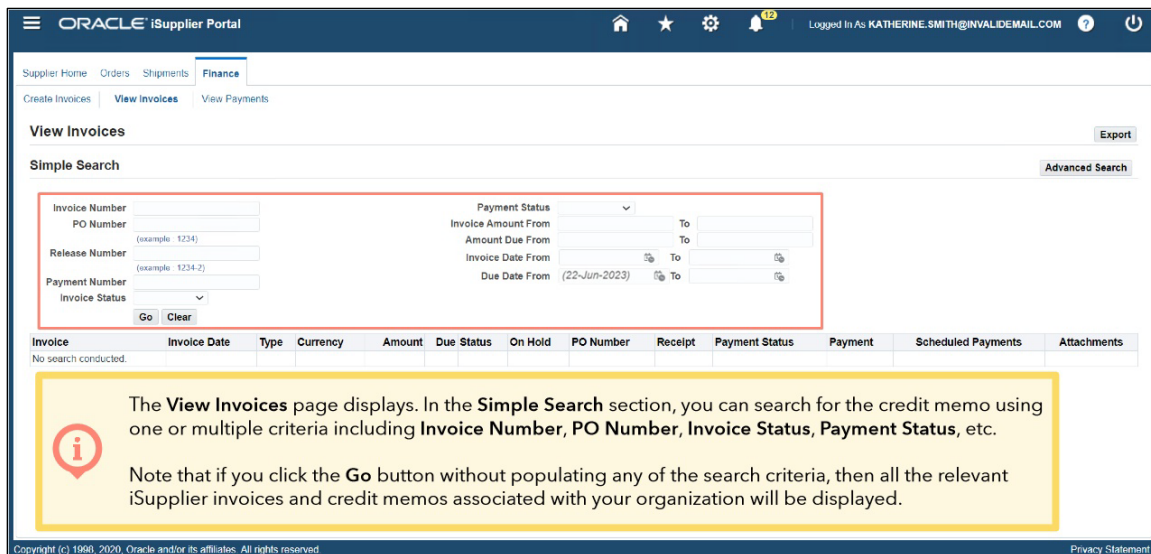
A message displays, confirming that the non-PO invoice has been submitted to Metrolinx.

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

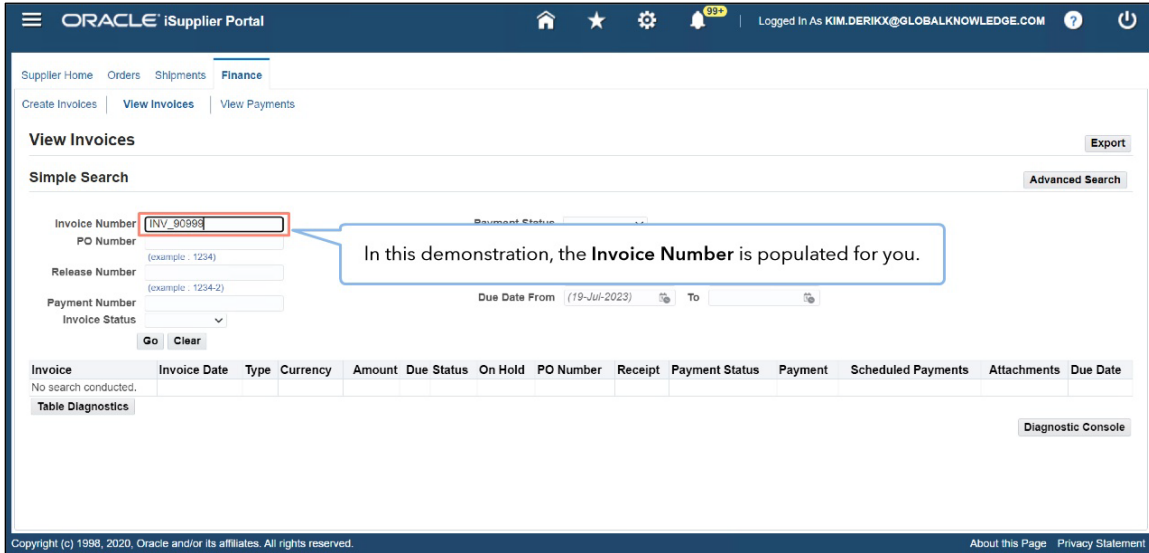


The **View Invoices** page displays. In the **Simple Search** section, you can search for the non-PO invoice using one or multiple criteria, such as **Invoice Number, Invoice Status, Payment Status**, etc.

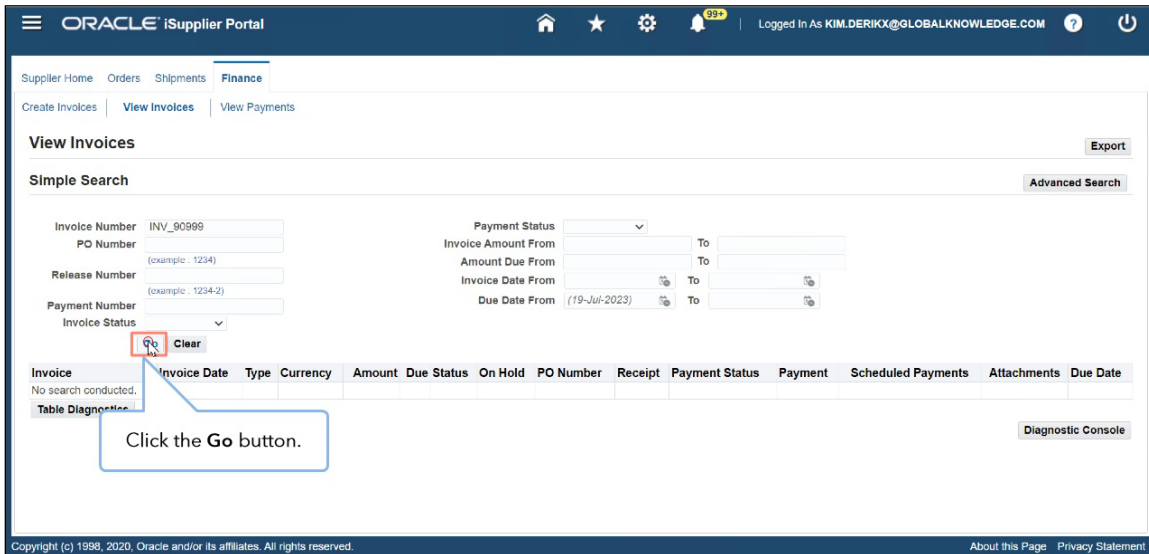
Note: If you click the **Go** button without populating any of the search criteria, all the relevant iSupplier invoices associated with your organization will be displayed.



30. Enter the invoice number in the **Invoice Number** field. In this demonstration, the **Invoice Number** field is populated for you.



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



The search result is displayed. Here, you can view the basic details of the non-PO invoice such as **Invoice Date**, **Status**, **Payment Status**, etc.

Note: The non-PO invoice submitted is in the Not Paid status.

The screenshot shows the Oracle iSupplier Portal interface. The user is logged in as KIM.DERIKX@GLOBALKNOWLEDGE.COM. The 'View Invoices' section is active, displaying a search result for invoice INV_90999. A yellow callout box highlights the search result details, stating: 'The search result is displayed. Here, you can view the basic details of the non-PO invoice such as Invoice Date, Status, Payment Status, etc. The non-PO invoice submitted is in the Not Paid status.'

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments	Due Date
INV_90999	19-Jul-2023	Standard Invoice Request	CAD	984.50	984.50	In-Process			Not Paid				