Submit a Non-PO Invoice

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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.

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		Diagnostic Console
	Announcement	Please note, iSupplier is used to submit non-Regime 3 Construction Act invoices.
	Welcome to Oracle E-Business Suite!	If you were expecting to submit an invoice against a Regime 3 PO, please reach out to your Metrolinx Business Partner.
	this page by selecting favorities using the Add Favorites icon (with a star and plus sign).	ubmit a non-PO invoice, click the Menu icon.
	You can also select a specific start page when you log in to Oracle E-Business Suite. Choose	
	Settings (gear icon) from the top of the page, and then choose Preferences. Select the responsibility and Page you want, and apply your changes. The next time you log in, you will be taken to your preferred start page instead of this home page.	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.
	Vendor Training Documents - French Vendor Training Documents - English	When this occurs, you will be given the MX iSupplier Portal Supplier Inv Admin role, which will enable you to submit the resulting invoices.
	System Outage Schedule	
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2. Click the MX iSupplier Portal Supplier PO Inv Admin option.



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



Submit a Non-PO Invoice

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

ORA	CLC iSupplier Portal	î	*	٥	4 ⁹⁹⁺	Logged In As KIM.DERIKX@GLOBALKNOWLEDGE.COM	?	ć
Search PC TIP Disclaimer C TIP Disclaimer	Orders Shipments Fiftice Number Message: The Supplier Home page displays. Of the Finance tab to submit invoices	Click s.	at t	ne link belo	v	Orders		
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Subject	T SHI 27 ILIN 2 is Delected 12		14.47.41			Purchase Orders		
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Invoice : Invo	lice662 is Rejected 12-3	11-2023	05:37:15			Shipments		
Invoice : Invo	pice581 Is Rejected 12-3	ul-2023	02:33:16			- Delivery Schedules		
Invoice : Test	26Jun01 Is Rejected 11-J	ul-2023	10:32:39			Delivery Schedules		
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266664				23-M 12:0	lay-2023 5:35	Payments		
the second second second	om:8029/0A_HTML/0A_icp?page_/oracle/apps/ap/ipv			23-M	lay-2023			

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

	∃ iSupplier Po	rtal	â	*	۵	4 ⁹⁹⁺	Logged	In As KIM.D	ERIKX@GLOBALKNOW	LEDGE.COM	?	ባ
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Create Involces VI	ew Involces View	Payments										
Invoice Actions									Create Invoi	ce With a l	°0 🗖	Go
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•	3o Clear											
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										Diagr	iostic Con	sole
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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.

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Supplier Home Orders	Shipments Fina	nce										
Create Invoices Vie	ew Involces View	Payments										
Invoice Actions									Create Invoi	ce With a P	0 v G	30
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Supplier	GLOBAL KNOWLE (CANADA) INC.	DGE NETWORK	Purchase Ord	ler Number								
Invoice Number			Invol	ice Date To		5è						
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Invoice Number	Invoice Date	Invoice Currency Co	de Invoice Amount	Purchase Orde	Status	Withdraw	Cancel	Update	View Attachments	Rejection Co	omments	
No search conducted.												
Table Diagnostics										Diagn	ostic Conso	le
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7. Click the **Go** button.

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Note that the search is c	ase insensitive									Click t	he Go b	utton.	
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Invoice Number	(0414204) 1140.		Invoice	Amount									
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Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount Pu	urchase O	rder	Status	Withdraw	Cancel	Update	View Attachments	Rejection C	omments	
No search conducted.													
Table Diagnostics													
											Diagr	ostic Con	sole
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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.

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Supplier Home Orders Shipments Finance Create Invoices View Invoices View Payments Details Manage Tax	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.
Create Invoice: Details	Cancel Step 1 of 3 Next
* Indicates required field Supplier	Invoice
* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC	* Invoice Number
* Remit To	* Currency
Address	Invoice Description
Remit To Bank Account	
Customer	Attachment 🕇
Customer Tax Payer ID	Requester Email
Customer Name	Requester First Name
Address	Lednestei Fost uguje
Items	
1	

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

Create Invoice: Deta	ils				ſ	Cancel Ste	p 1 of 3 Next
* Indicates required field							
Supplier			Invoi	ce			
	* Supplier GLOBAL KNOWLI Tax Payer ID * Remit To POB15872 STNA Address PO BOX 15872 ST	EDGE NETWORK (CANADA) ING	D. INTO ON M5W 1C1	* Invoice Number * Invoice Date * Currency Invoice Description	INV_90999 19-Jul-2023	Q.	
Remit T	o Bank Account	In this dem	onstration, the relev	vant	Attachment 🕂		h
ltems	Customer Tax Payer ID Customer Name Address		opulated for you.	Requester Email Juester First Name Juester Last Name			
+							
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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.

rr INV_90999 9 19-Jul-2023 5 y CAD 3 6 Attachment + r copy of the	<u>a</u> #
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Re	emove Duplicate
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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.

Create Invoice: D	etails					Cancel Ste	p1of3 Next
* Indicates required field							
Supplier				Invoice			
	* Supplier GLOBAL KNOWLER	DGE NETWORK (CANADA) II	NC.	* Invoice Number	INV_90999		
	Tax Payer ID			* Invoice Date	19-Jul-2023 🐞		
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17223	Address PO BOX 15872 STA	TION A Lockbox #15872 TOR	RONTO ON M5W 1C1	Invoice Description			,
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	Address			Requester Last Name			
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10. Enter the name of the attachment in the **Title** field once the **Add Attachment** popup window displays.

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Create Involces View Invoices View	Payments									
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Details	Manage Tax					Revie	w and Submit			
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* Indicates required field										
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* Supplier Tax Payer ID * Remit To Address Berrit To Back Account	GLOBAL KNOWLEDGE NETWORK (GANADA) INC. POB15872 STNA J Q. PO BOX 15872 STATION A Lockbox #15872 TORONTO	The Enter	Add A	ttach me of	ment the a	pop-up ittachm	o window nent in the	displays Title fie	s. eld.	
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11. Click the **Choose File** button and select the relevant file from your local folder.

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Details	Manage Tax				Review	and Submit		
reate Invoice: Details							Cancel	Step 1 of 3 N
Indicates required field								
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* Supplier	GLOBAL KNOWLEDGE NETWORK (CANADA) INC.	*	Invoice Nu	mber IN	00000			
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Tax Payer ID * Remit To Address Remit To Bank Account :Ustomer Cust	POB15872 STNA JQ Q PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 10 JQ Add Add omer Tax Payer ID Customer Name Address	Attachment achment Type Title Description Category File Cond PDF	Choose nt file	File to		and select cal folder.	t the	
Tax Payer ID * Remit To Address Remit To Bank Account :Ustomer cust	POB15872 STNA 2 Q PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 10 2 Q Add omer Tax Payer ID Customer Name Address	Attachment Attachment Title [Invice PDF Category From Suppler *File [Chod()) File 1	Choose nt file	File to from y	outton a your loo	and select cal folder.	t the	

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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.

Create Invoice: Det	ails						Cancel Ste	p1 of 3 Next
* Indicates required field								
Supplier				Once selected, the	name of the u	ploaded file is		
Pamil	* Supplier Tax Payer ID * Remit To Address	GLOBAL KNOWLEDGE N POB15872 STNA PO BOX 15872 STATION /		displayed in the Fil auto-populated bas update the Descrip	e field and the sed on the file tion field, as no	Description field selected. You can eeded.	l is n	1
Kemin	TO BANK ACCOUNT					Attachment	+	
Customer				Add Attachment		×		
	Customer Tax Pa Customer Ad	iyer ID Name Idress		Attachment Type File Title Invoic Description 2023 11762	 PDF 07-11 06:23:33 Invoice PI 267) Supplier 	DF Dummy.pdf (Size		
Items				*File Cho	oose File Invoice PDF Du	immy.pdf		
+					Cancel	Add Another Apply		
Description	Quantity	to Invoice	Unit Price				Remove	Duplicate
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Table Blaghobies							Diagr	ostic Console
							Cancel Ste	p 1 of 3 Ne <u>x</u> t

12.Click the **Apply** button.

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* Indicates required field							
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* s Tax f * F	Supplier GLOBAL KNOWLED Payer ID temit To POB15872 STNA	GE NETWORK (CANADA) I	NC.	* Invoice Number NV_90999 * Invoice Date (19-Jul-2023) @ * Currency CAD _ Q			
,	Address PO BOX 15872 STAT	TON A Lockbox #15872 TOF	ONTO ON M5W 1C1	Invoice Description			
Remit To Bank /	Account	⊴ Q			Attachment	+	
Customer			Add Attachmen	t	×		
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						Cancel Step	1 of 3 Next

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

Create Invoice: Details					Cancel Ste	1 of 3 Next
* Indicates required field						
Supplier			Invoice			
* Suj	pplier GLOBAL KNOWLEDG	E NETWORK (CANADA) INC.	* Invoice Number	INV_90999		
Tax Pay	yer ID		* Invoice Date	(19-Jul-2023) 📸		
* Ren	nit To POB15872 STNA	31 Q.	* Currency	CAD	N Q	
Add	dress PO BOX 15872 STATIO	ON A Lockbox #15872 TORONTO ON M5W 1C1	Invoice Description			
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items		A Confirmation pop-u	p box displays.		_	
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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.

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Suppler Home Orders Shipments Finance Create Involces View Involces View Payments Details Manage Tax	Review and Submit
* Indicates required field Supplier * Supplier * Supplier * Supplier * Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC Tax Payer ID * Remit To POB15872 STNA Q Address PO BOX 15872 STNA Locktox #15872 TORC Remit To Bank Account Q	You may either enter the Requester Email or the combination of Requestor First Name and Requestor Last Name . In these fields, enter the details of your Metrolinx invoicing contact person. Note that this 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.
Customer Tax Payer ID Customer Name Address Items	Requester Email Requester Last Name Requester Last Name

15.Scroll down to view more details.

Create Invoice: Deta	ails					Cancel Ste	p1 of 3 Next		
* Indicates required field									
Supplier				Invoice					
	* Supplier GLOBAL KNOWLED	GE NETWORK (CANADA) I	NC.	* Involce Number	INV_90999				
	Tax Payer ID								
	* Remit To POB15872 STNA	JI Q		Scroll down to view more details					
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Remit 1	To Bank Account	⇒ Q				100000	"		
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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.

ils in the following punt fields are antity to Invoice and	a a
Remo	e Duplicate
<u> 1</u> 4	4
21 Q	Remov

Page	11	of	23
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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.

						Cancel Step	1 of 3 Ne <u>x</u> t
Indicates required field							
Supplier			h	nvoice			
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lems							
+ Description	Quantity to Invoice	Unit Price	*Amount	Tax Rate Code		Remove	Duplicate
15" LCD Monitors (Product)	10	65		650 APHST	3 Q	1	0
Table Diagnostics					Search: Ta	ax Rate Code	netic Consola

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

Indicates required field							
Supplier			In	voice			
	* Supplier GLOBAL KNOWLEDO	E NETWORK (CANADA) IN	IC.	* Invoice Number	INV 00000		
Та	ax Payer ID			* Invoice Date 19-Jul-2023			
	* Remit To POB15872 STNA	N Q		* Currency CAD			
	Address PO BOX 15872 STAT	ON A Lockbox #15872 TOR	ONTO ON M5W 1C1	Invoice Description			
Remit To Bar	nk Account	⇒ Q					4
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Description	Quantity to Invoice	Unit Price	*Amount	Tax Rate Code		Remove	Duplicate
15" LCD Monitors (Product)	10	65	6	50 APHST	× 9.	1	G
Table Diagnostics					Search: Ta	v Rate Code	
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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.

Indicates required field							
upplier			Invoice				
	* Supplier GLOBAL KNOWLEDG Tax Payer ID * Remit To POB 15872 STNA	The Search a r window displ	nd Select: Tax Rate (avs. Clear the auto-r	Code pop-up		ه ی و	
Search and Select: Tax R	tate Code	classification	code and click the	Go button.			4
Search					chment	<i>6</i> ¹ +	
To find your item, select a filter	r item in the pulldown list and a value	in the text field, then select the "G	o" button.	-			
Search By Tax Classification (
Results				Requester Email			
No items were found matching	vour request			uester First Name	Sachin		
Select Quick Select Tax C	lassification Code		Tax Rate	acotor East Hume	Chicae		
No items							
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About this Page			Cancel Select	Tax Rate Code		Remove	Dunlicate
About this Page				ax mate sour		ricinore	Dupneute
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19. Select any one of the five tax classification codes. In this demonstration, **EXC**-**APHST** code is selected.

plier				Invoice				
Searc	h and Selec	t: Tax Rate Code		×	Invoice Number	INV 90999		
Searc	h				* Invoice Date	19-Jul-2023		
To find	your Item, sele	ct a fliter item in the pulldown list and enter a value in the te	ext fleid, then select the "Go" button.		* Currency	CAD 🚽 🤉		
Search	By Tax Class	ification Code V Go			voice Description			4
Result	ts					Attachment	<i>(</i> 1) +	
Select	t Quick Selec	t Tax Classification Code	Tax Rate					
0	-	NO TAX	0					
0	-	AP-GST	5		Requester Email			
0		AP-PST-ON	8		uester First Name	Sachin		
R	<u>up</u>	EXC-APHST	13		uester Last Name	Ghode		
0		AP-SELFASSESS	13	_				
About ti	this Page	You can select any one of the	five tax classification	ant Calant				
		codes In this example FXC -AP	HST code is selected	cei zelecr	Tax Rate Code		Remove	Duplicate
LCD Mo	initors (Proi	codes. In this example, Exc-Ai	inor code is selected.	650	APHST	⇒ Q	1	G
ble Diag	gnostics							
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20. Click the **Select** button.

Ipr	lier				Invo	bice				
P	Search	and Selec	t: Tax Rate Code			×	Invoice Number	INV 90999		
Ŀ	Search						* Invoice Date	19-Jul-2023		
Ľ	To find yo	iur item, sel	ect a filter item in the pulldown list and ente	er a value in the text field, then s	elect the "Go" button.		* Currency	CAD	si Q	
Ŀ	Search By	/ Tax Class	sification Code V	Go			voice Description			
	Results	Tax Oldo						Attachment	A	"
Ľ	Select C	uick Sele	ct Tax Classification Code		Tax Rate			Attachment	- T	
E.	0		NO TAX		0					
Ľ	0	-	AP-GST		5		Requester Email			
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es					Cancel	Select	Tax Rate Code		Remove	Duplicate
5" L	CD Monit	ors (Produc	it) 10	65	8		APHST	N Q	1	D
Tat	le Diagn	ostics			Click the Select b	utton				
					Click the Jelect D	utton.			Diagn	ostic Console
									Cancel Stor	1 of 3 Next

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

feate inforce. Details								Cancel Ste	p1 of 3 Ne <u>x</u>
Indicates required field									
Supplier					Invoice				
* Supp	lier GLOBAL KNOWLEDGE	NETWORK (CAN	ADA) INC.			* Invoice Number	INV_90999		
Tax Paye	ID					* Invoice Date	19-Jul-2023	6	
* Remi	To POB15872 STNA	⇒ Q				* Currency	CAD	⇒ Q	
Addr	ess PO BOX 15872 STATION	A Lockbox #158	72 TORONT	TO ON M5W 1C1		Invoice Description			
Remit To Bank Acco	unt	⊥ Q					Attachment	<i>6</i> ¹ +	h
Customer									
Customer	Tax Payer ID					Requester Email			
Cus	tomer Name					Requester First Name	Sachin		
	Address					Requester Last Name	Ghode		
tems If the	order is for multi	ple produ	ict type	es, click					
the	Plus icon to add	additiona	l line it	ems.					
Description						Tax Rate Code		Remove	Duplicate
15" LCD Monitors (Product)	10		65		650	EXC-APHST	⇒ Q	1	G
Table Diagnostics								Diagr Cancel Ste	p 1 of 3 Next

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.

							Cancel Ste	p1of3 Nex
Indicates required field								
Supplier				Invoice				
	* Supplier GLOBAL KNOWLEDGE	NETWORK (CANADA) INC.			* Invoice Number	INV_90999		
Та	ax Payer ID				* Invoice Date	19-Jul-2023 🐞		
	Remit To POB15872 STNA	⊥ Q			* Currency	CAD	A R	
	Address PO BOX 15872 STATION	A Lockbox #15872 TORON	TO ON M5W 1C1		Invoice Description			
Remit To Ban	nk Account	⊴ Q				Attachment	<i>6</i> 1 +	"
Cus	fields are provided fields are provided fields are provided for the default Tax	populated for ye same steps to c x Rate Code , if r	relevant ou. You can change the required.		Requester Email Requester First Name Requester Last Name	Sachin Ghode		
tems	6							
+								
+ Description	Quantity to Invoice	Unit Price	*Amount		Tax Rate Code		Remove	Duplicate
Description 15" LCD Monitors (Product)	Quantity to Invoice	Unit Price 65	* Amount	650	Tax Rate Code EXC-APHST	≥ Q	Remove	Duplicate
Description 15" LCD Monitors (Product) Wireless Laser Printer	Quantity to Invoice	Unit Price 65 50	*Amount	650 250	Tax Rate Code EXC-APHST APHST	2 9	Remove	Duplicate
Constant Street St	Quantity to Invoice	Unit Price 65 50	*Amount	650 250	Tax Rate Code EXC-APHST APHST	2 Q	Remove	Duplicate

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: Detail	s						Cancel Ste	p 1 of 3 Next
* Indicates required field								
Supplier					Invoice			
	* Supplier GLOB	AL KNOWLEDGE NET	WORK (CANADA) INC).	* Invoice Nur	nber INV_90999		
	Tax Payer ID				* Invoice	Date 19-Jul-2023	6	
	* Remit To POB1	5872 STNA 🔄	Q,		* Curre	ency CAD	si Q	
	Address PO BC	DX 15872 STATION A LO	ockbox #15872 TORO	NTO ON M5W 1C1	Invoice Descrip	otion		
tems	CUST	only, as columns	needed. The s are optiona	e Quantity to Ir Il for service-b	avoice and Unit Prie ased non-PO invoid	ce ode ces.		
Description	Quantity to Inv	voice	Unit Price	*Amount	Tax Rate Co	de	Remove	Duplicate
15" LCD Monitors (Product)		10	65		650 EXC-APHST	al Q		
Wireless Laser Printer		5	50		250 APHST	SI Q	1	0
Table Diagnostics							-	

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

Create Invoice: Details								Cancel Ste	p1of3 Nex
Indicates required field									
Supplier					Invoice				
	Supplier GLOBAL K	NOWLEDGE NETWO	ORK (CANAD	A) INC.		* Invoice Number	INV_90999		
Тал	Payer ID					* Invoice Date	19-Jul-2023 🚳		
*	Remit To POB15872	STNA N Q				* Currency	CAD	J Q	
	Address PO BOX 1	5872 STATION A Lock	dox #15872	TORONTO ON M5W 1C1		Invoice Description			
Remit To Bank	Account	⊴ Q							11
							Attachment	🔊 +	
Customer									
customer									
Cust	omer Tax Payer ID					Requester Email			
	Customer Name					Requester First Name	Sachin		
	Address					Requester Last Name	Ghode		
tems									
+									
Description	Quantity to Invoice	e U	nit Price	*Amount		Tax Rate Code		Remove	Duplicate
15" LCD Monitors (Product)		10		65	650	EXC-APHST	⇒ Q	1	G
		5		0				1	0
Wireless Laser Printer				Once you have	e updatec	d the details in t	the Items		
Wireless Laser Printer Table Diagnostics				,					
Wireless Laser Printer Table Diagnostics				section, clic	k the Nex	t button to cor	ntinue.	Diagn	ostic Consol

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

	★ 菜 ↓ ⁹⁹⁹ Logged in As KIM.DERIKX@GLOBALKNOWLEDGE.COM ?
Upplier Home Orders Shipments Finance Create Involces View Payments Details Manage Tax	The Create Invoice: Manage Tax page displays. Here, you must review the tax details related to the non-PO invoice.
Create Invoice: Manage Tax	Cancel Save Back Step 2 of 3 Next Submit
Supplier	Invoice
Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC. Tax Payer ID POB15872 STNA Address PO BOX 15872 STATION A Lockbox #15872 TORON MSW 101 Remit To Bank Account XXXXX2580	* Invoice Number INV_90999 * Invoice Date 19-Jul-2023 * Currency CAD ITO ON 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 Jurisc	diction Code Tax Rate Code Tax Rate Tax Amount Line Status

Submit a Non-PO Invoice

METROLINX

24. Scroll down to view more details.

ORACLE' iSu	pplier Portal	â	* 🌣	Logged in As KIM.DERIKX@GLOBALKNOWLEDGE.COM 🥱 🔱
Supplier Home Orders Shipm	ents Finance			
Create Invoices View Invol	ces View Payments			
0	•			0
Details	Manage Tax			Review and Submit
Create Invoice: Mana	age Tax			Cancel Save Back Step 2 of 3 Next Submit
Supplier			Invoice	
	* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA	A) INC.		* Invoice Number INV_90999
Та	x Payer ID			* Invoice Date 19-Jul-2023
	Remit To POB15872 STNA			* Currency CAD
	Address PO BOX 15872 STATION A Lockbox #15872 T	ORONTO ON		Invoice Description
Remit To Ban	k Account XXXXX2680			Attachment 🎸
Customer				
	* Customer Tax Paver ID SYS11988			Scroll down to view more details.
	Customer Name GO Transit (FT)			R
	Address 20 Bay Street Toronto M5J 2W	3 CA		Requester Last Name Ghode
Summary Tax Lines				
Calculate				
Summary Tax Line Number	Tax Regime Code Tax Tax Status Code Tax	Jurisdiction Co	de Tax Rate Code	e Tax Rate Tax Amount Line Status

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 <u>payablesrequest@metrolinx.com</u> and copy your Requester at Metrolinx.

* Cust	tomer Tax Payer ID	SYS11988					Requester Email				
	Customer Name	GO Transit (FT)				Requ	ester First Name	Sachin			
	Address	20 Bay Street Toronto	M5J 2W3 CA			Requ	ester Last Name	Ghode			
ummary Tax Lines											
Calculate											
mmary Tax Line Number Tax Re	egime Code Tax	Tax Status Co	de Tax Jurisdiction	Code Tax Rate Cod	le Tax Ra	te Tax Amo	unt Line Status				
CA-HS	T EXC-AJ	PHST EXC-APHST	EXC-APHST	EXC-APHST	13	84.5	Active				
CA-HS	T AP-GS	T AP-GST	AP-GST	AP-GST	5	11.9	Active				
In the Sum r	mary Tax Lin	es section, r	eview the tax	information	. lf the	e value	in the Tax	Amount	field		Amour 650.0
(i) In the Sumr is incorrect, situation, yc Should this documents	mary Tax Lin , further inve ou will not b situation ari to <u>payables</u>	nes section, ru estigation wil e able to sub ise, please en srequest@me	eview the tax I be required omit your nor mail your inve etrolinx.com	information into the mis n-PO invoice pice along w and copy yo	. If the salign via iS vith an our Re	e value ment in Supplier ny neces quester	in the Tax , tax rates. ssary supp ^r at Metroli	Amount n such a orting nx.	field a	Items	Amour 650.0 250.0
In the Sum is incorrect, situation, yc Should this documents	mary Tax Lin , further inve ou will not b situation ari to <u>payables</u>	nes section, ru estigation wil e able to sub ise, please en srequest@mo	eview the tax I be required omit your nor mail your invo <u>etrolinx.com</u>	information into the mis -PO invoice pice along w and copy yc	. If the salign via iS vith an our Re	e value ment in Supplier ny neces quester	in the Tax , tax rates. ssary supp at Metroli	Amount n such a orting nx.	field 1	Items	Amour 650.0 250.0 900.00 96.40
(i) In the Sumr is incorrect, situation, yc Should this documents	mary Tax Lin , further inve ou will not b situation ari to <u>payables</u>	nes section, re estigation wil e able to sub ise, please er srequest@mo	eview the tax I be required omit your nor mail your inve etrolinx.com	information into the mis I-PO invoice Dice along w and copy yc	. If the salign via iS vith an our Re	e value ment in Supplier ny neces quester	in the Tax A tax rates. ssary supp at Metroli	Amount n such a orting nx. Recalculate	field	Items Tax Tal (CAD)	Amour 650.0 250.0 900.00 96.40 984.50
(i) In the Sumr is incorrect, situation, yc Should this documents	mary Tax Lin , further inve ou will not b situation ari to <u>payables</u>	nes section, ra estigation wil e able to sub ise, please er srequest@ma	eview the tax I be required omit your nor mail your inve etrolinx.com	information into the mis I-PO invoice Dice along w and copy yo	. If the salign via iS vith an our Re	e value ment in Supplier ny nece: quester	in the Tax A tax rates. ssary supp at Metroli	Amount n such a orting nx. Recalculate	field	Items Tax al (CAD) Diag	Amour 650.0 250.0 900.00 96.40 984.50 nostic Console
(i) h the Sumr is incorrect, situation, yc Should this documents	mary Tax Lin , further inve ou will not b situation ari to <u>payables</u>	es section, re estigation wil e able to sub ise, please er srequest@mo	eview the tax I be required omit your nor mail your inve etrolinx.com	information into the mis I-PO invoice Dice along w and copy yo	. If the salign via iS vith an our Re	e value ment in iupplier y nece quester	in the Tax A tax rates. I ssary supp at Metroli	Amount n such a orting nx. Recalculate	field Total Total Back S	Items Tax ial (CAD) Diag	Amour 650.0 250.0 900.00 96.40 984.50 nostic Console Next Submit

25. Review the lines added in the invoice.

	* Customer Tax Pay	ver ID SYS	11988				Rec	uester Email						
	Customer	Name GO	Transit (FT)				Request	er First Name	Sachin					
	Ad	drage 20 B	av Street Toronto M5	121//3 CA			Request	er Last Name	Ghode					
	Au	uless 20 D	ay street foronto wa	5 2105 GA			requour		Gridde					
ummary Tax Lines														
Calculate														
ummary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status						
	CA-HST	AP-GST	AP-GST	AP-GST	AP-GST	5	11.9	Active						
	CA-HST	EXC-APHST	EXC-APHST	EXC-APHST	EXC-APHST	13	84.5	Active						
Table Diagnostics														
ems														
				Overtity to Invoice				Unit Drive						A
escription				Quantity to invoice				Unit Price						Amou
S LCD Monitors (Product)				5				65						050.0
Ireless Laser Printer				0				50						250.0
voice Request Summ	iary		Review	v the items add	ded in the	invoid	ce.					Items		900.00
												Tur		00.40
									Recal	iculate 1	Total	Total (CAD)		984.50
									Recal	iculate 1	Total	Total (CAD)	iagnosti	984.50 c Consol
tum to Involces								Ca	Recal	lculate 1 Save	Fotal Back	Total (CAD)	iagnosti	984.50 c Console Submi

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

	* Customer Tax Pay	er ID SYS	11988				Req	uester Email		
	Customer I	ame GOT	ransit (FT)				Requeste	r First Name	Sachin	
	Ad	iress 20 Ba	ay Street Toronto M5	J 2W3 CA			Requeste	er Last Name	Ghode	
Summary Tax Lines										
Calculate										
Summary Tax Line Number	Tax Regime Code	Тах	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										
tems										
Description				Quantity to Invoice				Unit Price		Amount
5" LCD Monitors (Product)				10				65		650.00
Wireless Laser Printer				5				50		250.00
nvoice Request Sumn	nary						С	lick the I	Next button to conti	nue.
										00
										96.40
									Recalculate Total Total (CAL	984.50
									Dia	s tic Console
Return to Invoices								Ca	ncel Save Back Step 2 of 3	Next Submit

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

	Â	★ ‡ ♠ ***	Logged In	AS KIM.DERIKX@GLOBA	LKNOWL	EDGE.COM	ა ი
Supplier Home Orders Shipments Finance Create Invoices View Invoices View Payments Details Manage Tax	Ģ	The Create In Here, you mus submitting the	voice: Re st review e non-PC	eview and Subr all the informa) invoice.	mit pa tion e	ge disp ntered k	lays. Defore
Create Invoice: Review and Submit				Cancel	Save E	Back Step 3	of 3 Submit
Supplier		Invoice					
* Supplier GLOBAL KNOWLEDGE NETWORK (CANA Tax Payer ID * Remit To POB15872 STNA Address PO BOX 15872 STATION A Lockbox #1587 MSW 101 Remit To Benk Account XXXXX2660	.DA) INC. 2 TORONTO ON	* In Invoi	voice Number [*] Invoice Date [*] Currency ce Description	INV_90999 19-Jul-2023 CAD Attachment	61		
Customer Customer Tax Payer ID SYS11988 Customer Name GO Transit (FT) Address 20 Bay Street Toronto M5J 2 Items	2W3 CA		Reque Requester F Requester I	ster Emall First Name Sachin .ast Name Ghode			
Description Quantity	y to Invoice		UOM	Unit Price			Amount
15" LCD Monitors (Product) 10				65			650.00
Wireless Laser Printer 5				50			250.00

27.Scroll down to view more details.

	r Portal	ì *	ф 🌔	Logged Ir	AS KIM.DERIKX@GLOBALKNOWLEDGE.COM	1 ?	ባ
Supplier Home Orders Shipments	Finance						
Create Invoices View Invoices	View Payments						
Details	Manage Tax				Review and Submit		
Create Invoice: Review a	nd Submit				Cancel Save Back Ste	p3of3 Su	bmit
Supplier		Invoi	ce				
* Supp	lier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.		*	Invoice Numbe	INV_90999		
Tax Paye	r ID			* Invoice Date	19-Jul-2023		
* Remi	t To POB15872 STNA			*			
Add	ress PO BOX 15872 STATION A Lockbox #15872 TORONTO O M5W 1C1	N	Inv	oice D Se	croll down to view more de	tails.	L
Remit To Bank Acco	ount XXXXX2680						
Customer							
* Cust	comer Tax Payer ID SYS11988			Requ	ester Email		
	Customer Name GO Transit (FT)			Requester	First Name Sachin		
	Address 20 Bay Street Toronto M5J 2W3 CA			Requester	Last Name Ghode		
Items							
Description	Quantity to Invoice			UOM	Unit Price	Am	ount
15" LCD Monitors (Product)	10				65	6	50.00
Wireless Laser Printer	5				50	2	50.00

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

Customer						
	* Customer Tax Paver ID	SYS11988		Reque	ester Email	
	Customer Name	GO Transit (FT)		Requester	First Name Sachin	
	Address	20 Bay Street Toronto M5J 2V	V3 CA	Requester	Last Name Ghode	
tems						
Description		Quantity	to Invoice	UOM	Unit Price	Amoun
15" LCD Monitors (Product)		10			65	650.0
Wireless Laser Printer		5			50	250.0
Table Diagnostics						
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-APH	ST 13	84.5
Table Diagnostics						
Involce Request Sum	mary					
	-					
						900.00
			Once the revie	w is complete	e click the Submit	button 96.40
				W is complete	e, chek the Submit	984 50
						Diago Canada
						Diagina Console
					Cancel Save	Back Step 3 of 3 Submit

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

	1	î *	٥	99♥ Logged In A	S KIM.DERIKX@GLOBA	LKNOWLEDGE.COM	ა ე
Supplier Home Orders Shipments Finance	e						
Create Invoices View Invoices View Pa	ayments						
Details	Manage Tax				Review and Submi	t	
Confirmation Invoice INV_90999 was submitted to our Ac page.	counts Payable department on 19-Jul-2023. The con	ifirmation number	for this invoi	ce is the invoice number. You c	an query its status by us	ing Search by navigat	ng to the Home
Invoice: INV_90999						Printable Page	Create Another
Supplier	(i) A message disp	lays, confi	rming	that the non-PO			
* Supplier G Tax Paver ID	invoice has beer	n submitte	ed to N	letrolinx.	V_90999		
* Remit To P	OB15872 STNA			* Currency	CAD		
Address P	O BOX 15872 STATION A Lockbox #15872 TORONT 15W 1C1	TO ON		Invoice Description		-	
Remit To Bank Account X	XXXXX2680				Attachment	6	
Customer							
* Customer Ta	ax Payer ID SYS11988			Request	ter Email		
Custo	omer Name GO Transit (FT)			Requester Fin	st Name Sachin		
	Address 20 Bay Street Toronto M5J 2W3 CA			Requester La	st Name Ghode		
Items							

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

	Â	* 🌣	99+ Logged in As KIM.DERIKX@GLOBALKNOV	VLEDGE.COM 🧿 😃
Supplier Home Orders Shipments Finance				
Create Invoices View Invoices View Payments				
the second secon	0			
	ах		Review and Submit	
To view the status of the	invoice,			
click the View Invoice	s link.	number for this invo	ice is the invoice number. You can query its status by using Sear	rch by navigating to the Home
page INV/ 00000				, , ,
Invoice: INV_90999			Prin	ntable Page Create Another
Supplier		Invoice		
* Supplier GLOBAL KNOW	WLEDGE NETWORK (CANADA) INC.		* Invoice Number INV_90999	
Tax Payer ID			* Invoice Date 19-Jul-2023	
* Remit To POB15872 STN	A		* Currency CAD	
Address PO BOX 15872 M5W 1C1	STATION A Lockbox #15872 TORONTO ON		Invoice Description	
Remit To Bank Account XXXXX2680			Attachment 🔏	61
Customer				
* Customer Tax Payer ID	SYS11988		Requester Email	
Customer Name	GO Transit (FT)		Requester First Name Sachin	
Address	20 Bay Street Toronto M5J 2W3 CA		Requester Last Name Ghode	
Items				

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.

	€ [°] iSupplier Porta	J					Â	*	\$	↓ ¹²	Logged In As KAT	IERINE.SMITH@INVALIDEMAIL.	сом 🥜	
Supplier Home Orders Create Invoices View	Shipments Finance v Invoices View Pa	yments												
View Invoices														Export
Simple Search													Advanced Se	earch
Invoice Number PO Number Release Number Payment Number Invoice Status	(example 1234) (example 1234-2) Go Clear	Type	Currency	Amount	Pay Invoice A Amou Invoic Du	ment Status mount From nt Due From e Date From e Date From	(22-Jun-2023)	To To To To To Receipt	Pavr	tie tie nent Status	Payment	Scheduled Payments	Attachm	ents
No search conducted.	The View Inv one or multi Note that if y Supplier inv	voices ple cri vou cli voices	page di teria inc ck the G and crec	splays. I luding I o buttor dit mem	In the Si nvoice I n withou los asso	mple S Numbe It popu	earch sec r, PO Nur Ilating any with your	tion, ye nber, l y of the organi	ou ca nvoid e sear zation	n searc ce Statu rch crite n will be	h for the cr s, Paymen ria, then a displayed	redit memo using t Status , etc. II the relevant d.		ents

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

	€' iSupp	plier Portal					î ★	٩		ogged in As Ki	M.DERIKX@GLOBALKNOV	LEDGE.COM	?
pplier Home Orders	Shipmen	ts Finance											
eate Involces Vie	v Involces	View Pay	ments										
/iew Invoices													Expo
Simple Search												Advan	ced Searc
Invoice Number PO Number Release Number	(example : 1	234)		In th	iis demo	nstrati	on, the Ir	voice l	Number is p	opulate	d for you.		
Payment Number	(example : 1	234-2)				Due Date	From (19-Jul	2023) (1	то	6			
Involce Status		~											
	Go Clea	r											
voice	Invoice	Date Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments	Due Da
search conducted.													
able Dlagnostics												Diagno	stic Conse
ight (c) 1998, 2020, (- ite efficience		- 4									

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

	.E' iSupplier P	Portal					î	*	٩	¢°	9+)	Logged In As KII	M.DERIKX@GLOBALKNOW	LEDGE.COM	?	
Supplier Home Orders	Shipments Fi	nance														
Create Involces Vie	w Invoices Vi	ew Paym	ients													
View Invoices															Ex	port
Simple Search														Advar	iced Sea	rch
Invoice Number	INV_90999					Payment S	tatus		~							
PO Number	(avample : 1924)				Invoi	ce Amount	From			То						
Release Number	(example : 1234)				A	mount Due	From			TO		12				
reaction the second of	(example : 1234-2)					Due Date	From	(19-Jul-2	(023) ft	TO		00				
Payment Number							inom []									
Invoice status	Char V															
L	do clear															
Invoice	Invoice Date	Туре	Currency	Amount	Due Status	On Hold	PO Nu	umber	Receipt	Payme	nt Status	Payment	Scheduled Payments	Attachments	Due D	ate
No search conducted.																
Table Diagnostics	lick the Go	butt	on.											Diagno	stic Con	sole
Copyright (c) 1998, 2020, 0	Dracle and/or its aff	iliates. A	li rights reserve	ed.									A	bout this Page	Privacy S	latement

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.

	.€ iSupplier Portal		î ★	⇔	Logged In As KIM.DERIKX@GLOB.	ALKNOWLEDGE.COM 🍞 🔱
Supplier Home Orders	s Shipments Finance					
Create Involces Vie	w Invoices View Payments					
View Invoices						Export
Simple Search	NR/ 60020	The search basic det	ch result is d ails of the n	isplayed. Here, on-PO invoice	, you can view the such as Invoice Date ,	Advanced Search
PO Number	INA ⁷ 80888	Status, Pa	ayment Stat	us, etc.		
	(example : 1234)					
Release Number	(avampla : 1924.9)	The non-	PO invoice s	submitted is in	the Not Paid status.	
Payment Number	(example : 1234-2)	1				
Invoice Status	~					50.
	Go Clear					
Invoice 🛆 Invoice	Date Type Currency	Amount A Due Status On H	old PO Number Re	eceipt Payment Status	Payment Scheduled Payments Atta	achments Due Date
INV_90999 19-Jul-20	23 Standard Invoice CAD Request	984.50 984.50 In- Process		Not Paid		6 ¹
Table Diagnostics						Diagnostic Console
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