Metrolinx iSupplier Support

Updating Attachments for Invoices Submitted in iSupplier

When a supporting document / attachment needs to be updated for an invoice, any old/incorrect attachments should be deleted before uploading new attachments for accurate record-keeping.

This guide will cover how to view, delete and add attachments for an invoice in the Metrolinx iSupplier portal.

ⓘ Learn how you can edit or cancel invoices submitted through the Metrolinx iSupplier portal in the linked guide!

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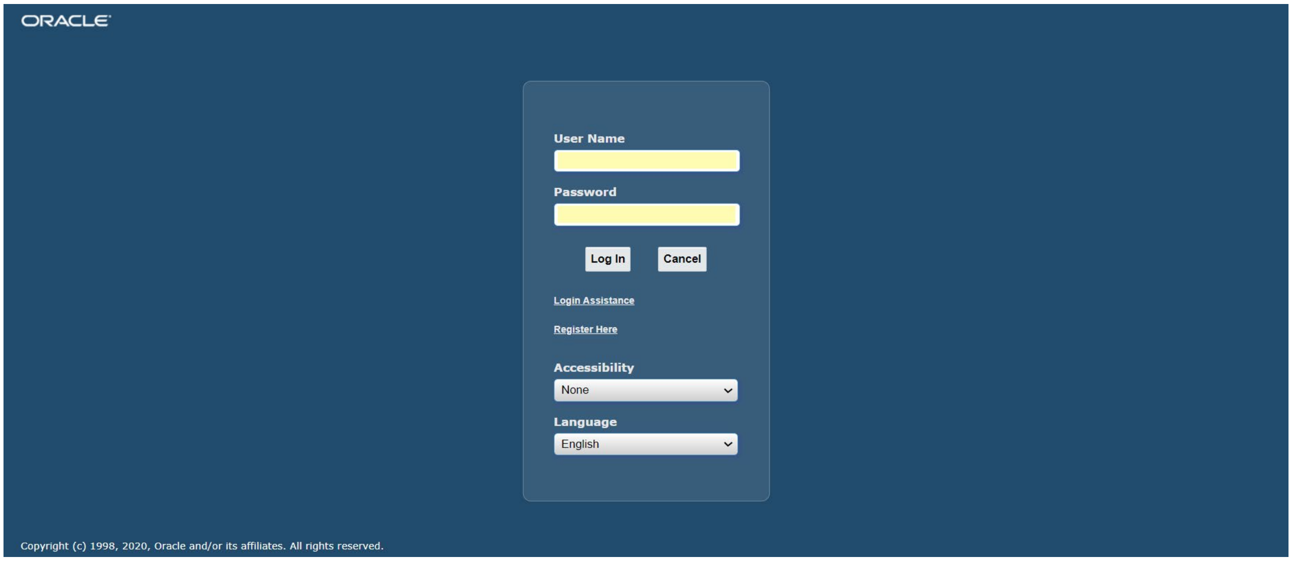
A. View Existing Attachments

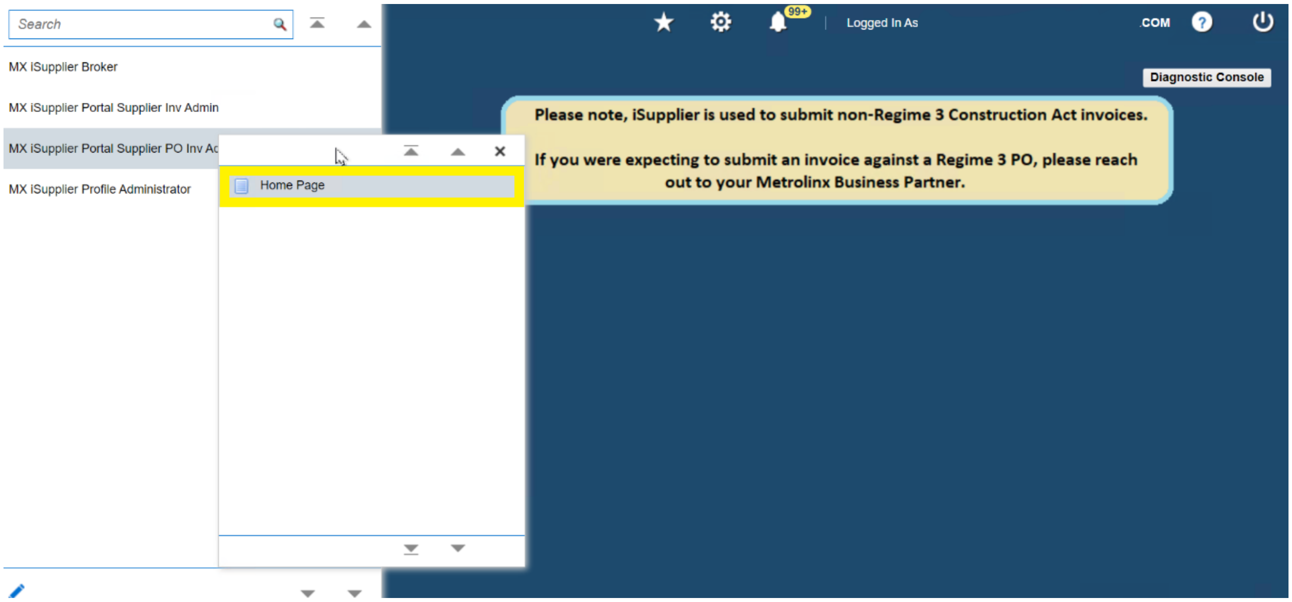
1. Login to iSupplier

Enter your User Name and Password to login to the Metrolinx iSupplier Portal.



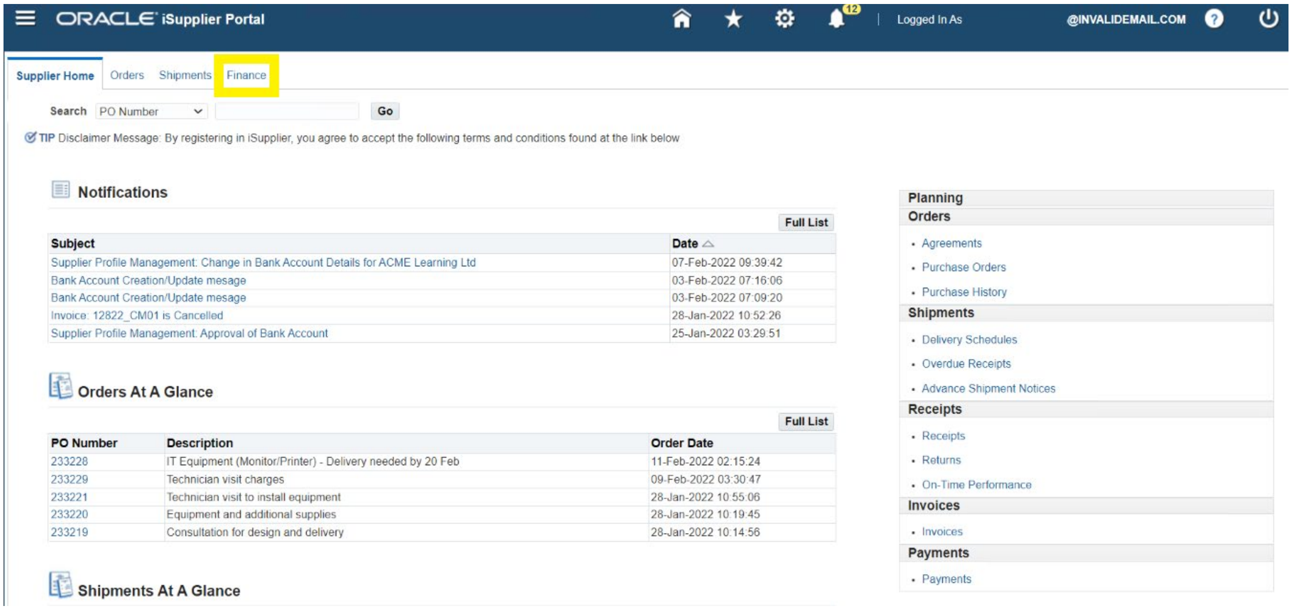
2. Navigate to 'Supplier Home'

On the top-left corner of the screen, click the 3 lines to open the side-menu and navigate to the "Home Page" under 'MX iSupplier Portal Supplier PO Inv Admin'.



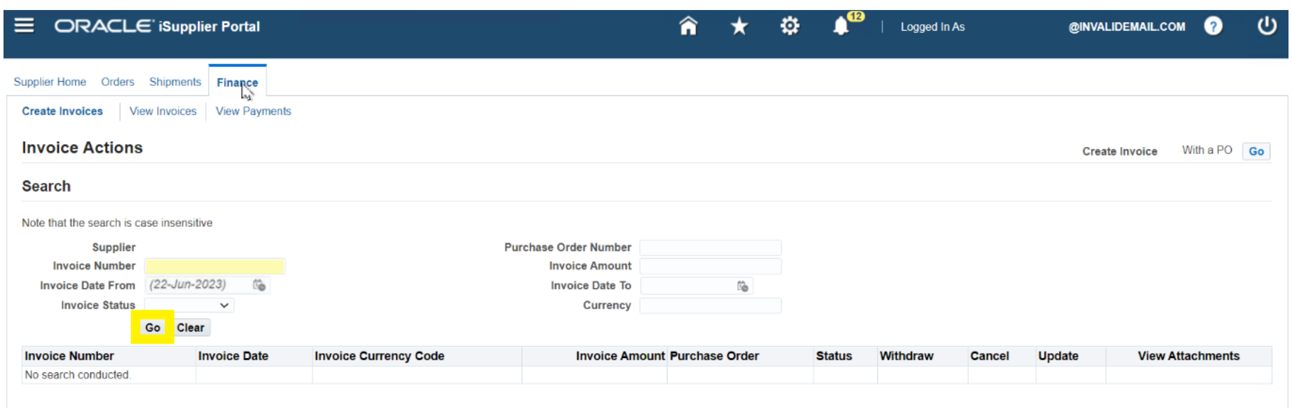
3. Navigate to the ‘Finance’ Tab

Click the ‘Finance’ tab at the top-left of the homepage.



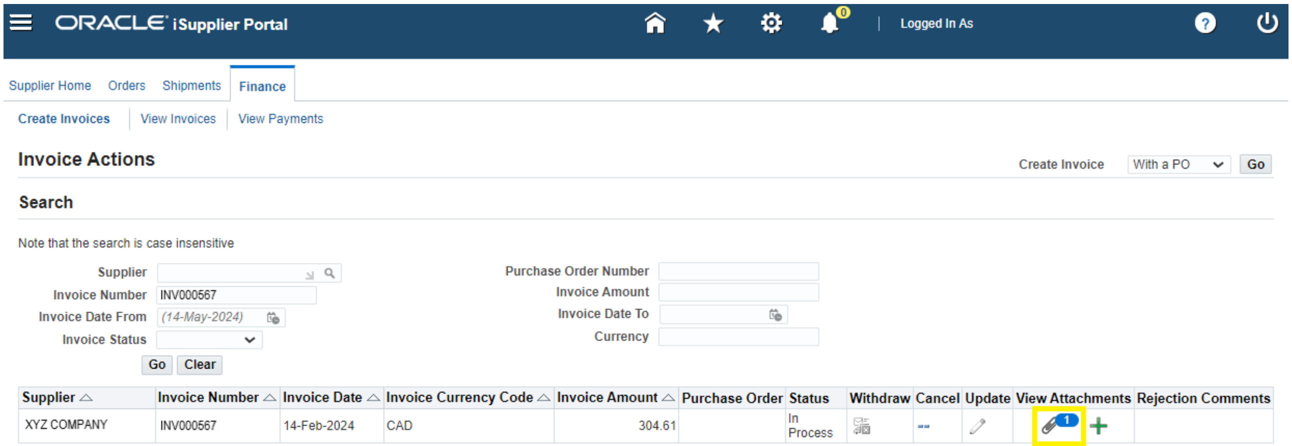
4. Search for the Invoice

In the ‘Search’ section, input the ‘Invoice Number’ and click ‘Go’. The invoice should populate in the table beneath.



5. View Attachments

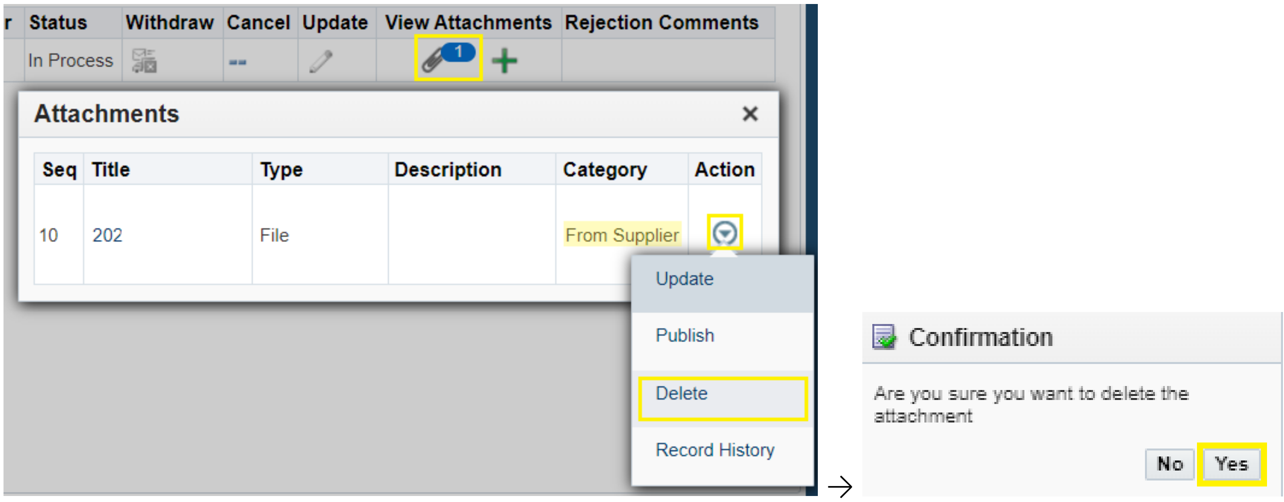
You may view all existing attachments by clicking the paperclip icon under the 'View Attachments' column.



B. Delete Existing Attachments

6. Delete Attachments

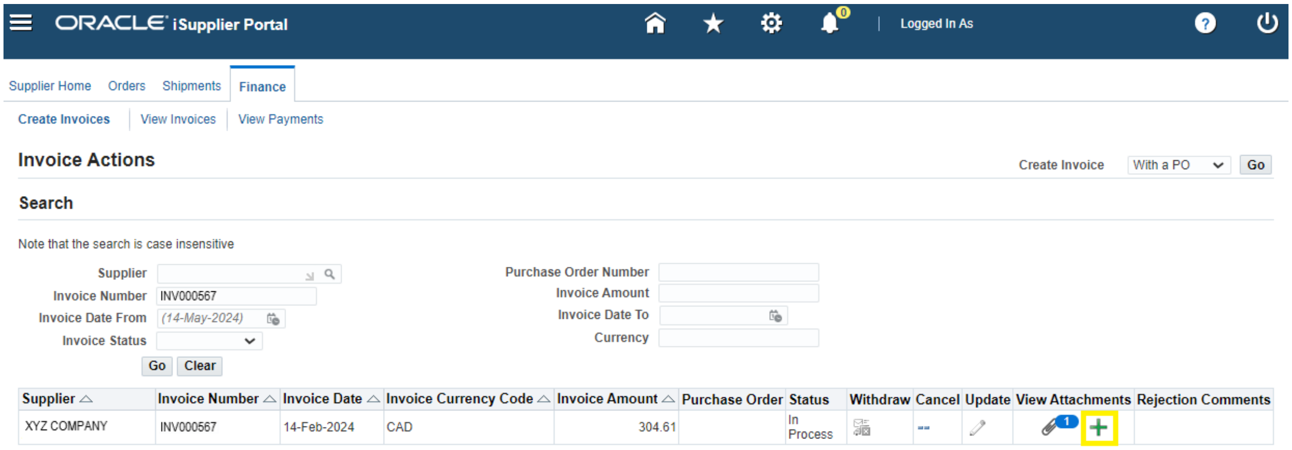
If there are any outdated/incorrect attachments categorized as "From Supplier", you may delete them by clicking the arrow button in the 'Action' column for each attachment record and selecting "Delete" in the drop-down menu. Click "Yes" in the 'Confirmation' window to delete.



C. Add New Attachments

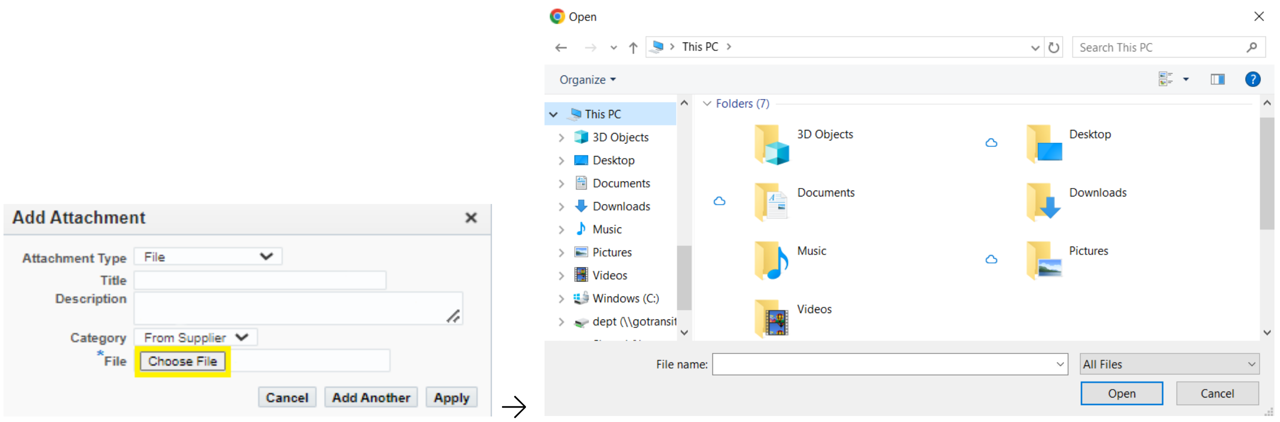
7. Navigate to 'Add Attachment' Window

Click the green '+' icon in the 'View Attachments' column.



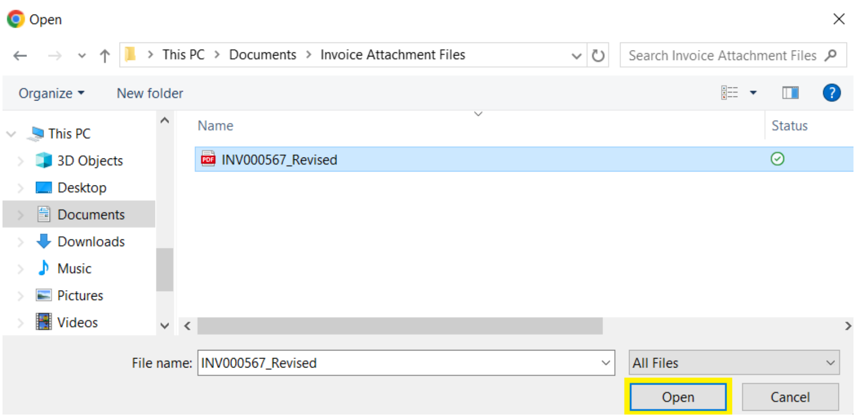
8. Browse Desktop Files

The 'Add Attachment' pop-up window will appear. Click "Choose File" which will bring up the 'Open" window allowing you to browse your desktop files.



9. Select File

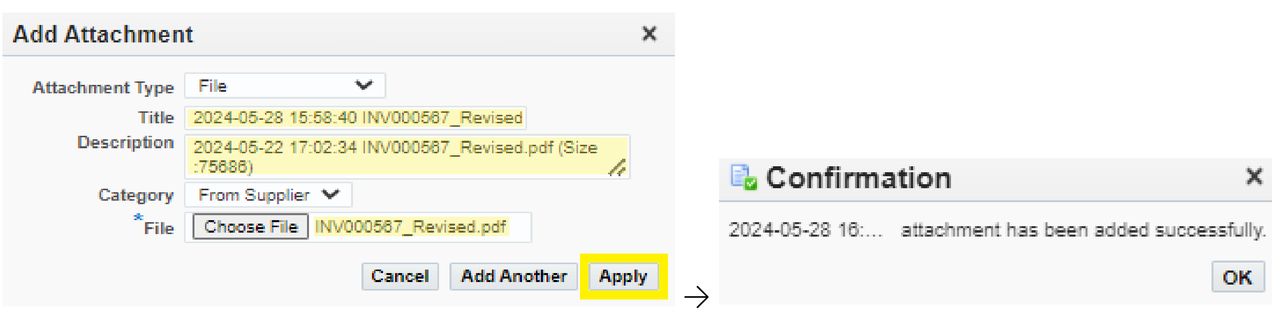
Select the relevant file and click "Open".



10. Upload Attachment

The file should populate in the 'File' field of the 'Add Attachment' pop-up window. You may edit the attachment 'Title' and 'Description' fields at this stage. Click "Apply" to upload the document.

The 'Confirmation' pop-up window displaying the "… *attachment has been added successfully*" message should appear.



NOTE:

- The 'Confirmation' pop-up window may take a moment depending on the file size and internet upload speed

11. Review Attachments

You may verify the attachment upload by clicking the paperclip icon under the 'View Attachments' column to view all existing attachments linked to the invoice record.

The 'Title' and 'Description' of an attachment can be edited by clicking the arrow button in the 'Action' column for the attachment record and selecting "Update" in the drop-down menu.