Submit a PO-Based Invoice

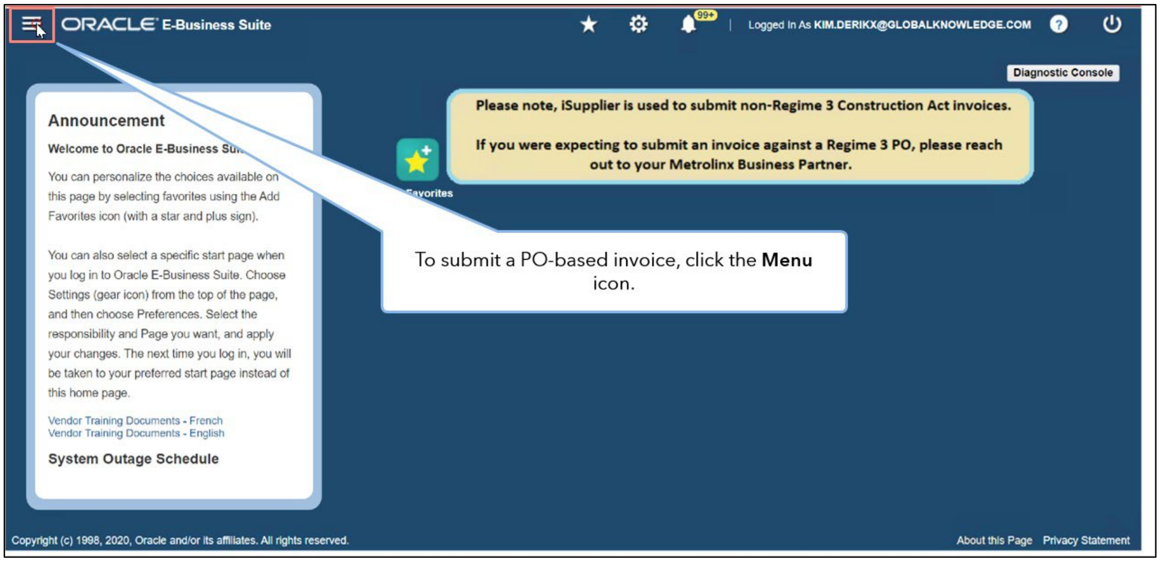
Version No: 2.0
Date: 05/21/2024

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

How to Submit a PO-Based Invoice

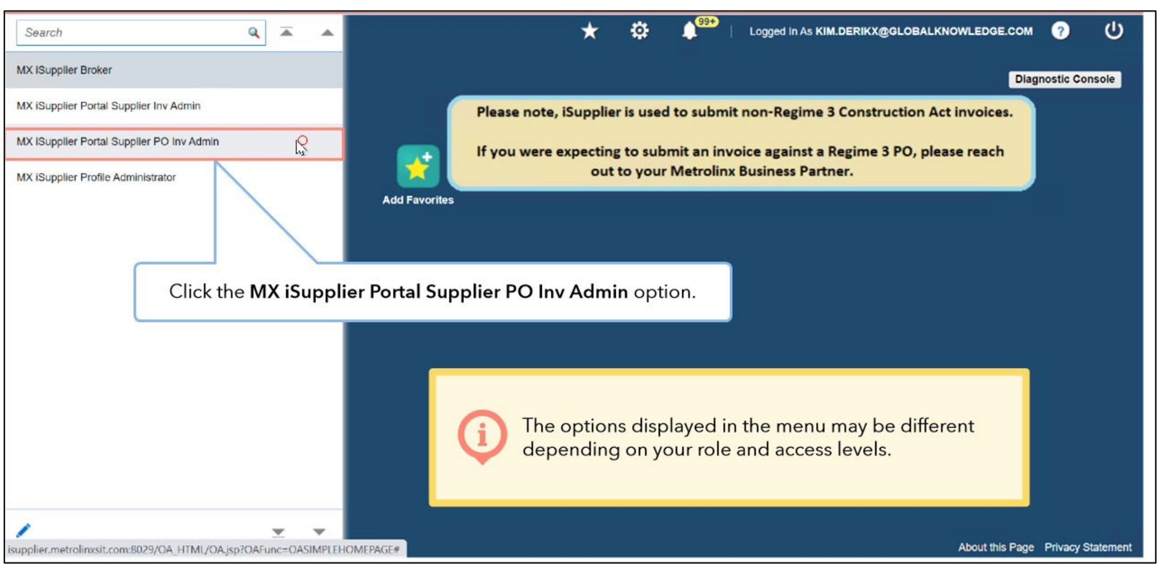
Follow the steps below to create and submit a PO-based invoice in iSupplier:

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

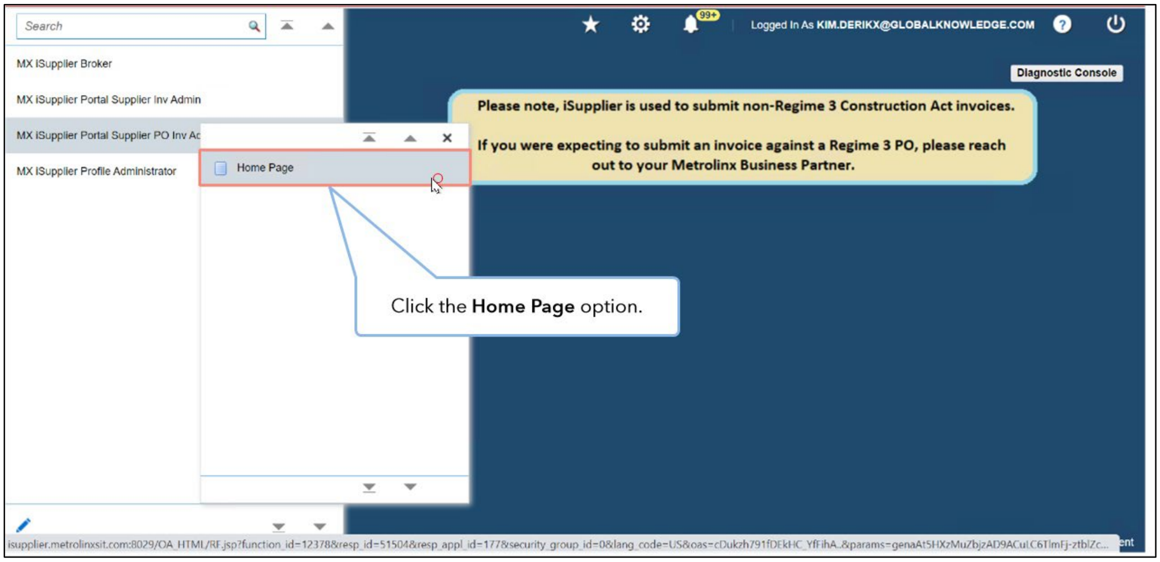


2. Click the **MX iSupplier Portal Supplier PO Inv Admin** option.

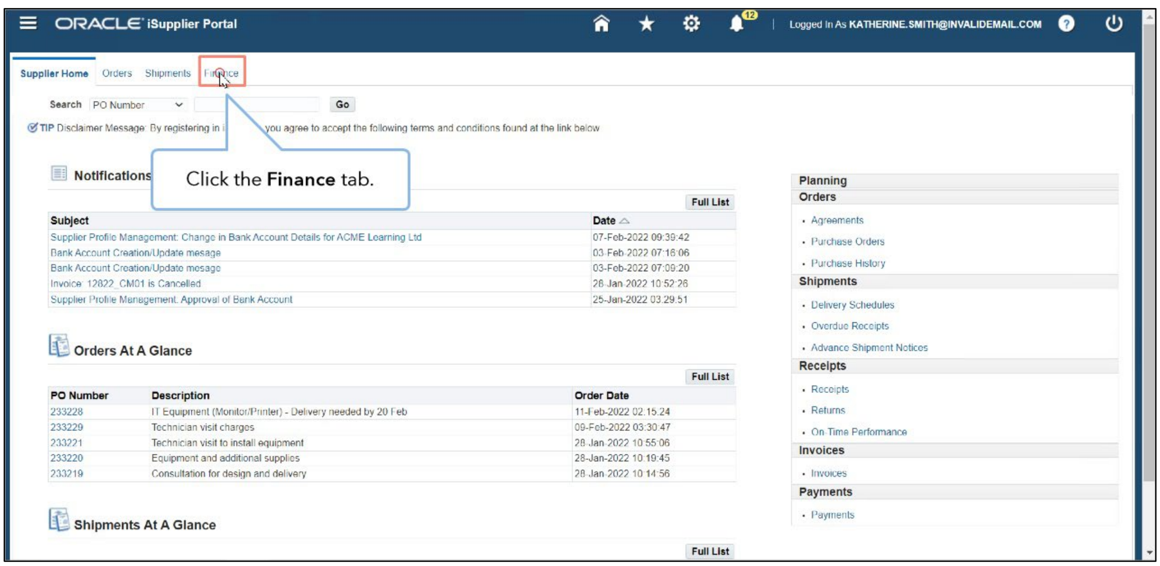
   Note: The options displayed in the menu may be different depending on your role and access levels.



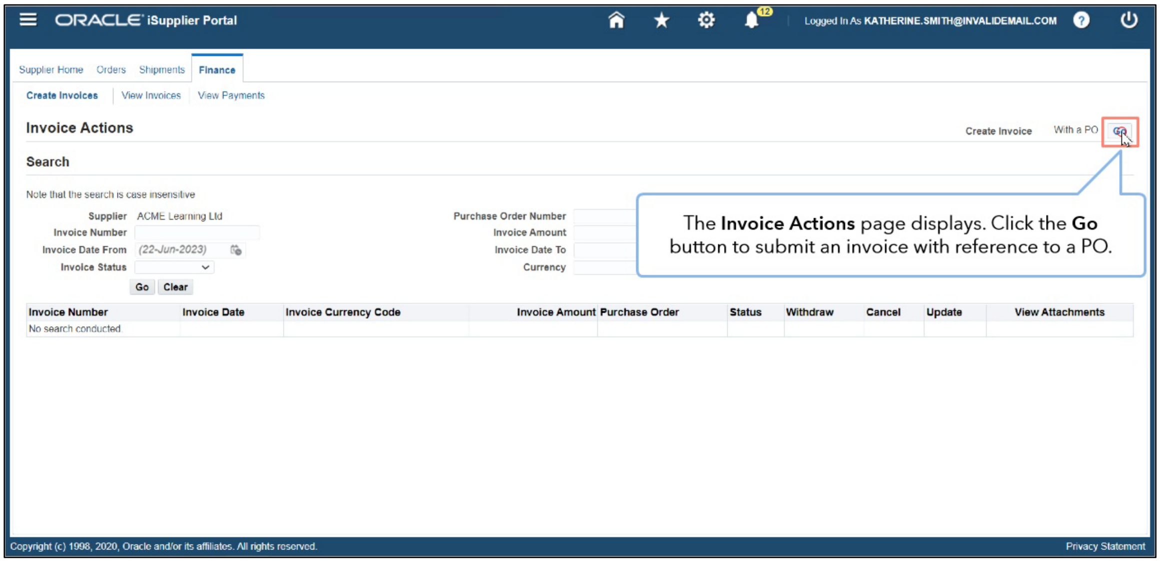
3. Click the **Home Page** option.



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

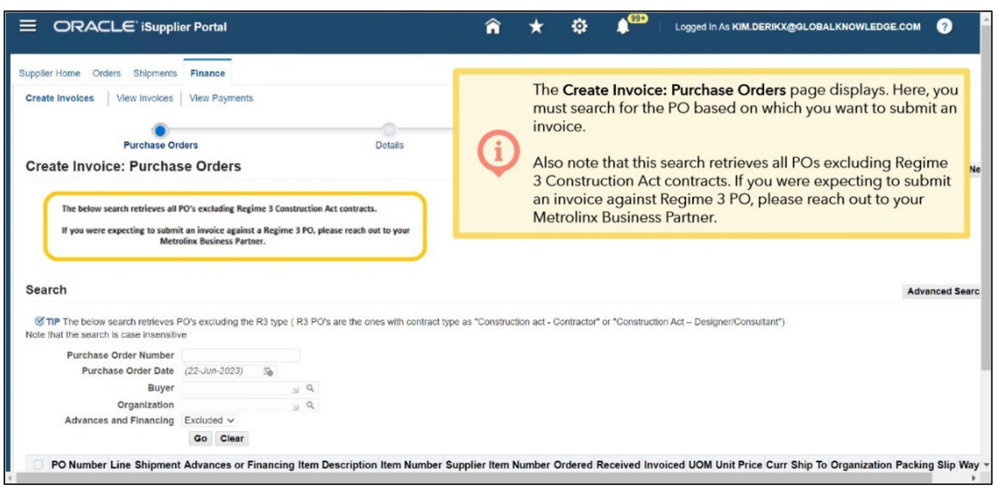


5. Click the **Go** button to submit an invoice with reference to a PO on the **Invoice Actions** page.



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

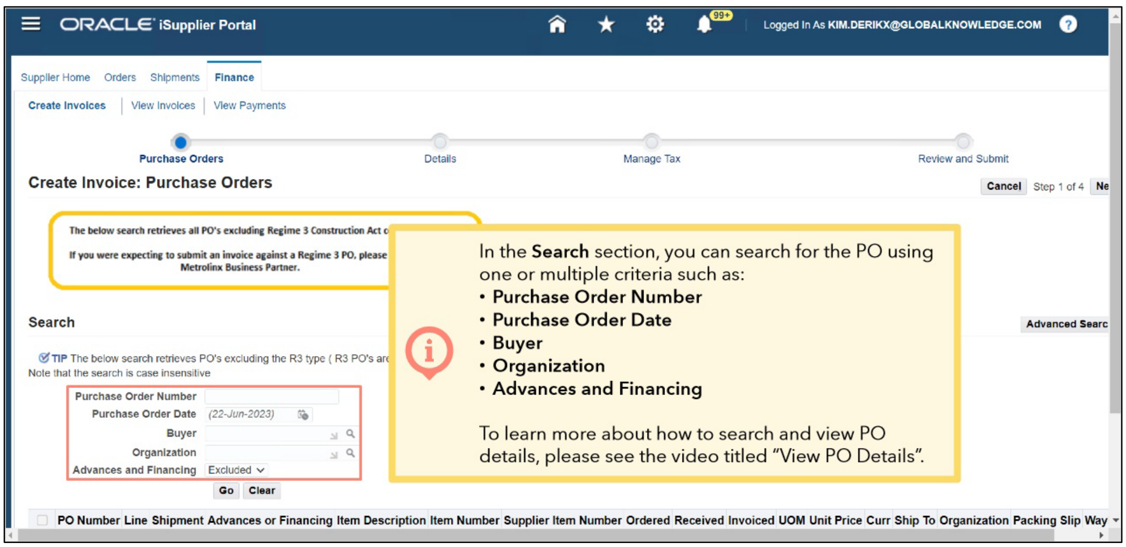
   Note: The search retrieves all PO's excluding Regime 3 Construction Act contracts. If you were expecting to submit an invoice against Regime 3 PO, please reach out to your Metrolinx Business Partner.



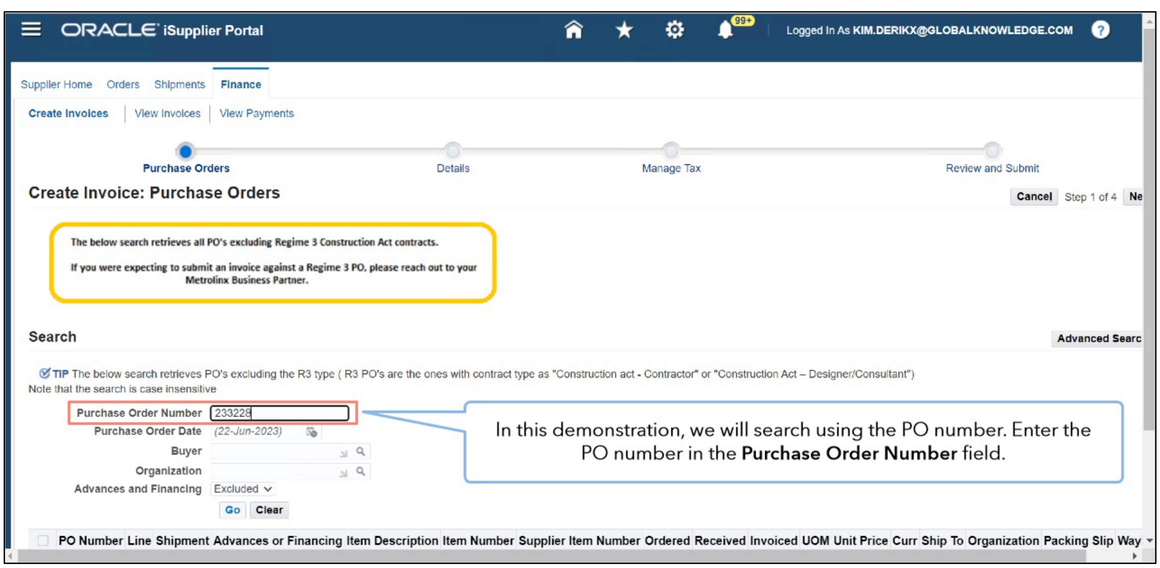
7. In the **Search** section, you can search for the PO using one or multiple criteria such as:

    - **Purchase Order Number**
    - **Purchase Order Date**
    - **Buyer**
    - **Organization**
    - **Advances and Financing**

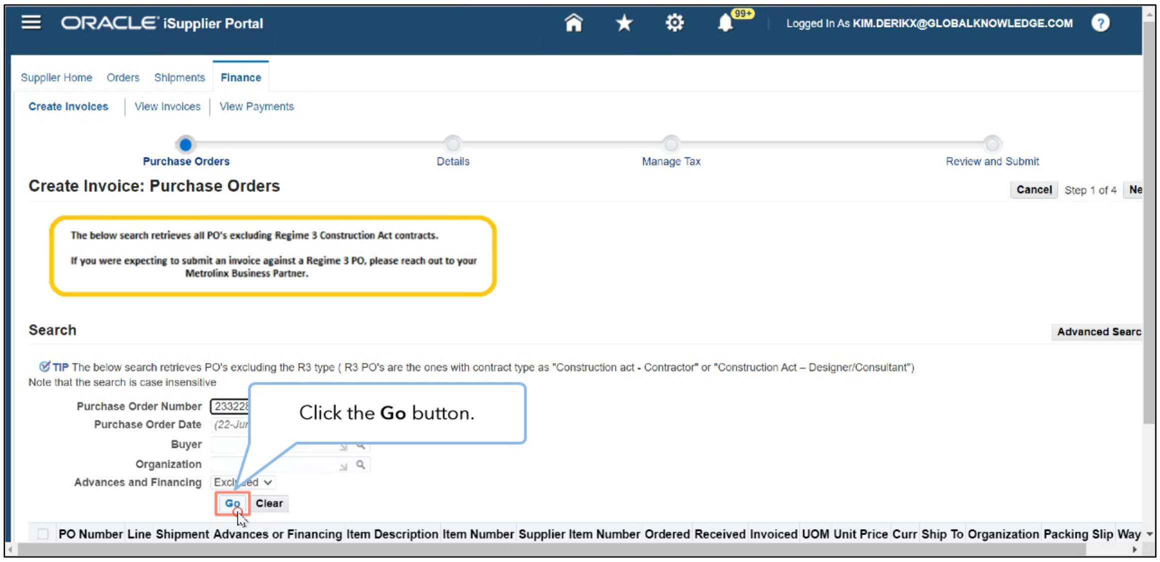
    To learn more about how to search and view PO details, please see the video titled "View PO Details".



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

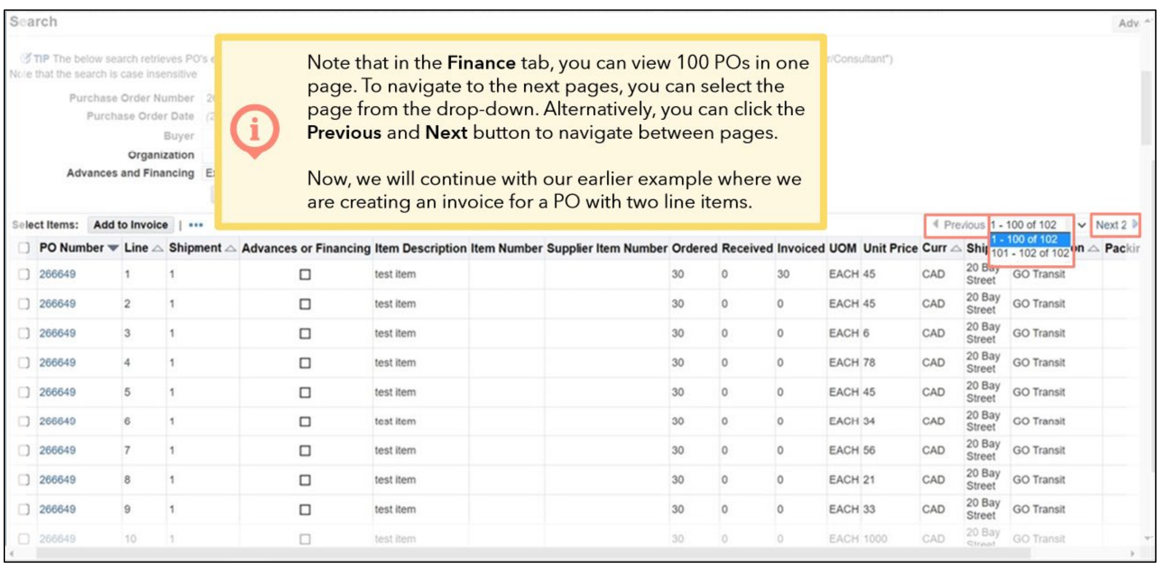


9. Click the **Go** button.

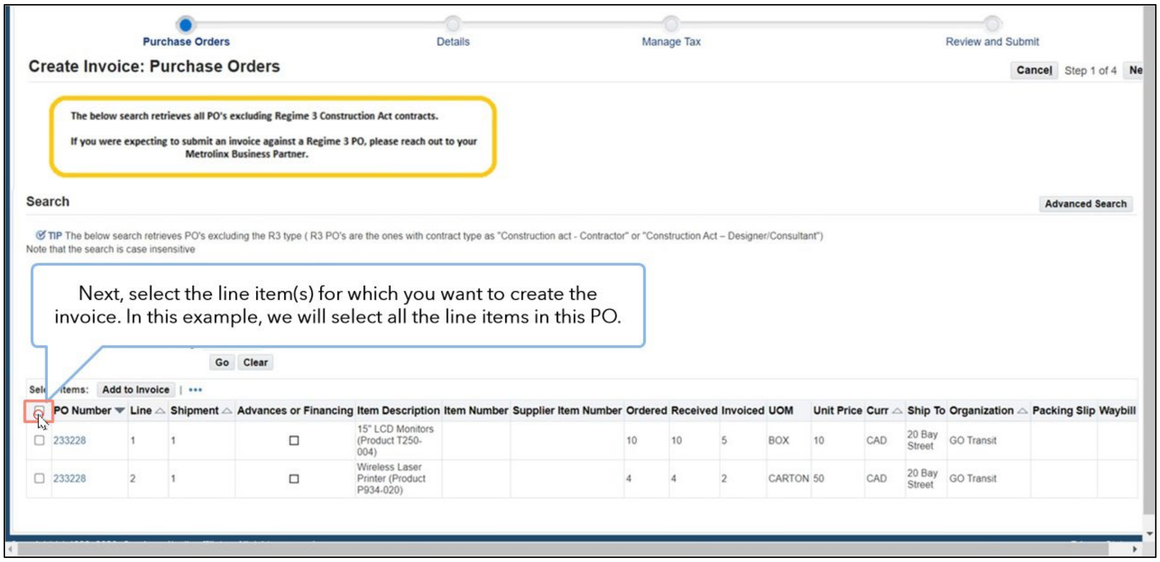


The PO line items are displayed.

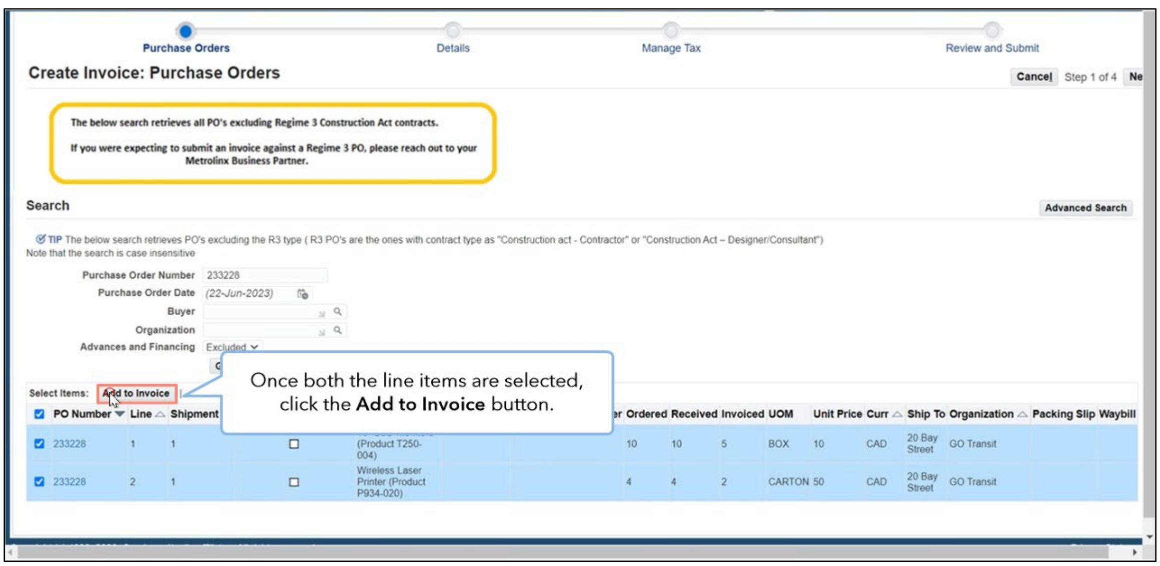
Note: In the **Finance** tab, you can view 100 POs in one page. To navigate to the next page, you can select the page from the drop-down. You can also click the Previous and Next button to navigate between pages. In this demonstration, we will continue creating an invoice for a PO with two-line items.



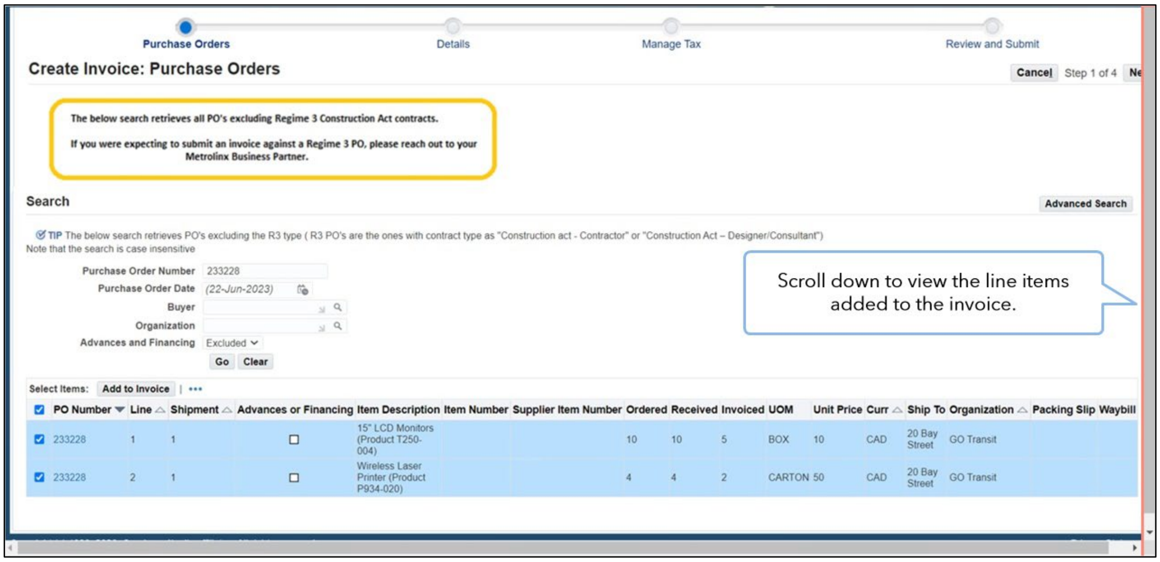
10. Select the line item(s) for which you want to create the invoice. In this demonstration, we will select all the line items in this PO.



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



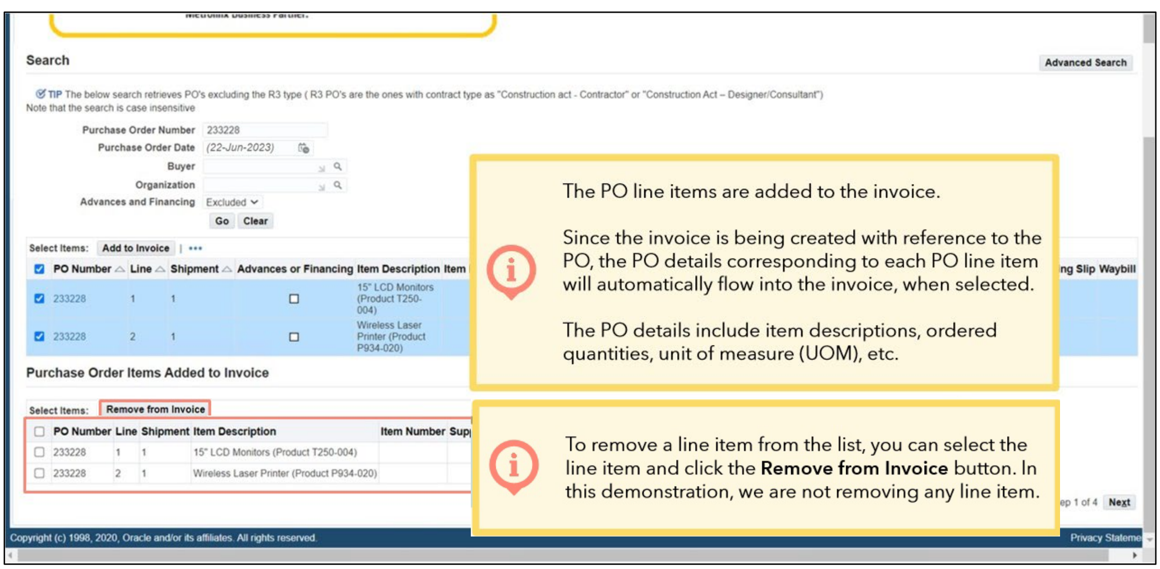
12. Scroll down to view the line items added to the invoice.



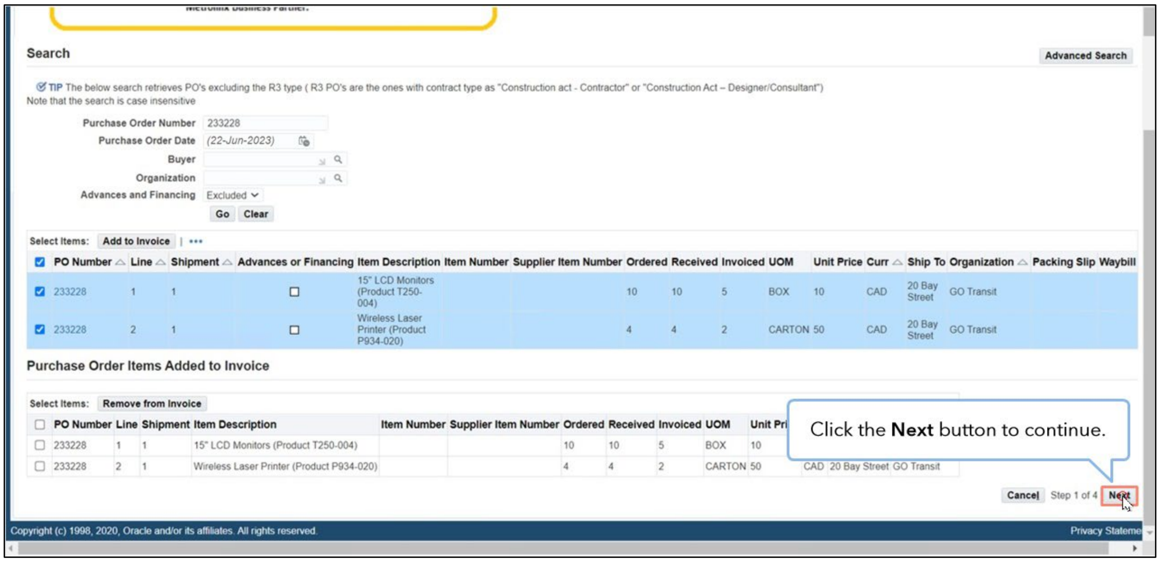
13. Once you scroll down, you can see that the PO line items are added to the invoice.

Note:

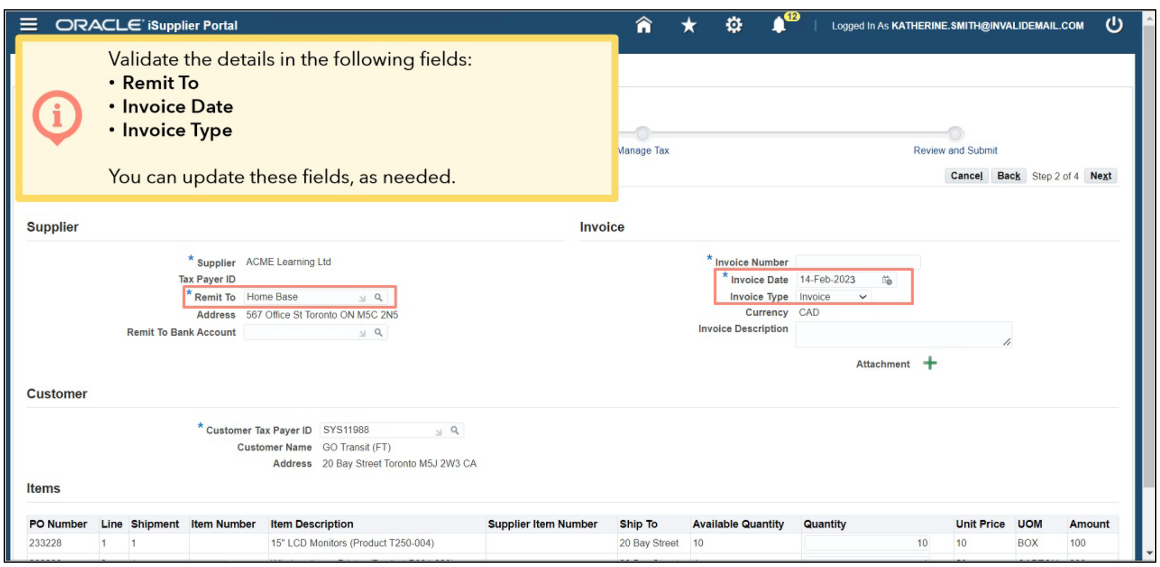
- Since the invoice is being created with reference to the PO, the PO details corresponding to each PO line item will automatically flow into the invoice, when selected. The PO details include item descriptions, ordered quantities, unit of measure (UOM), etc.
- To remove a line item from the list, you can select the line item and click the **Remove from Invoice** button. In this demonstration, we are not removing any line item.



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

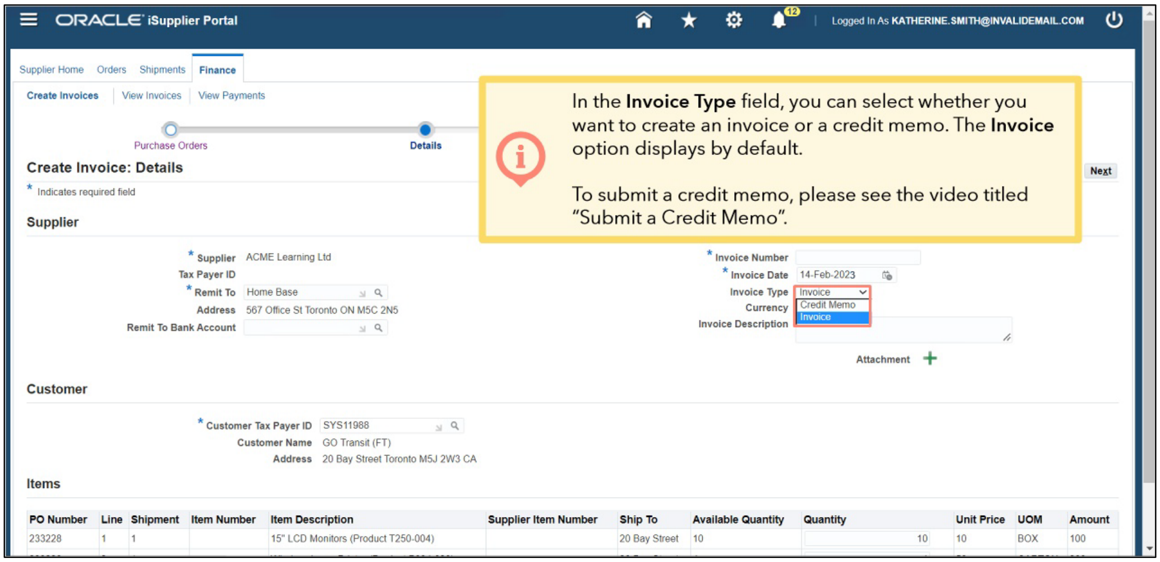


15. Validate and update the **Remit To, Invoice Date** and **Invoice Type** fields on the **Create Invoice: Details** page.

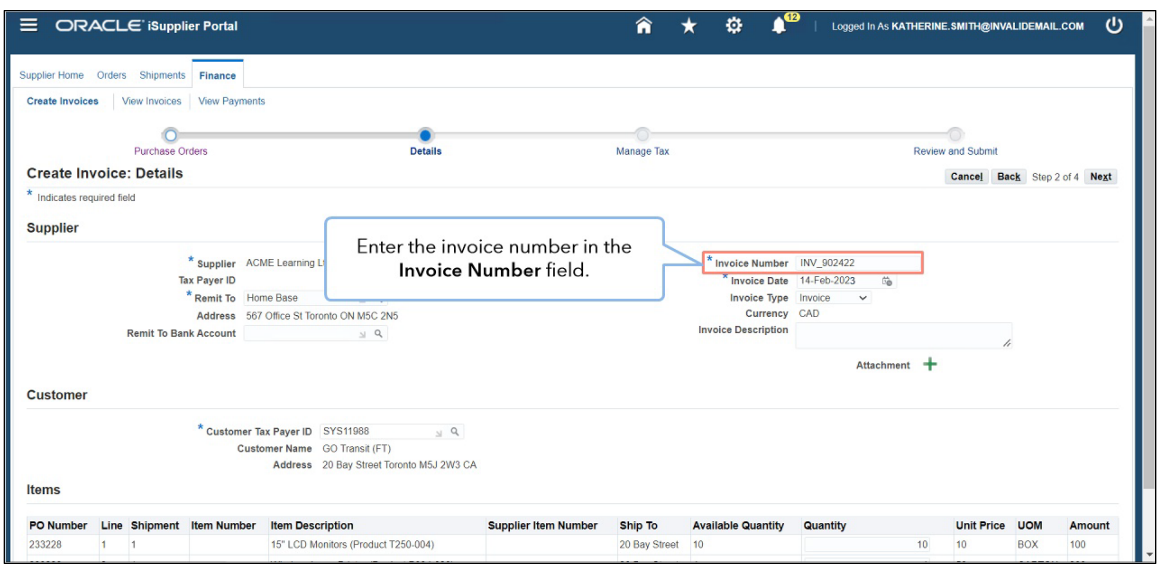


16. Select whether you want to create an **Invoice** or a **Credit Memo** from the **Invoice Type** field. In this demonstration, select the **Invoice** option.

    Note: To submit a credit memo, please see the video titled “[Submit a Credit Memo]()”.



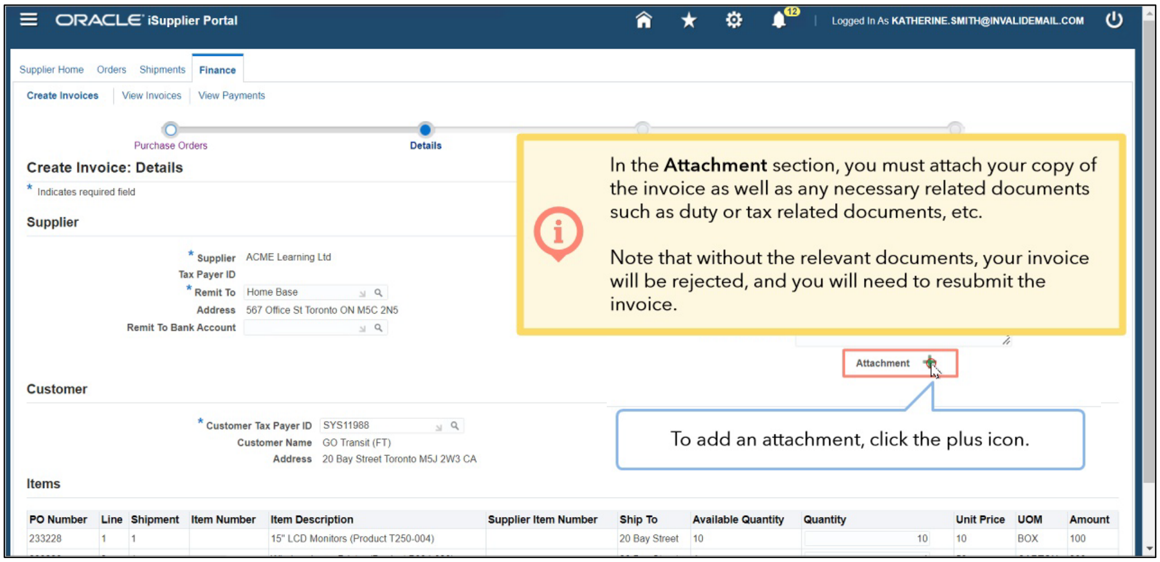
17. Enter the invoice number in the **Invoice Number** field.



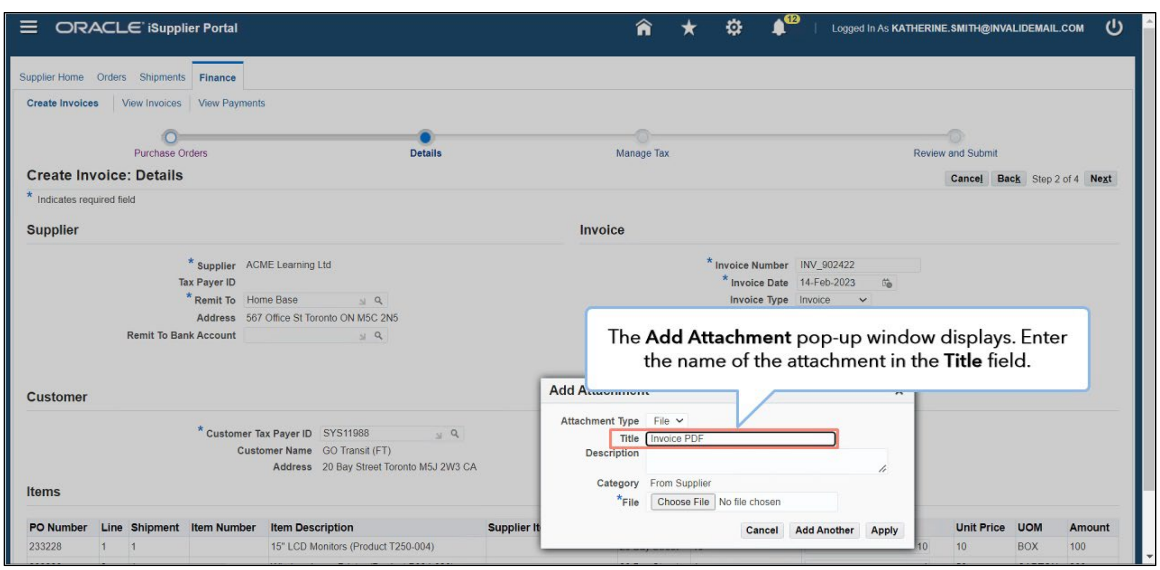
18. Click the plus icon to add an attachment.

    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.

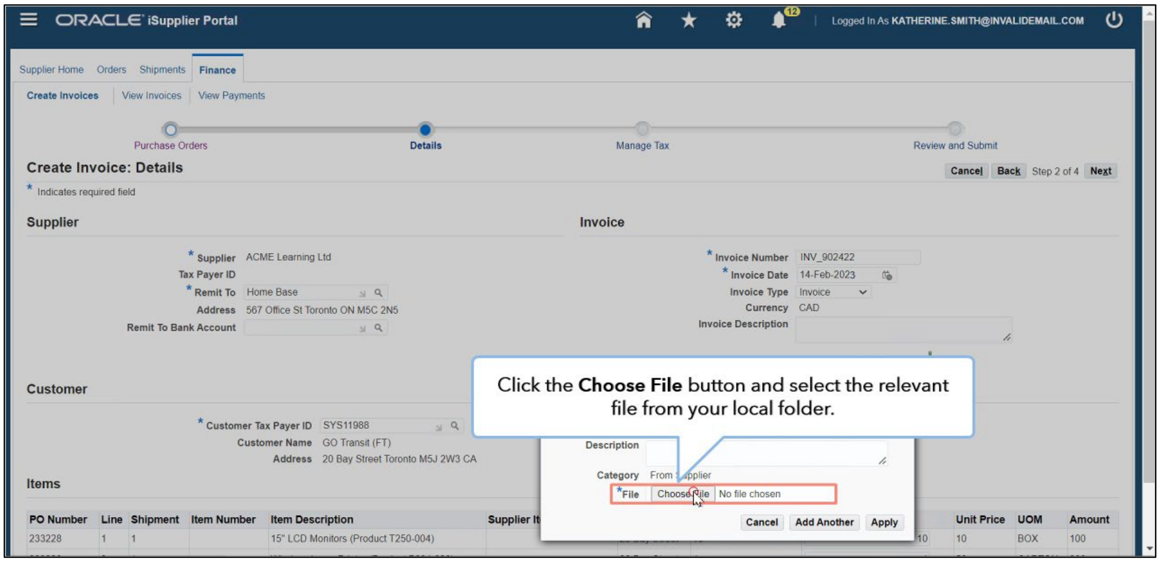
    Please ensure that only one invoice is submitted at a time. Combining invoice submissions can lead to cancelations and payment delays.



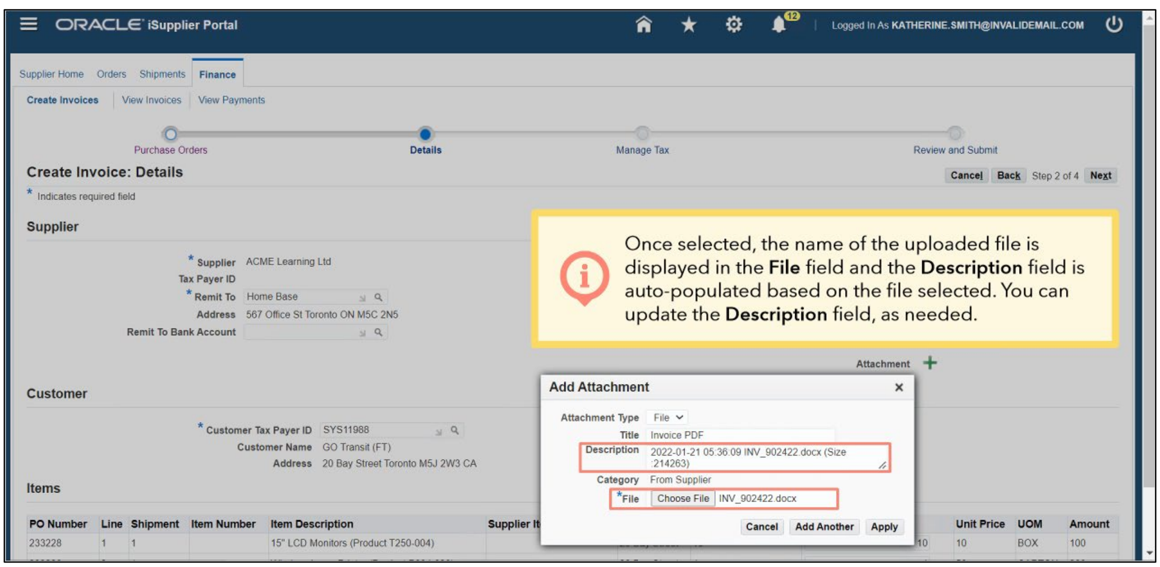
19. Enter the name of the attachment in the **Title** field once the **Add Attachment** pop-up window displays.



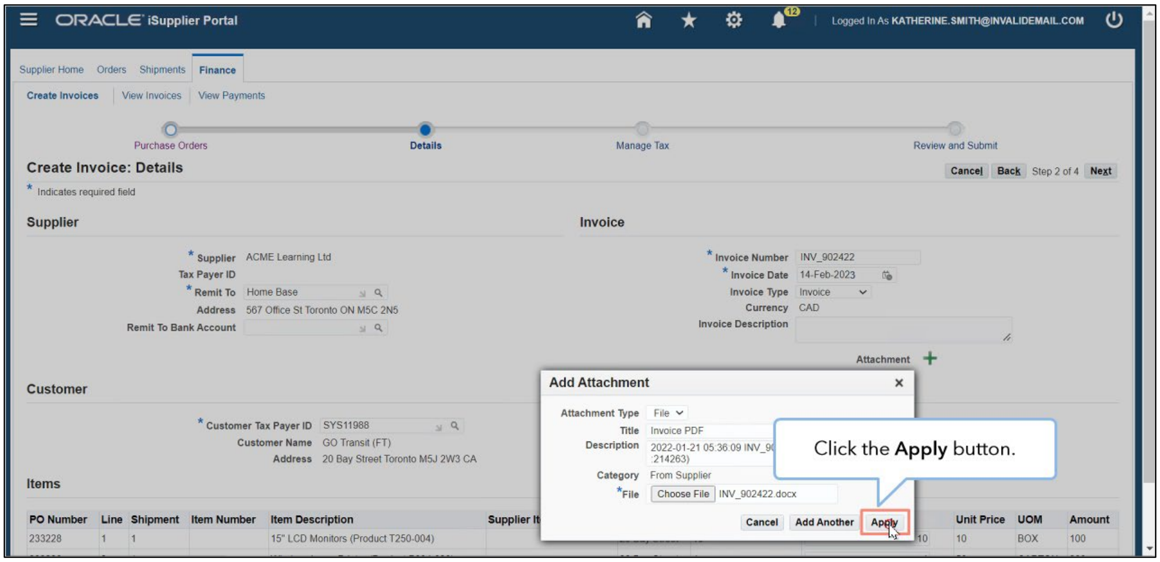
20. Click the **Choose File** button and select the relevant file from your local folder.



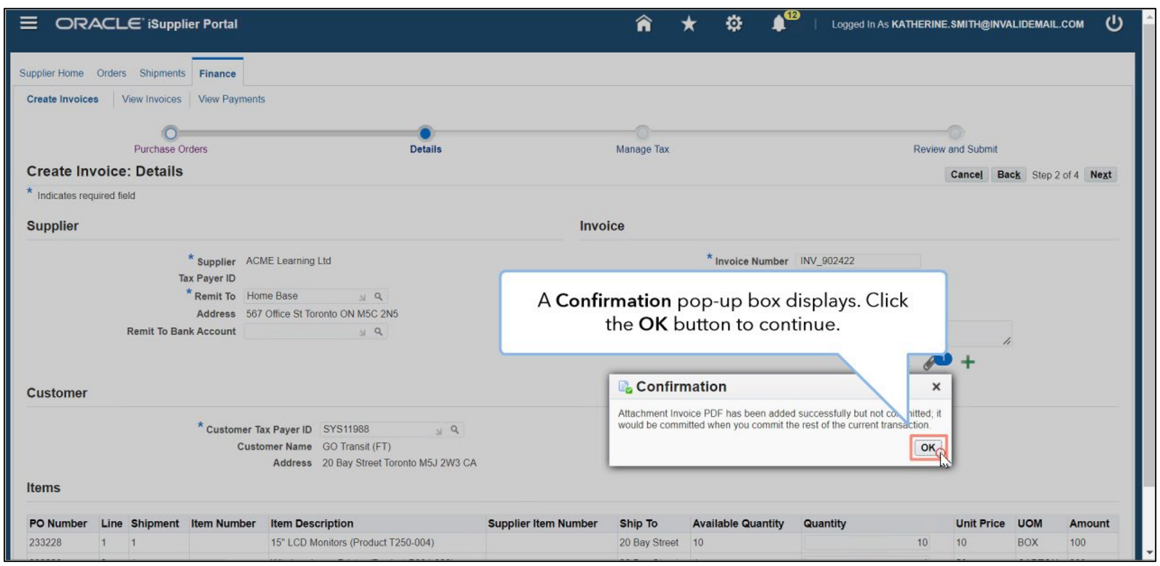
Note: Once selected, the name of the uploaded file is displayed in the **File** field and the **Description** field is auto populated based on the file selected. You can also update the **Description** field, as needed.



21. Click the **Apply** button.

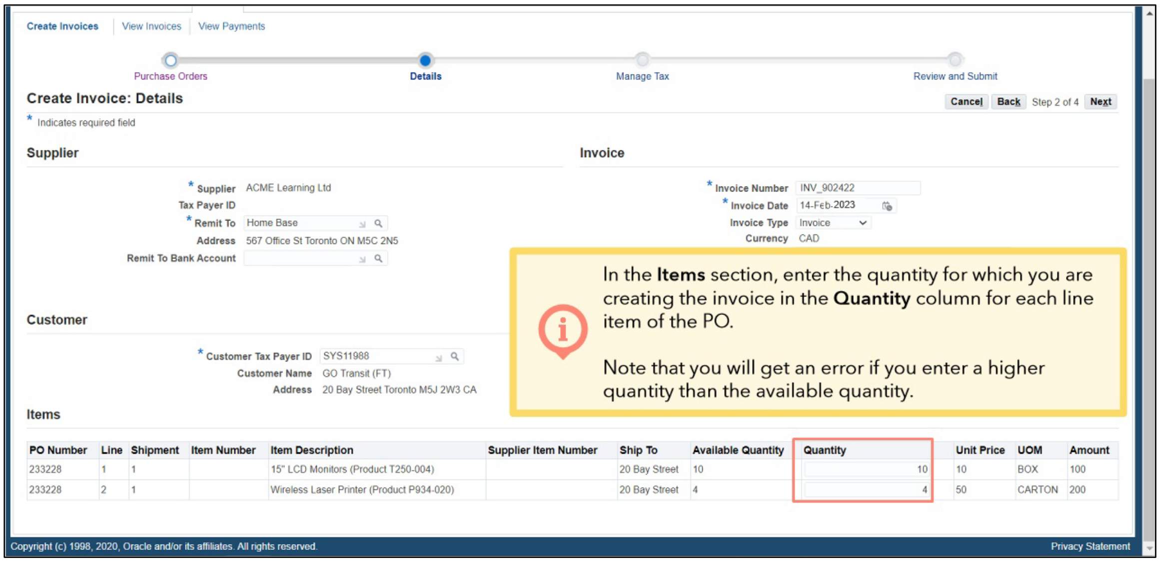


22. The **Confirmation** pop-up box displays. Click the **OK** button to continue.

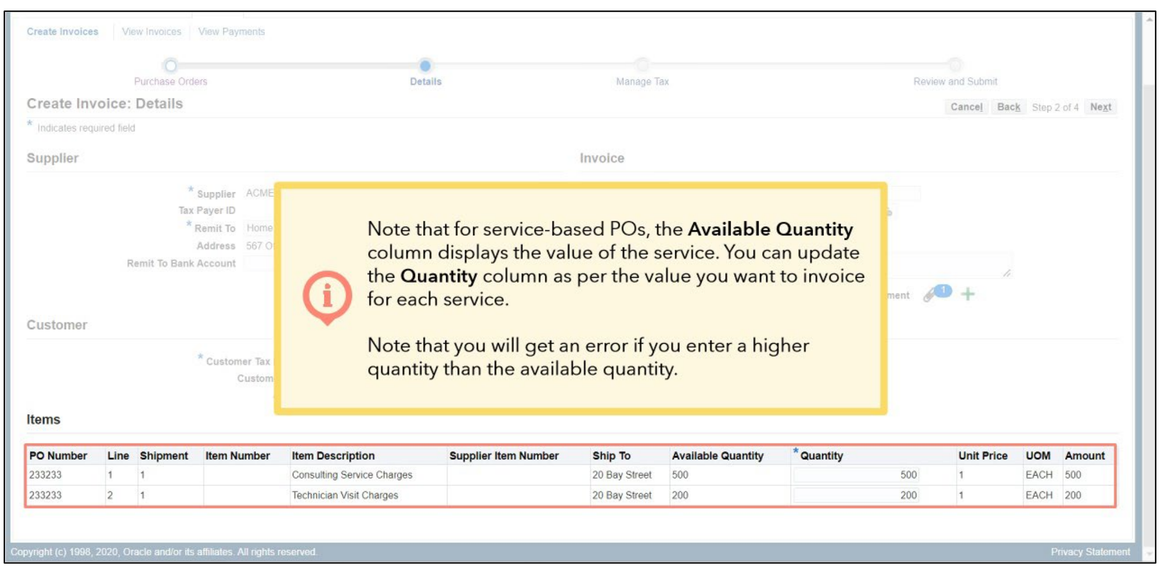


23. In the **Items** section, enter the quantity for which you are creating the invoice in the **Quantity column** for each line item of the PO.

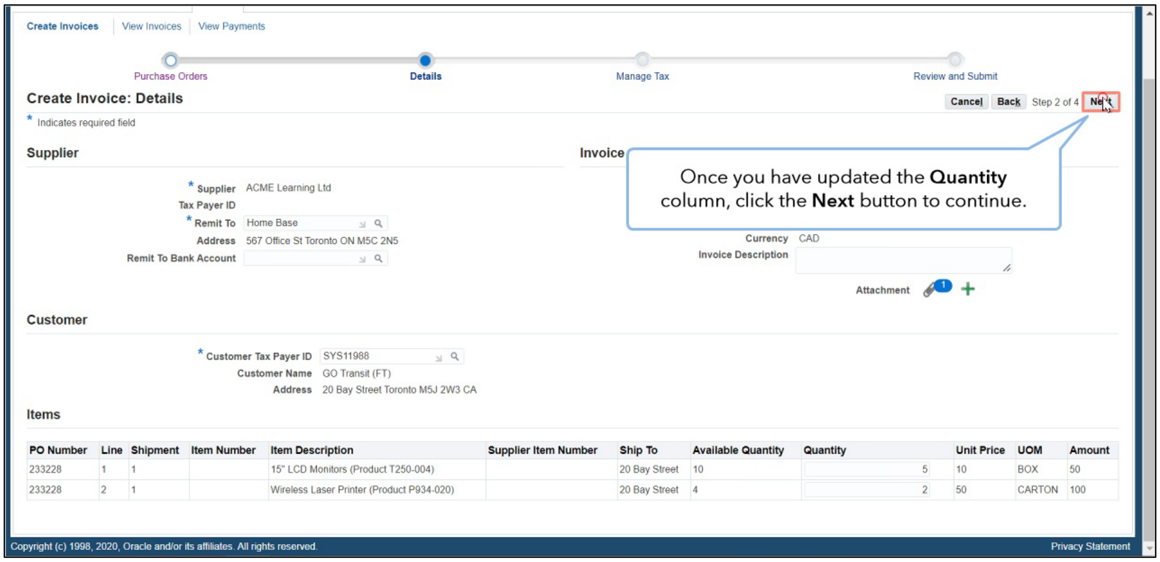
Note: You will get an error if you enter a higher quantity than the available quantity.



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.

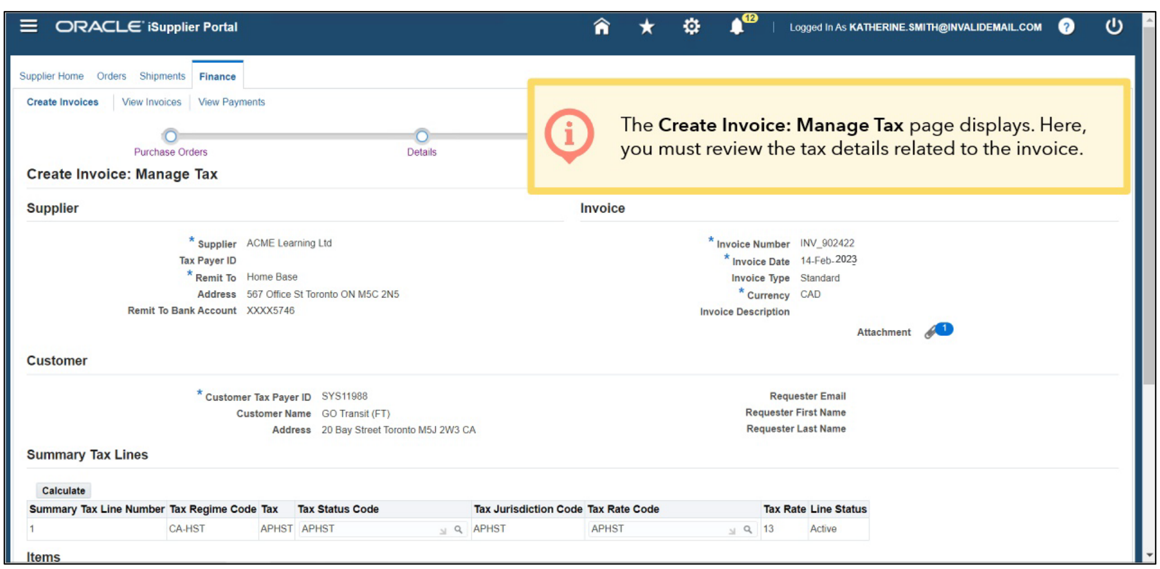


24. Once you have updated the **Quantity** columns, click the **Next** button to continue.

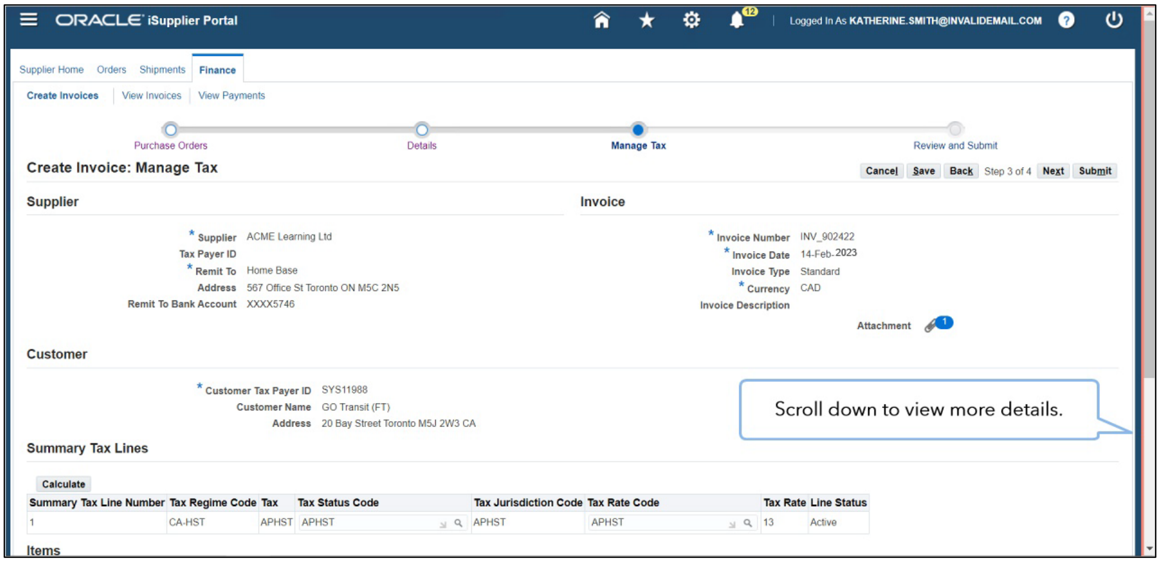


25. Review the tax details related to the invoice once the **Create Invoice: Manage Tax** page displays.

Please confirm that the applied tax rates are correct. Submitting an invoice with the wrong tax amount can lead to cancellations and payment delays.



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

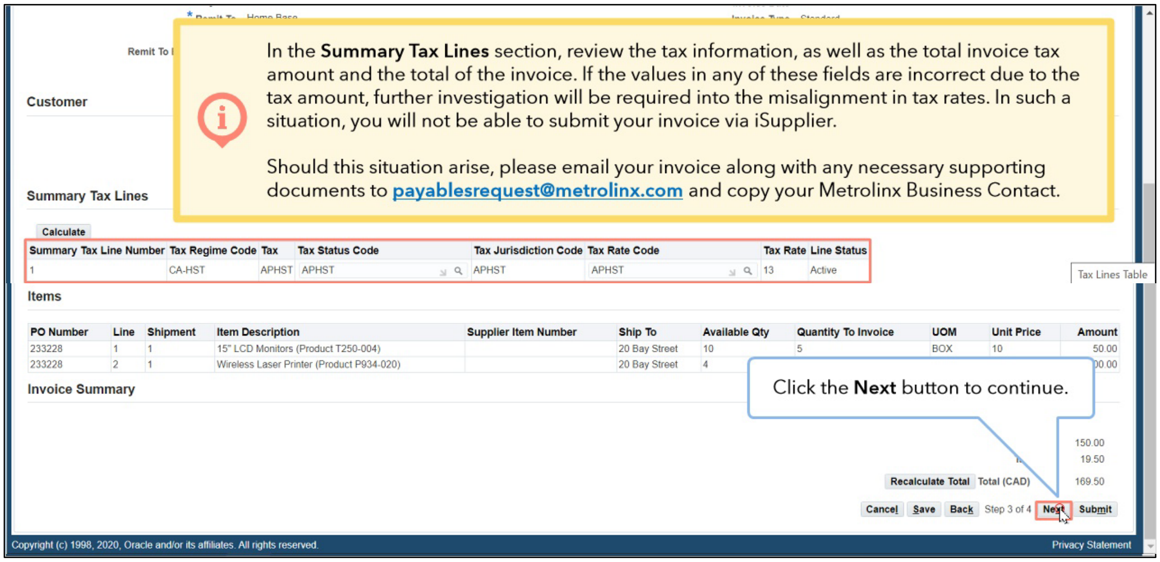


27. In the **Summary Tax** Lines section, review the tax information, the total invoice tax amount and the total of the invoice.

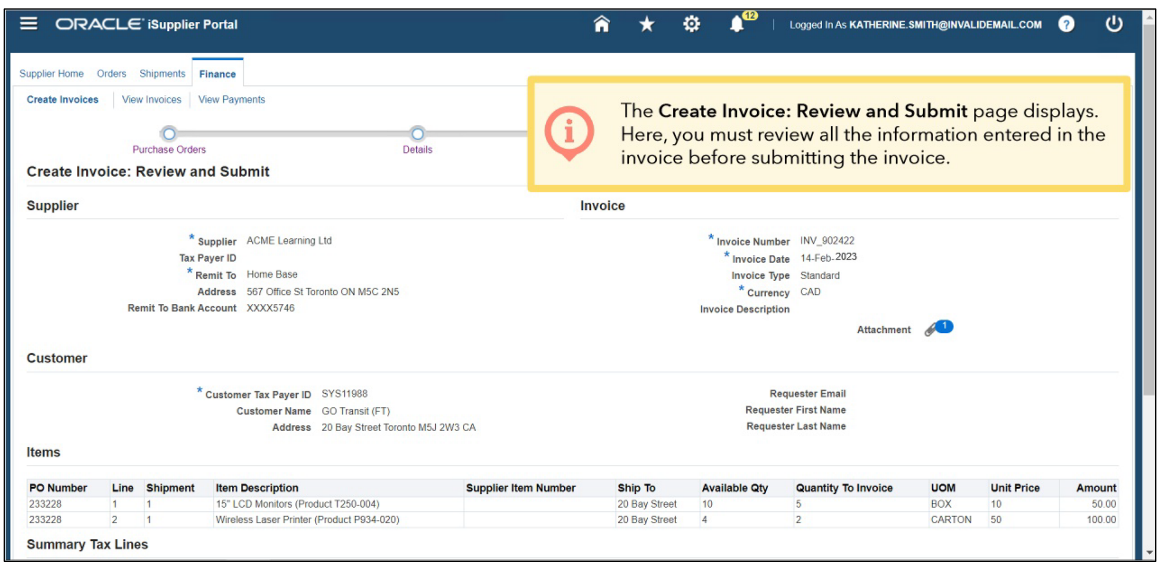
Note:

- 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 iSupplierSupport@metrolinx.com and copy your Metrolinx Business Contact.

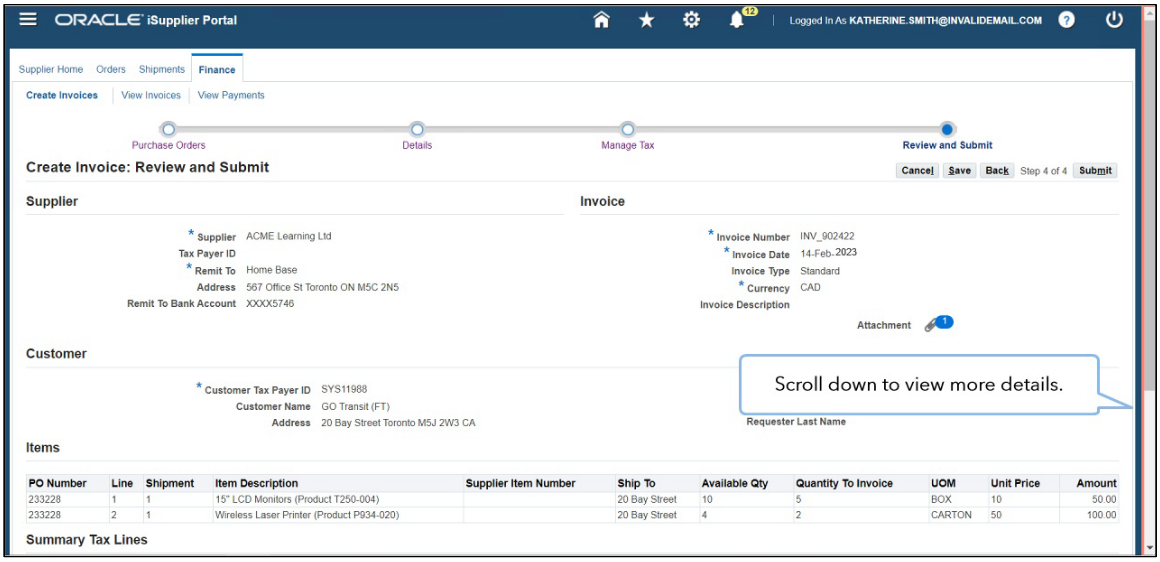
28. Once done, click the **Next** button.



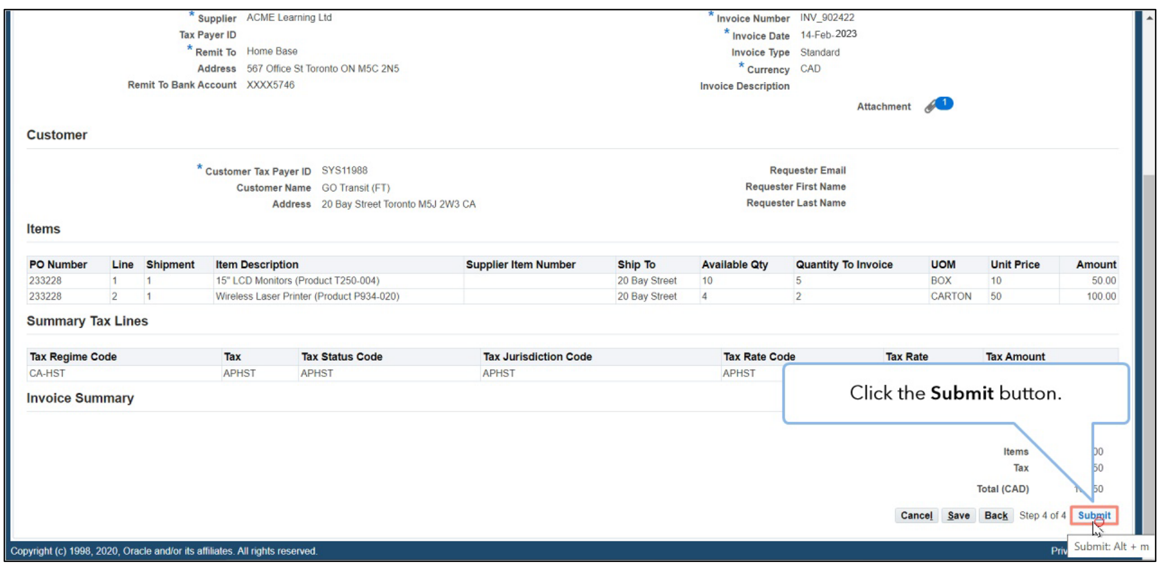
29. The **Create Invoice: Review and Submit** page displays. Review all the information entered in the invoice before submitting it.



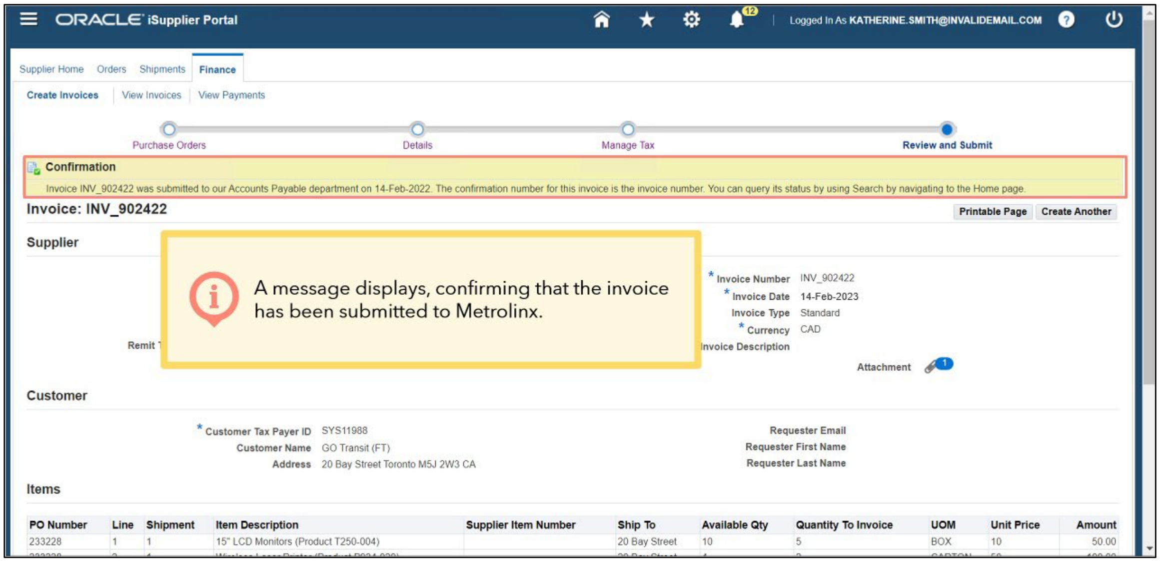
30. Scroll down to submit the invoice.



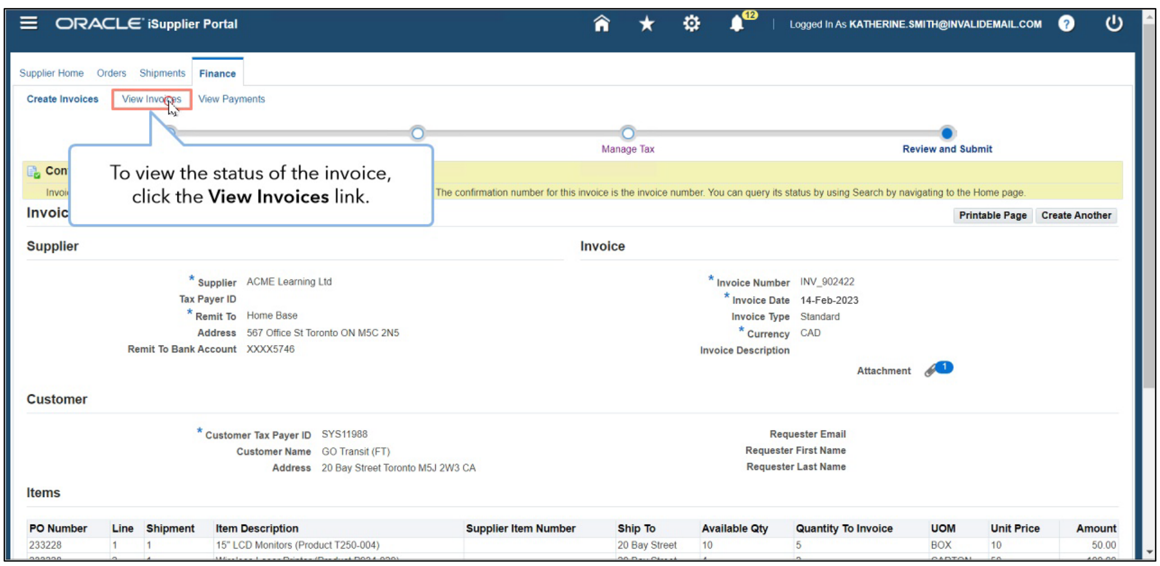
31. Click the **Submit** button.



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

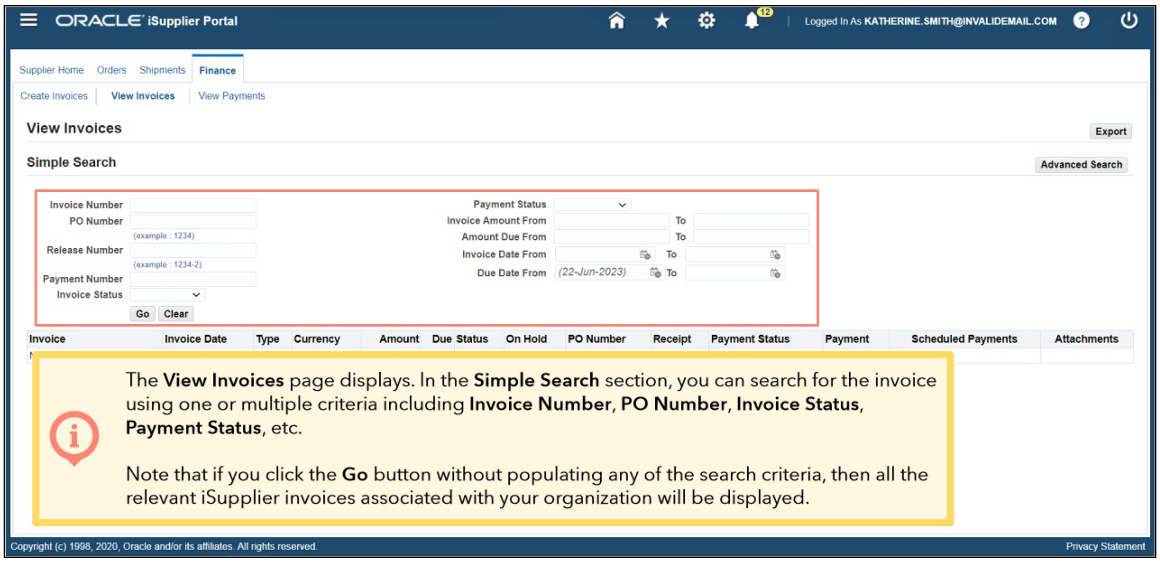


32. Click the **View Invoices** link to view the status of the invoice.

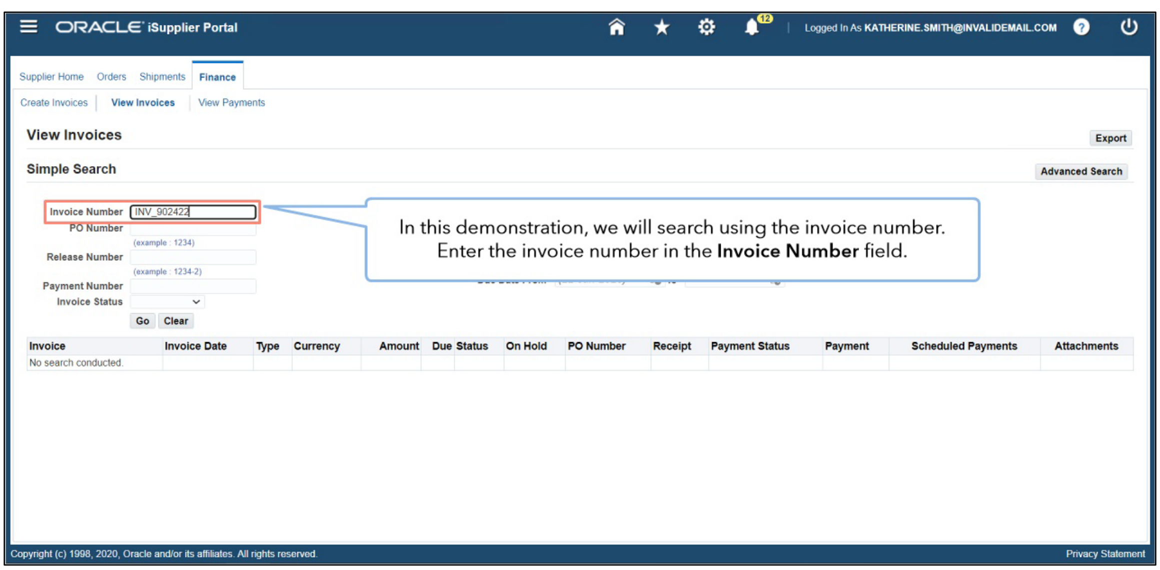


33. The **View Invoices** page displays. You can search for the invoice in the **Simple Search** section using one or multiple criteria including **Invoice Number**, **PO Number**, **Invoice Status**, **Payment Status**, etc.

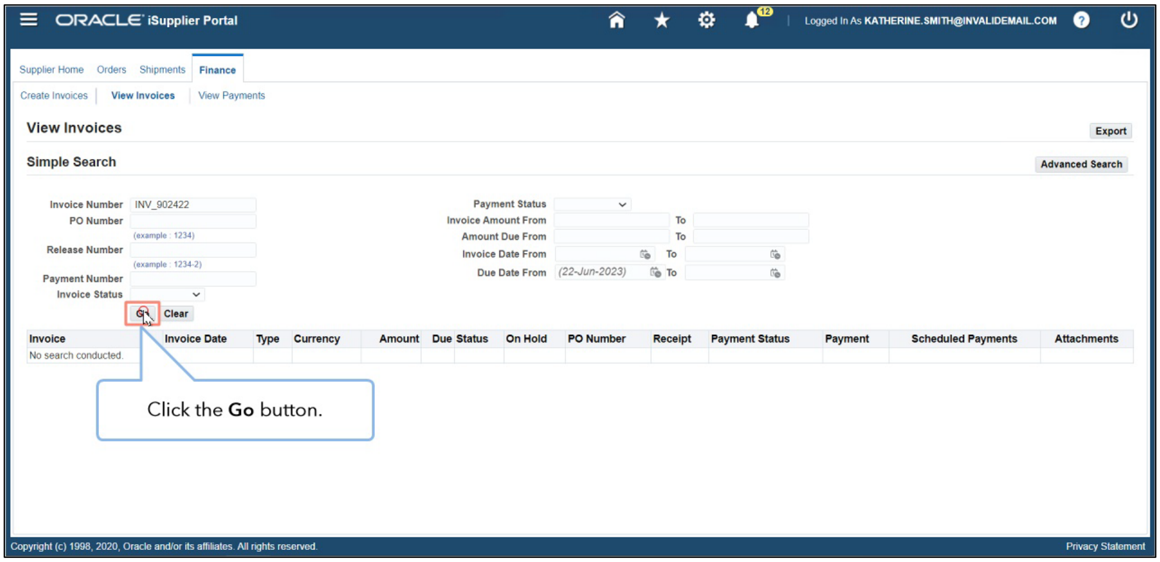
    Note: If you click the **Go** button without populating any of the search criteria, then all the relevant iSupplier invoices and invoices associated with your organization will be displayed.



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**.