# CITY OF DETROIT SUPPLIER PORTAL- HOW TO SUBMIT AN INVOICE

How to submit an Invoice via Supplier Portal

Step by Step Instructions on How to submit an Invoice via Supplier Portal
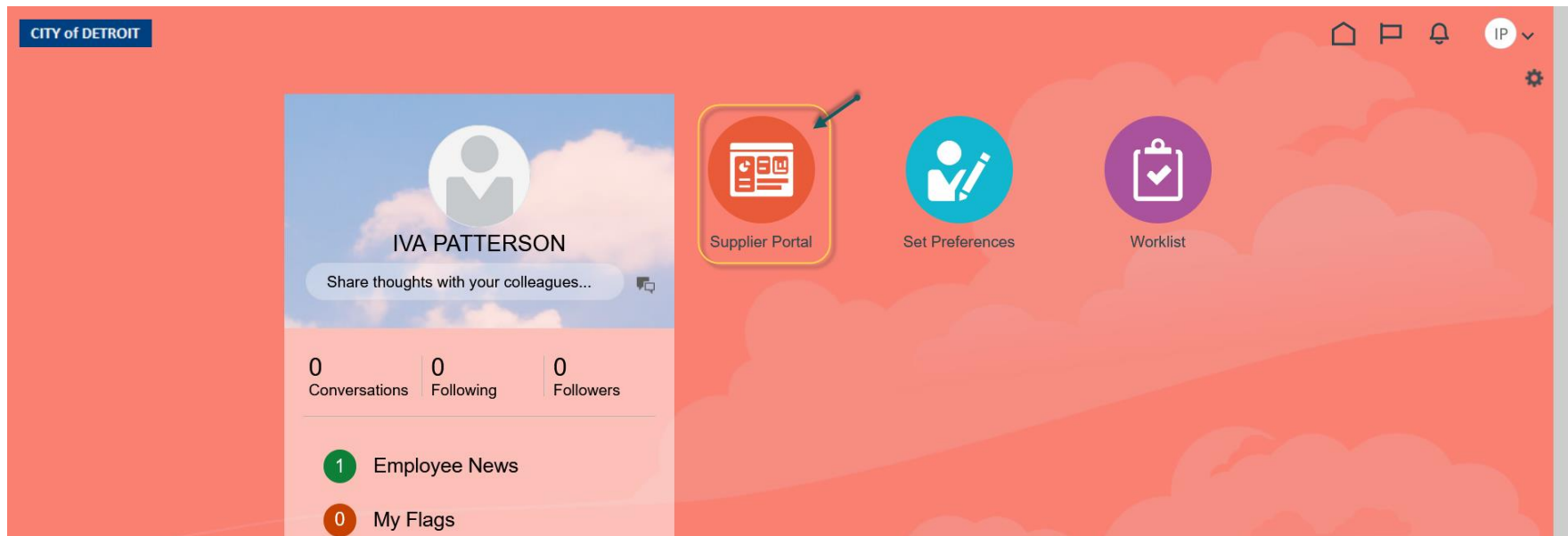
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# How to submit an Invoice via Supplier Portal

1) Log into Oracle Supplier Portal using your Contact email address and password.

2) Click on the Home icon in the upper right-hand corner.



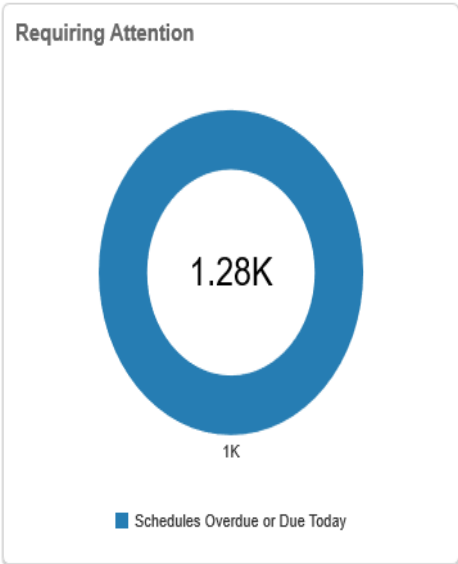3) You will be directed to the Home page. Click on the Supplier Portal icon.



4) You will be directed to the Supplier Portal page. Click on the Create Invoice link.

5) The Create Invoice screen will be displayed. All fields with '*' are required. Once the Identifying PO is selected, the Site will self-populate. You must manually enter the Number and Date.

# Create Invoice ⓘ

**\* Identifying PO** [                    ▼ ]

Supplier   TEST SUPPLIER

Taxpayer ID   38-9999956

**\* Supplier Site** [                    ▼ ]

Address

Supplier Tax Registration Number [                    ▼ ]

Remit-to Bank Account [                    ▼ ]

Unique Remittance Identifier [                    ]

Unique Remittance Identifier
Check Digit [      ]

Description [                    ]

Attachments   None ✚

Tax Control Amount [                    ]

## Customer

Customer Taxpayer ID [              ▼ ]

Name

Address

---

6) In the Identifying PO field, use the dropdown arrow to display all available Purchase Orders to select. Click on the desired PO number to populate the field.

# Create Invoice ⑦

| | | |
|---|---|---|
| * Identifying PO | [ ▼ ] | Remit-to Bank Account [ ▼ ] |
| Supplier | 3053337    TEST SUPPLIER    DETROIT | |
| Taxpayer ID | Search... | |
| | | Check Digit [ ] |
| * Supplier Site | [ ▼ ] | Description [ ] |
| Address | | Attachments  None ➕ |
| Supplier Tax Registration Number | [ ▼ ] | Tax Control Amount [ ] |

## Customer

| | |
|---|---|
| Customer Taxpayer ID | [ ▼ ] |
| | Name |
| | Address |

In the Number field, enter the invoice number as it appears on your document or as directed by the Department. Using the Date icon, select your invoice date.

# Create Invoice ⑦

**\* Identifying PO** `3053337` ▼

Supplier   TEST SUPPLIER

Taxpayer ID   38-9999956

**\* Supplier Site** `DETROIT` ▼

Address   1234 NO WHERE ST., DETROIT, MI 48207

Supplier Tax Registration Number `                    ` ▼

Remit-to Bank Account `                    ` ▼

Unique Remittance Identifier `                    `

Unique Remittance Identifier Check Digit `      `

Description `                    `

Attachments   None ➕

Tax Control Amount `                    `

## Customer

**\* Customer Taxpayer ID** `38-6004606` ▼

Name   City of Detroit Entity

Address

Attach a copy of your invoice document by clicking the Plus Sign (+) on the Attachment line. A pop-up screen will appear. Click "Browse" or "Choose File" to select a file from your computer.

**Attachments**

Actions ▼   View ▼   ✚   ✖

| Type | Category | * File Name or URL | Title | Description | Attach |
|------|----------|--------------------|-------|-------------|--------|
| File ⌄ | From Supplier ⌄ | Browse...  No file selected. | | | IVA PA |

Rows Selected 1

OK   C

Double click the filename that you want to attach and that file will upload. After the Title populates, click OK to return to the Create Invoice screen.

**Attachments**

Actions ▼   View ▼   ✚   ✖

| Type | Category | * File Name or URL | Title | Description |
|------|----------|--------------------|-------|-------------|
| File ⌄ | From Supplier ⌄ | Staples Invoices.xlsx  Update... | Staples Invoices.xlsx | |

# Create Invoice ⑦

| | | | |
|---|---|---|---|
| * **Identifying PO** | 3053337 ▼ | **Remit-to Bank Account** | ▼ |
| **Supplier** | TEST SUPPLIER | **Unique Remittance Identifier** | |
| **Taxpayer ID** | 38-9999956 | **Unique Remittance Identifier Check Digit** | |
| * **Supplier Site** | DETROIT ▼ | **Description** | |
| **Address** | 1234 NO WHERE ST., DETROIT, MI 48207 | **Attachments** | Staples Invoices.xlsx ➕ ✖ |
| **Supplier Tax Registration Number** | ▼ | **Tax Control Amount** | |

7) In the LINES section, click the Select and Add icon. A secondary window will display.

Lines

Click here

View ▼  ➕ ✖ ▤  Cancel Line

| * Number | * Type | Purchase Order | | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Tax Classification | Availab Quanti |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | * Number | * Line | * Schedule | Number | Line | | | | | |
| No data to display. | | | | | | | | | | | |
| | | Total | | | | | | | | | |

All available PO lines will be displayed under SEARCH RESULTS. *No changes can be made to while in this section.*  Select the line that you are invoicing against by click the space at start of the line. The line will turn a light blue. Press the Apply button and then the OK button to bring that line to the Create Invoice screen.

## Select and Add: Purchase Orders

◢ **Search**

Advanced | Saved Search | [ ▼ ]

** At least one is required

** Purchase Order [ 3053337 ] [ ▼ ]       ** Consumption Advice [ ]

** Creation Date [ m/d/yy h:mm a ] 📅

Search | Reset | Save...

**Search Results**

Click the space here to highlight
the line.

View ▼   [icon]   [icon] Detach   Select All

| | Purchase Order | | | Consumption Advice | | Supplier Item Number | Item Description | Ship-to Location | Ordered |
|---|---|---|---|---|---|---|---|---|---|
| | Number | Line | Schedule | Number | Line | | | | |
| | 3053337 | 1 | 1 | | | | TEST | CAYMC 1008 | 123,054.00 |

< [ ] >

Apply | OK | Cancel

8) Review which field is in **white**: **Amount** for services or **Quantity** for goods. For Services, type over the dollar figure in the Amount field to the actual amount for which you are billing. For Goods, type over the number Quantity field to the actual count of what you shipped.

**You cannot change the quantity to a higher amount than the Available Quantity nor the Amount greater than the total amount of the purchase order.

An example for Goods

Lines

Enter the Quantity

View ▼  ➕  ✖  📑  Cancel Line

| Schedule | Consumption Advice Number | Consumption Advice Line | Supplier Item | Item Description | Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | BOOTS, VINYL: KNEE, ME... | CAYMC 1008 ▼ | ▼ | 1,000 | 120 | 1 | EA |

<

An example for services

Lines

Type over this number if needed.

View ▼  ➕  ✖  📑  Cancel Line

| Schedule | Consumption Advice Number | Consumption Advice Line | Supplier Item | Item Description | Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | TEST | CAYMC 1008 ▼ | ▼ | | | | |

<

14) Review your invoice.  Go to the top of the page and click the Submit button.

# Create Invoice ⑦

| | | | |
|---|---|---|---|
| **Identifying PO** | 3053337 ▼ | **Remit-to Bank Account** | ▼ |
| **Supplier** | TEST SUPPLIER | **Unique Remittance Identifier** | |
| **Taxpayer ID** | 38-9999956 | **Unique Remittance Identifier Check Digit** | |
| **Supplier Site** | DETROIT ▼ | **Description** | |
| **Address** | 1234 NO WHERE ST., DETROIT, MI 48207 | **Attachments** | Staples Invoices.xlsx ✚ ✕ |
| **Supplier Tax Registration Number** | ▼ | **Tax Control Amount** | |

## Customer

| | | | |
|---|---|---|---|
| **Customer Taxpayer ID** | 38-6004606 ▼ | **Name** | City of Detroit Entity |
| | | **Address** | |

15) A confirmation message will be displayed. Click the OK button to clear message.

**You can print this page for your records by pressing Printable Page button.
**Press Create Another button if you would like to create another invoice.
**Press Done button to close this screen and return to the Supplier Portal page.

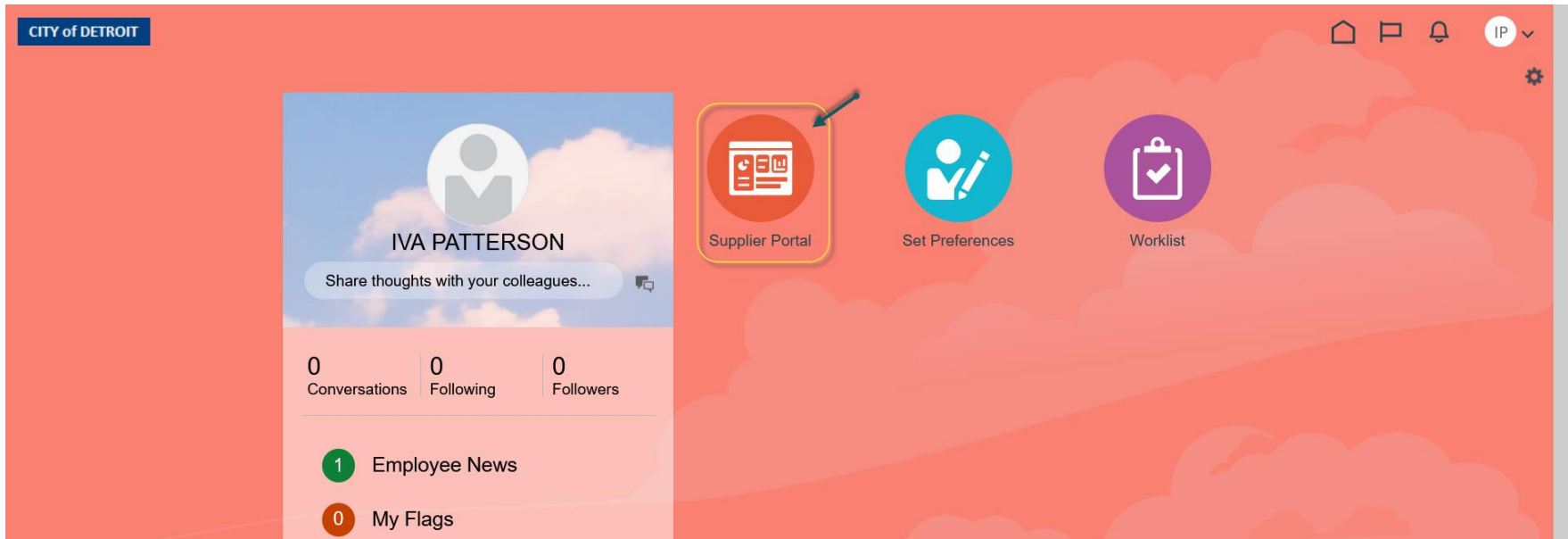## How to Correct an Incomplete Invoice

If you Save and Close your invoice and did not click the SUBMIT tape, your invoice status changed to INCOMPLETE. To submit your invoice, do he following:

1. Log into Oracle Supplier Portal using your Contact email address and password.

2. Click on the Home icon in the upper right-hand corner.



3. Click on the Supplier Portal icon.

Click on View Invoices.

# Supplier Portal

Search [Orders ▾] Order Number [_____] 🔍

## Tasks

**Orders**

- Manage Orders

**Agreements**

- Manage Agreements

**Shipments**

- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Invoices and Payments**

- Create Invoice
- View Invoices
- View Payments

### Requiring Attention

2
3

708

699

■ Schedules Overdue or Due Today
■ Negotiation Responses
■ Negotiations Closing Soon
■ Negotiation Messages
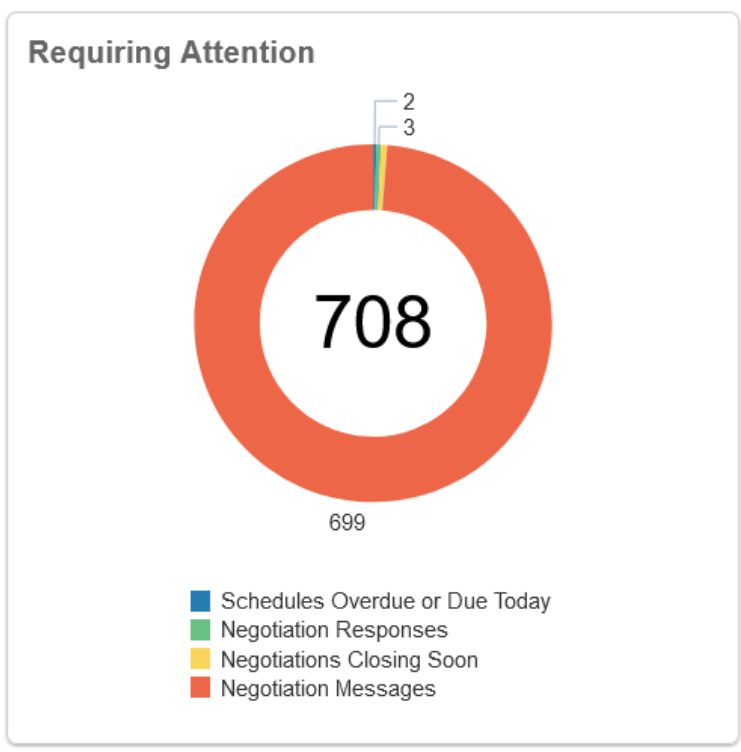
### Recent Activity
Last 30 Days

Negotiation invitations

Orders opened

### Transaction Reports
Last 30 Days

PO Purchase Amount          101000

Invoice Amount              269

Invoice Price Variance Amount

### Supplier News

Using the pull-down menu, select your company's name. Click the SEARCH tab.  View your invoices under the Search Results.

**CITY of DETROIT**

## View Invoices

◢ **Search**

|  |  |  |
|---|---|---|
| ** **Invoice Number** | | **Consumption Ad** |
| ** **Supplier** | ▼ | **Invoice Sta** |
| **Supplier Site** | TEST SUPPLIER                    2038371 | **Paid Sta** |
| | Search... | |
| ** **Purchase Order** | | **Payment Num** |

## Search Results

View ▼    ⊞    ⊡ Detach

| Invoice Number | Invoice Date | Type | Purchase Order | Supplier | Supplier Site | Unp Amo |
|---|---|---|---|---|---|---|
| No search conducted | | | | | | |

Click the incomplete invoice number. The Edit Invoice screen will open for that invoice.

# View Invoices

▲ **Search**

** Invoice Number [                    ]

** Supplier [TEST SUPPLIER ▼]

Supplier Site [                    ▼]

** Purchase Order [                    ]

Consumption Advic

Invoice Statu

Paid Statu

Payment Numbe

## Search Results

Click the Invoice
Number

View ▼    ▦    ▣ Detach

| Invoice Number | Invoice Date | Type | Purchase Order | Supplier | Supplier Site | Unpaid Amoun |
|----------------|--------------|------|----------------|----------|---------------|--------------|
| B412 | 1/6/22 | Standard | 3054523 | TEST SUPPLIER | DETROIT | US |
| H36987 | 12/28/21 | Standard | 3054523 | TEST SUPPLIER | DETROIT | 120.00 US |

You cannot modify Items in the Lines.  Click the Select and Add icon to select the desired line items.

# Edit Invoice ⓘ

| | | | | |
|---|---|---|---|---|
| **Identifying PO** | 3054523 | | **Remit-to Bank Account** | ▼ |
| **Supplier** | TEST SUPPLIER | | **Unique Remittance Identifier** | |
| **Taxpayer ID** | 38-9999956 | | **Unique Remittance Identifier Check Digit** | |
| **Supplier Site** | DETROIT ▼ | | **Description** | |
| **Address** | 1234 NO WHERE ST., DETROIT, MI 48207 | | **Attachments** | Staples_Business_Advantage_Inv ✚ ✖ |
| **Supplier Tax Registration Number** | ▼ | | **Tax Control Amount** | |

## Customer

| | | | |
|---|---|---|---|
| **Customer Taxpayer ID** | 38-6004606 ▼ | **Name** | City of Detroit Entity |
| | | **Address** | |

## Lines

View ▼  ✚  ✖  🗎  **Cancel Line**

| * Number | * Type | Purchase Order | | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Tax Classif |
|---|---|---|---|---|---|---|---|---|---|---|
| | | * Number | * Line | * Schedule | Number | Line | | | | |
| 1 | Item ▼ | 3054523 | 1 | 1 | | | | BOOTS, VINYL: KNEE, MENS SZ 8, STEEL TOE, 16... | CAYMC 1008 ▼ | |
| 2 | Item ▼ | 3054523 | 2 | 1 | | | | TEST | CAYMC 1008 ▼ | |
| | **Total** | | | | | | | | | |

Click on the desired line to it to highlight it or click Select All to highlight all the line items.

The selected lines will display in a light-blue highlight. Click Apply and then click OK. The lines are now on the Edit Invoice screen.

**Select and Add: Purchase Orders**    ✕

◢ Search                                                    Advanced  Saved Search  [_____ ▾]

                                                                      ** At least one is required

**  Purchase Order [ 3054523        ▾]        **  Consumption Advice [_____]

**  Creation Date [ m/d/yy h:mm a    📅]

                                                          [Search] [Reset] [Save...]

## Search Results

View ▾  📊  ▣ Detach  [Deselect All]

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ✐ | [____] | [____] | [____] | [____] | [____] | [____] | [____] | [____] |
| | **Purchase Order** | | | **Consumption Advice** | | **Supplier Item Number** | **Item Description** | **Ship-to Location** | **Ordered** |
| | **Number** | **Line** | **Schedule** | **Number** | **Line** | | | | |
| | 3054523 | 1 | 1 | | | | BOOTS, VINYL: KN... | CAYMC 1008 | 1,000 |
| | 3054523 | 2 | 1 | | | | TEST | CAYMC 1008 | 100,000.00 |

‹ [▬▬▬▬▬▬▬▬▬▬▬▬▬]                                   ›

                                                          [Apply] [OK] [Cancel]


Now that the lines are on the Edit Invoice screen, you can modify the line items.

# Edit Invoice ⑦

Identifying PO 3054523

Supplier TEST SUPPLIER

Taxpayer ID 38-9999956

Supplier Site DETROIT ▼

Address 1234 NO WHERE ST., DETROIT, MI 48207

Supplier Tax Registration Number [            ] ▼

Remit-to Bank Account [            ] ▼

Unique Remittance Identifier [            ]

Unique Remittance Identifier Check Digit [    ]

Description [            ]

Attachments Staples_Business_Advantage_Inv ➕ ✖

Tax Control Amount [            ]

## Customer

Customer Taxpayer ID 38-6004606 ▼

Name City of Detroit Entity

Address

## Lines

View ▼  ➕ ✖ 🗎 **Cancel Line**

| * Number | * Type | Purchase Order | | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Tax Cla |
|----------|--------|----------------|------|------------|--------|------|---------------|------------------|------------------|---------|
|          |        | * Number | * Line | * Schedule | Number | Line |               |                  |                  |         |
| 4 | Item ∨ | 3054523 | 2 | 1 | | | | TEST | CAYMC 1008 ▼ | [    ] |
| 3 | Item ∨ | 3054523 | 1 | 1 | | | | BOOTS, VINYL: KNEE, MENS SZ 8, STEEL TOE, 16... | CAYMC 1008 ▼ | [    ] |

Change the Amount to match the amount on your invoice or change your Quantity to match the number of items shipped on your invoice. Click Submit.  You will receive a confirmation.

# Edit Invoice ⓘ

Identifying PO    3054523

Supplier    TEST SUPPLIER

Taxpayer ID    38-9999956

Supplier Site    DETROIT ▾

Address    1234 NO WHERE ST., DETROIT, MI 48207

Supplier Tax Registration Number [ ▾ ]

Remit-to Bank Account [ ▾ ]

Unique Remittance Identifier [ ]

Unique Remittance Identifier Check Digit [ ]

Description [ ]

Attachments    Staples_Business_Advantage_Inv ✚ ✖

Tax Control Amount [ ]

## Customer

Customer Taxpayer ID    38-6004606 ▾

Name    City of Detroit Entity

Address

## Lines

View ▾   ✚   ✖   📑   [ Cancel Line ]

| * Number | * Type | Purchase Order | | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Tax Classifica |
| | | * Number | * Line | * Schedule | Number | Line | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 4 | Item ▾ | 3054523 | 2 | 1 | | | | TEST | CAYMC 1008 ▾ | [ ] |
| 3 | Item ▾ | 3054523 | 1 | 1 | | | | BOOTS, VINYL: KNEE, MENS SZ 8, STEEL TOE, 16... | CAYMC 1008 ▾ | [ ] |

Click Done to return to the previous page.  Click Search to refresh your screen.  Your Invoice Status has been updated to Approved.
Inform Accounts Payable via email.

## View Invoices

◢ **Search**

** Invoice Number [                    ]

** Supplier [ TEST SUPPLIER        ▼ ]

Supplier Site [                    ▼ ]

** Purchase Order [                ]

Consumption A

Invoice S

Paid S

Payment Nu

### Search Results

View ▼    ▦    ▦ Detach

| Invoice Number | Invoice Date | Type | Purchase Order | Supplier | | Supplie |
|---|---|---|---|---|---|---|
| B412 | 1/6/22 | Standard | 3054523 | TEST SUPPLIER | | DETROI |
| H36987 | 12/28/21 | Standard | 3054523 | TEST SUPPLIER | | DETROI |