INVOICE MANAGEMENT VIA PORTAL

SEPTEMBER 2023

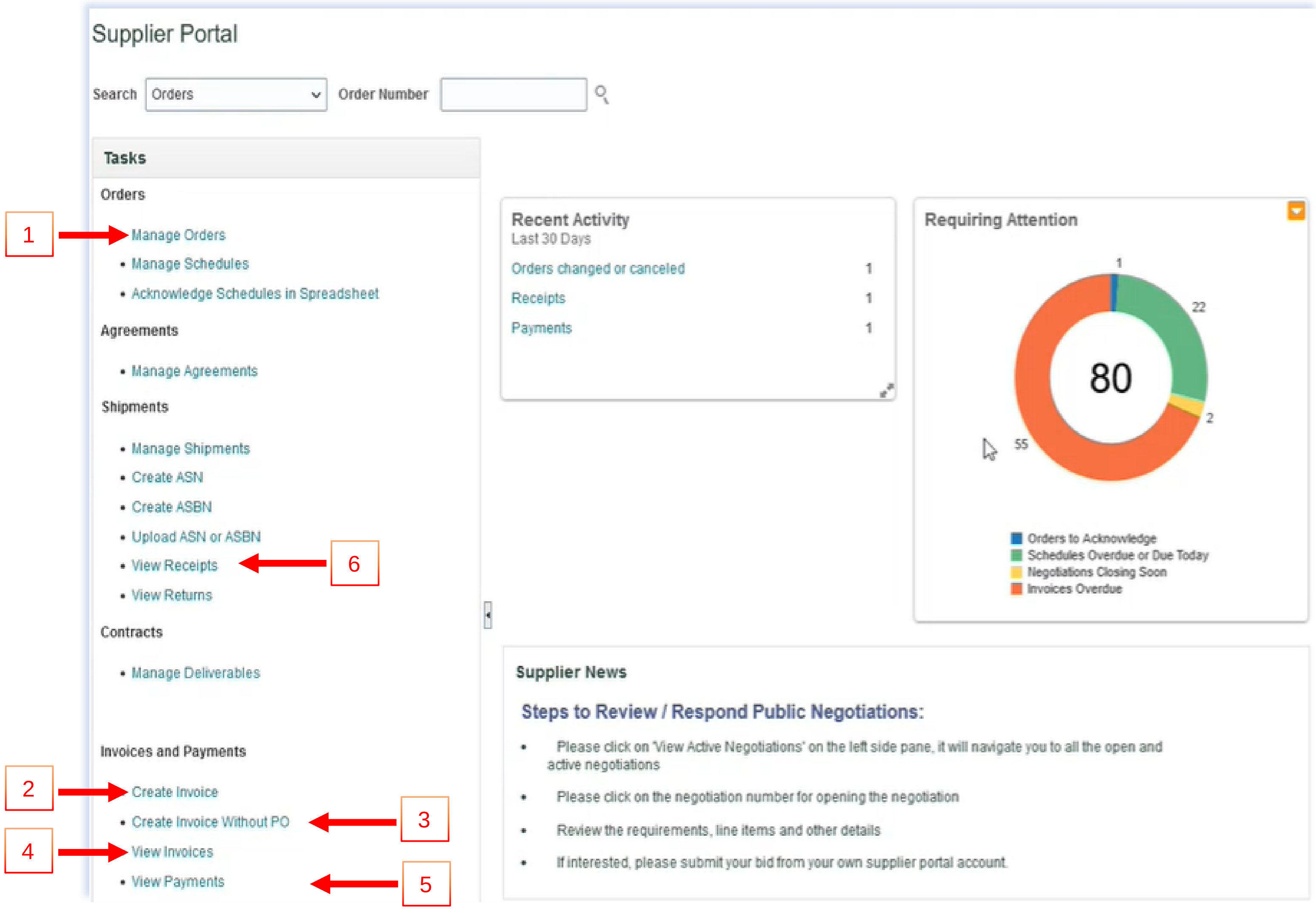
AGENDA

INVOICE MANAGEMENT VIA PORTAL

- Manage Orders
- Create Invoice with PO (PO Invoice)
- Create Invoice without PO (Non-PO invoice).
- View Invoices
- View Payments
- View Receipts

MANAGE ORDERS AND INVOICES

OVERVIEW



This Chapter only applies to “Spend Authorized” suppliers with active contracts with UNDP. It provides an overview of Creating Invoices, Viewing Purchase Orders, Invoices, Payments and Remittances in the supplier portal.

These options are found under the Tasks segment of the Supplier Portal page.

1. Manage Orders
2. Create Invoice
3. Create Invoice without PO
4. View Invoices
5. View Payments
6. View Receipts

MANAGE ORDERS AND INVOICES

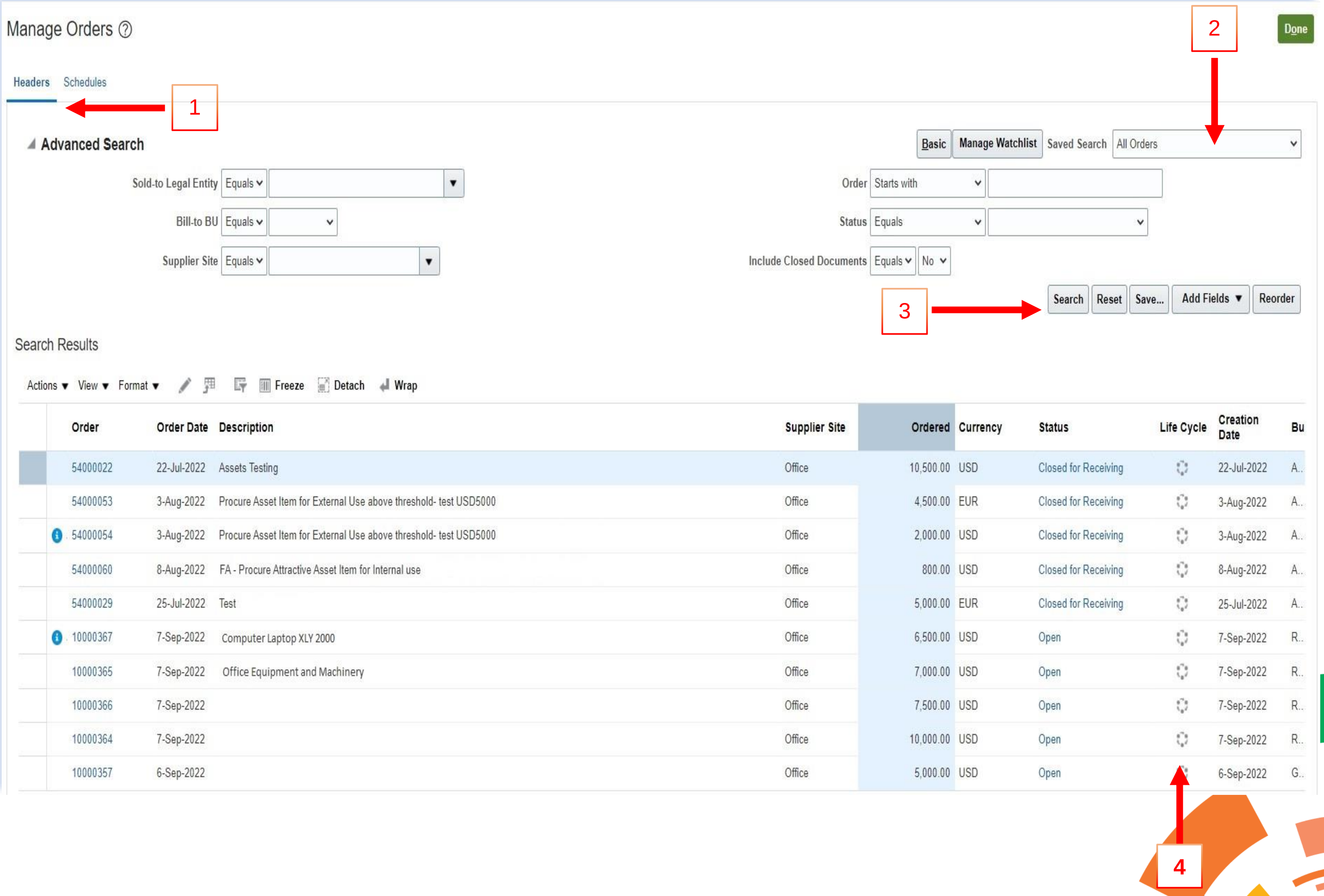
1.1 MANAGE ORDERS

Navigate the Tasks on the Supplier Portal page in the previous slide and follow the steps below :

1. Click ***"Manage Orders"*** Headers/Schedules
2. Enter the purchase order in the ***"Order"*** field or chose ***"All Orders"*.**
3. Click ***"Search"***: The purchase order(s) details are listed in the such as Order Number, Order Date, Description, Amounts, Currency, Buyer , PO Status and Schedules.
4. Click ***"Life Cycle"*** for PO dashboard
5. Click on "***PO number"*** to preview the PO

Tip

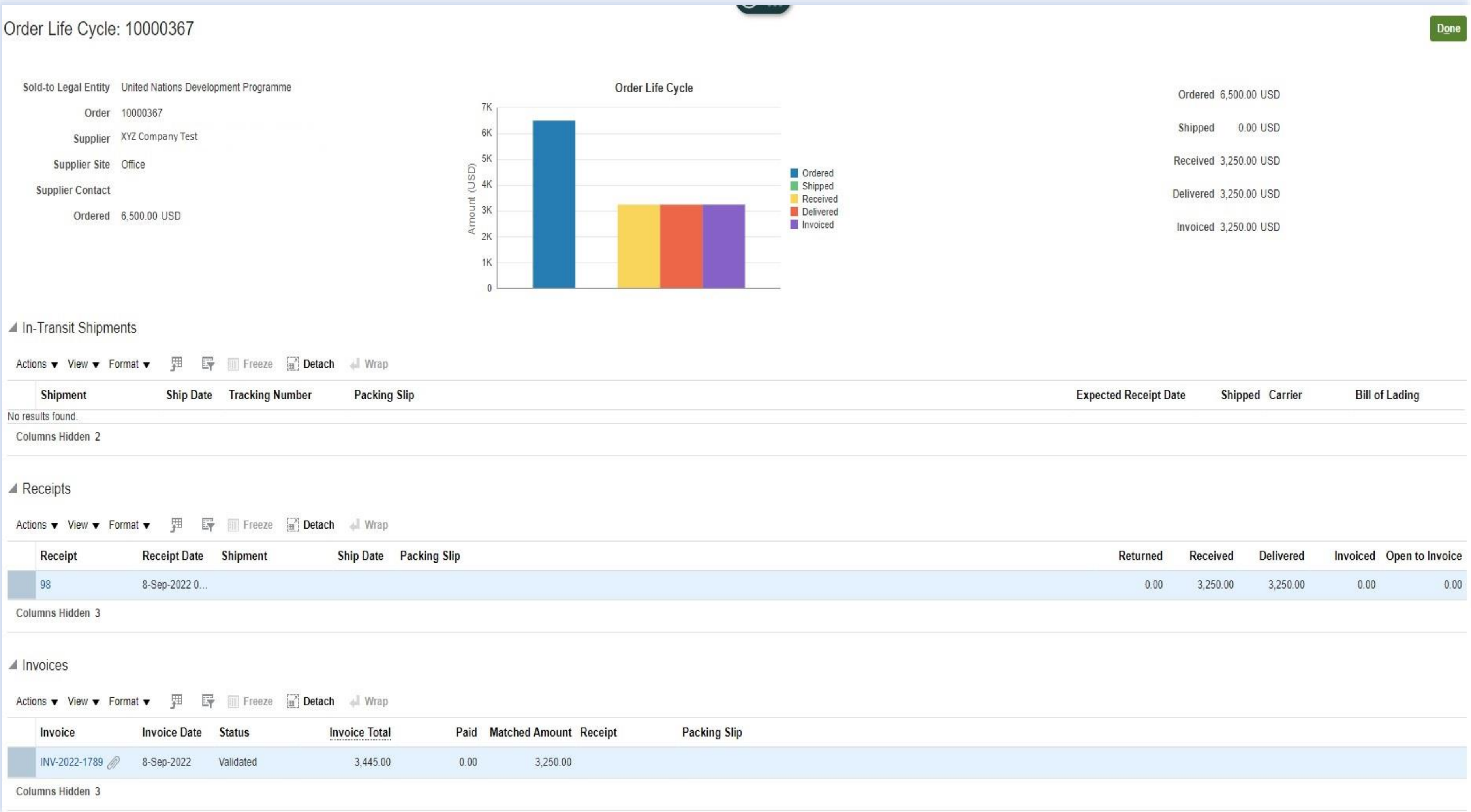
- **On Hold:** The Order is on hold; no transactions can be created.
- **Closed for Receiving:** The Order is fully received
- **Closed for Invoicing**: The Order is fully invoiced
- **Open:** The Order is Open for receiving and Invoicing
- **Cancelled:** The Order is cancelled but not deleted
- **Pending Change Approval**: The Order has a change request that is sent for approval



QUANTUM

MANAGE ORDERS AND INVOICES

1.1 MANAGE ORDERS – LIFE CYCLE



Order **Life Cycle** details:

- Order Number
- Supplier Name
- Supplier Site
- Supplier Contact
- Ordered Amount
- Shipped Amounts
- Received Amount
- Invoiced Amount
- Receipts Details
- Invoices Details
- In-Transit Shipments
- Bar-Chart for PO transactions

MANAGE ORDERS AND INVOICES

1.2 CREATE INVOICE (PO INVOICE)

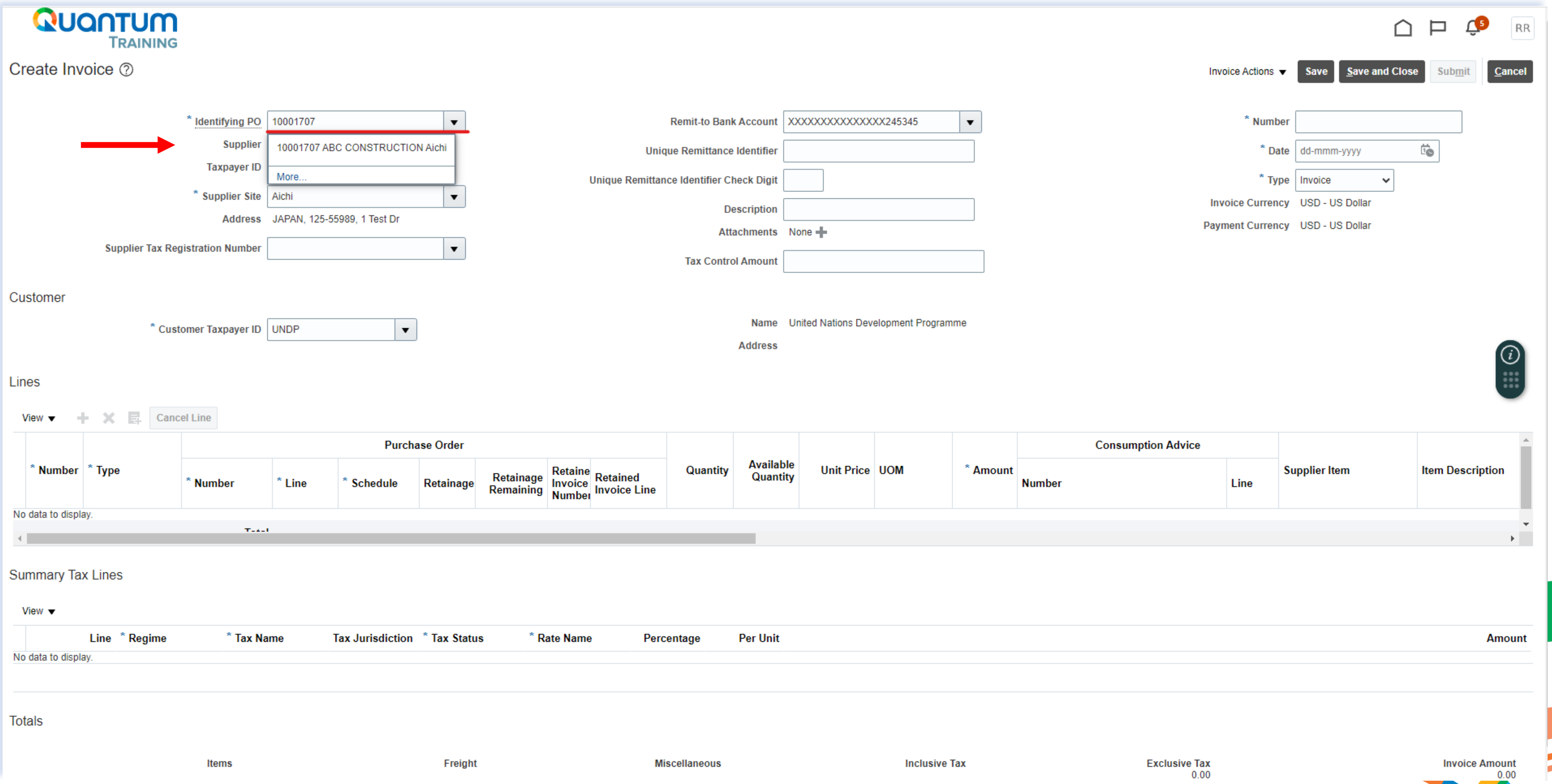
Step 1
Select Purchase Order Number from the list.

Identifying PO:
Type the PO number
Or
Select from the list

Supplier Site , Address and Remit-to-Bank Account :
Defaulted from the supplier profile in Quantum

Invoice Number:
Supplier Invoice Number

Date: Invoice Date



MANAGE ORDERS AND INVOICES

1.2 CREATE INVOICE (PO INVOICE)

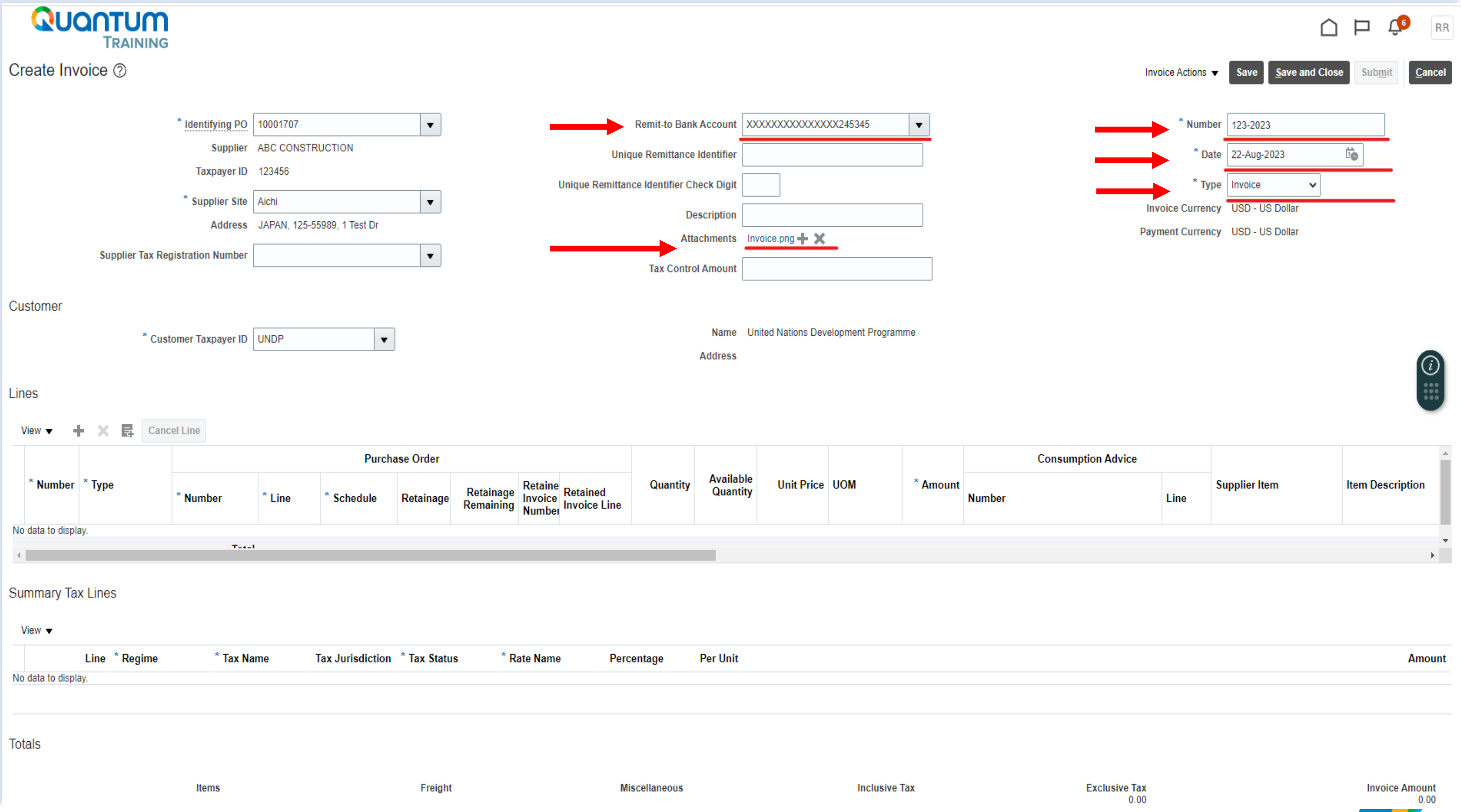
Step 2
Add the Invoice header details

- Invoice Number
  Invoice Date
- Invoice Type
- Remit-to-Bank
- Attachments

NOTES:

Remit-to-Bank account
If list doesn't return any value, contact UNDP focal point.

Attachments (Mandatory)
Invoice, Bill of Qty, Proof Of Delivery , Certificate of payment for individual suppliers, etc.



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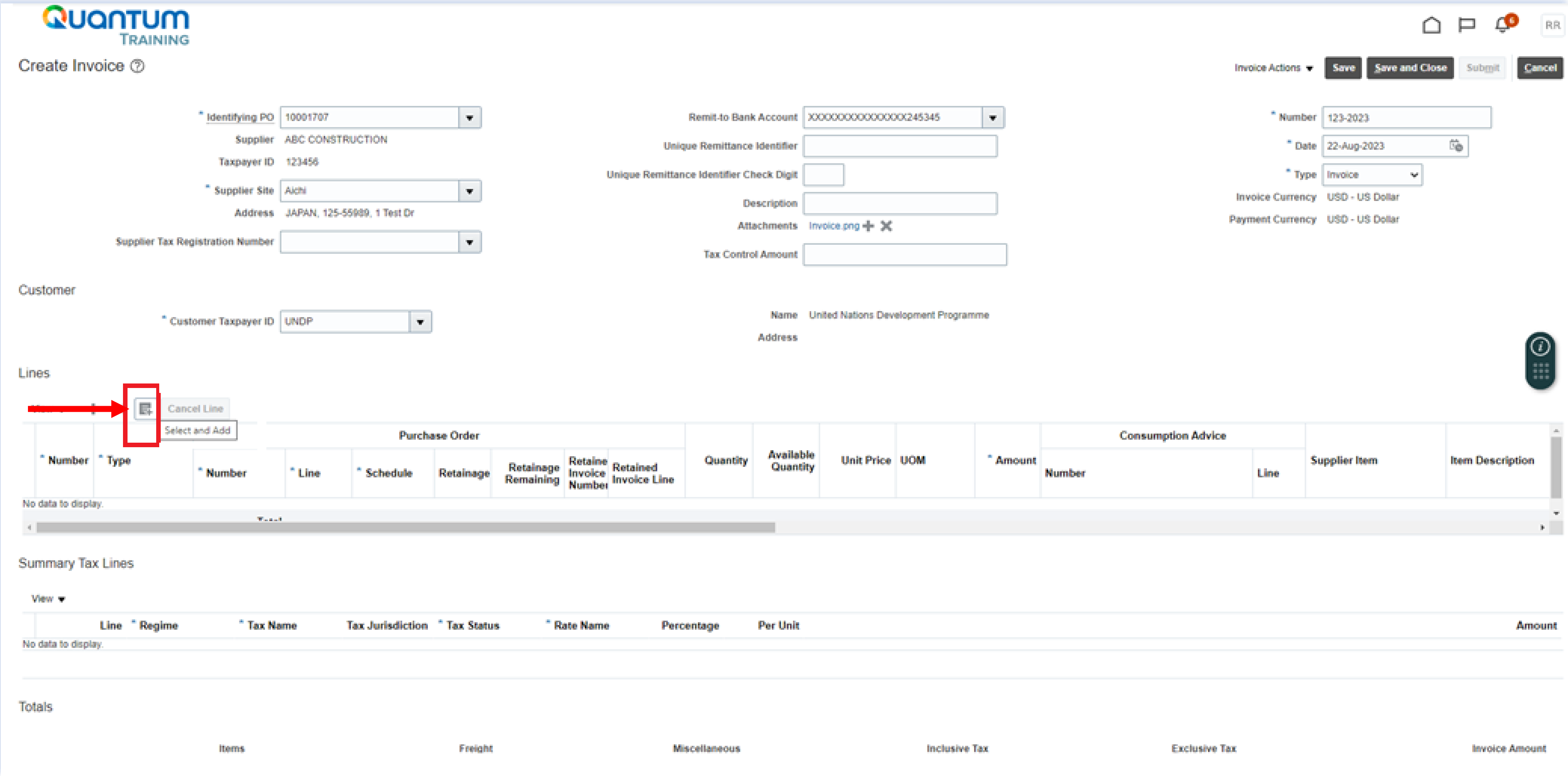
MANAGE ORDERS AND INVOICES

1.2 CREATE INVOICE (PO INVOICE)

Step 3
Click on "***Select and Add***" to add the PO Lines

NOTE:
The Receipt must be entered before the supplier can enter the invoice



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MANAGE ORDERS AND INVOICES

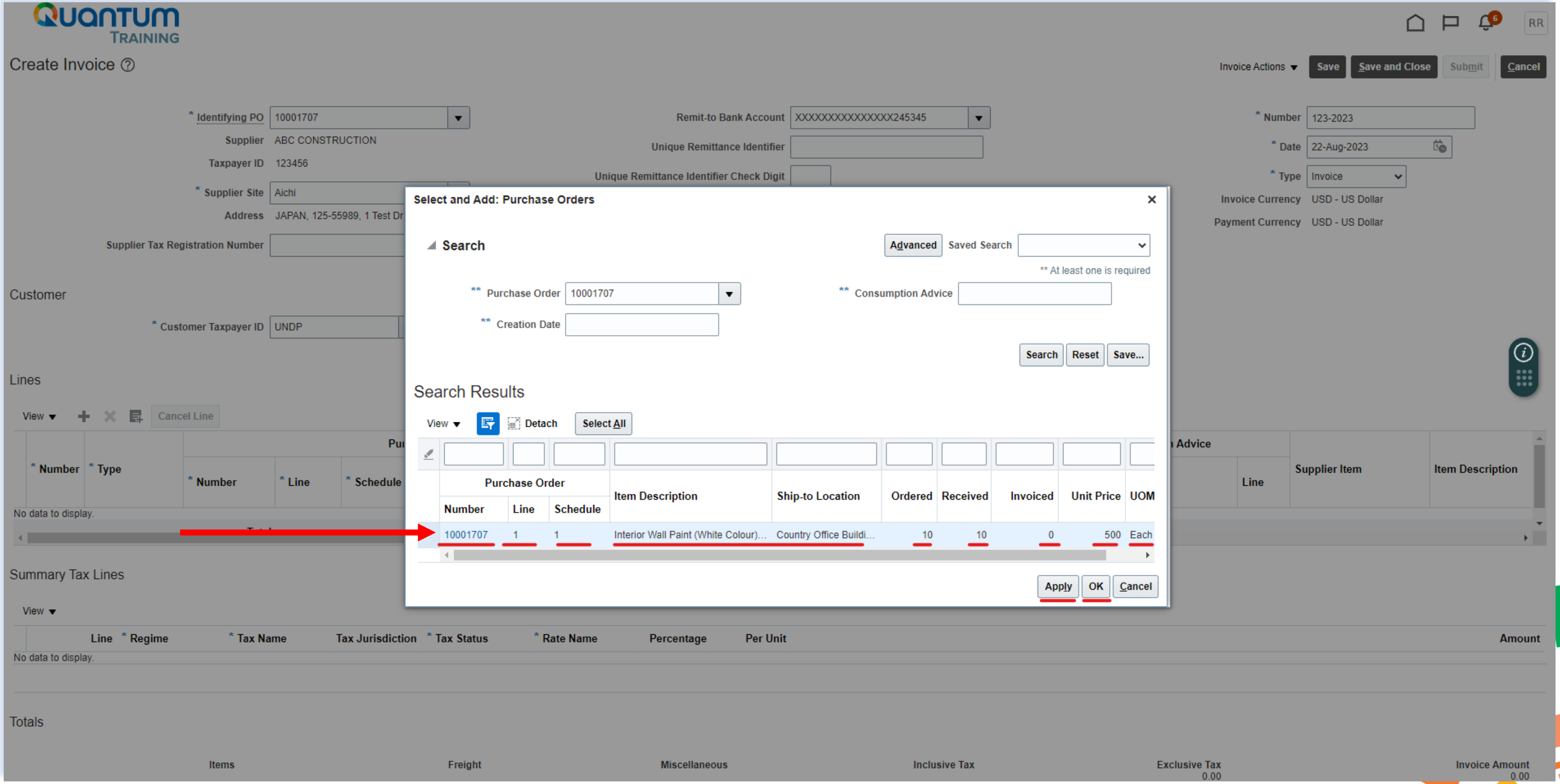
1.2 CREATE INVOICES (PO INVOICE)

Step 4

Select Purchase Order line(s)

Repeat for the next Line, if any.

Click **Apply** + **OK**



MANAGE ORDERS AND INVOICES

1.2 CREATE INVOICE (PO INVOICES)

Step 5

- **Save**
- **Submit**

Save:

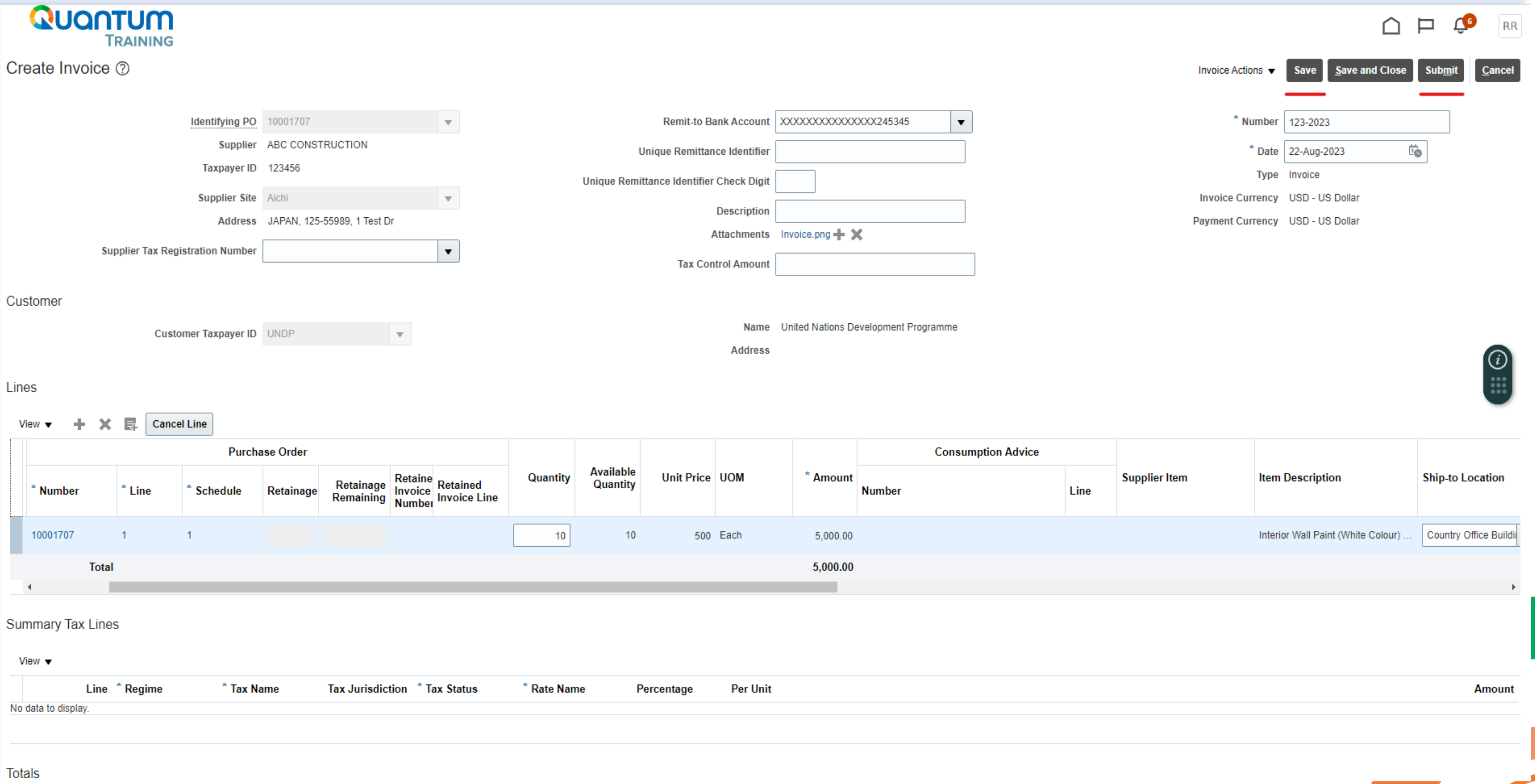
Click ***"Save"*** to create a draft Invoice. Once saved the Invoice number cannot be reused.

Save and Close

Save draft invoice and exist the screen

Submit

Click ***"Submit"*** to send invoice directly to UNDP Accounts Payable for processing.



MANAGE ORDERS AND INVOICES

1.3 CREATE INVOICE WITHOUT PO (Non-PO invoice)

Supplier

1. Add Invoice header Information
   - Invoice Number
   - Invoice Date
   - Invoice Type
   - Supplier Site
   - Remit-to Bank Account
   - Attachments
   - Currency
   - Requester email (UNDP Contact Person)

2. Add Lines
   - Type
   - Amount /Quantity
   - Description

3. Click “***Save***” / “***Save and Close***”
4. **Submit** the Invoice.

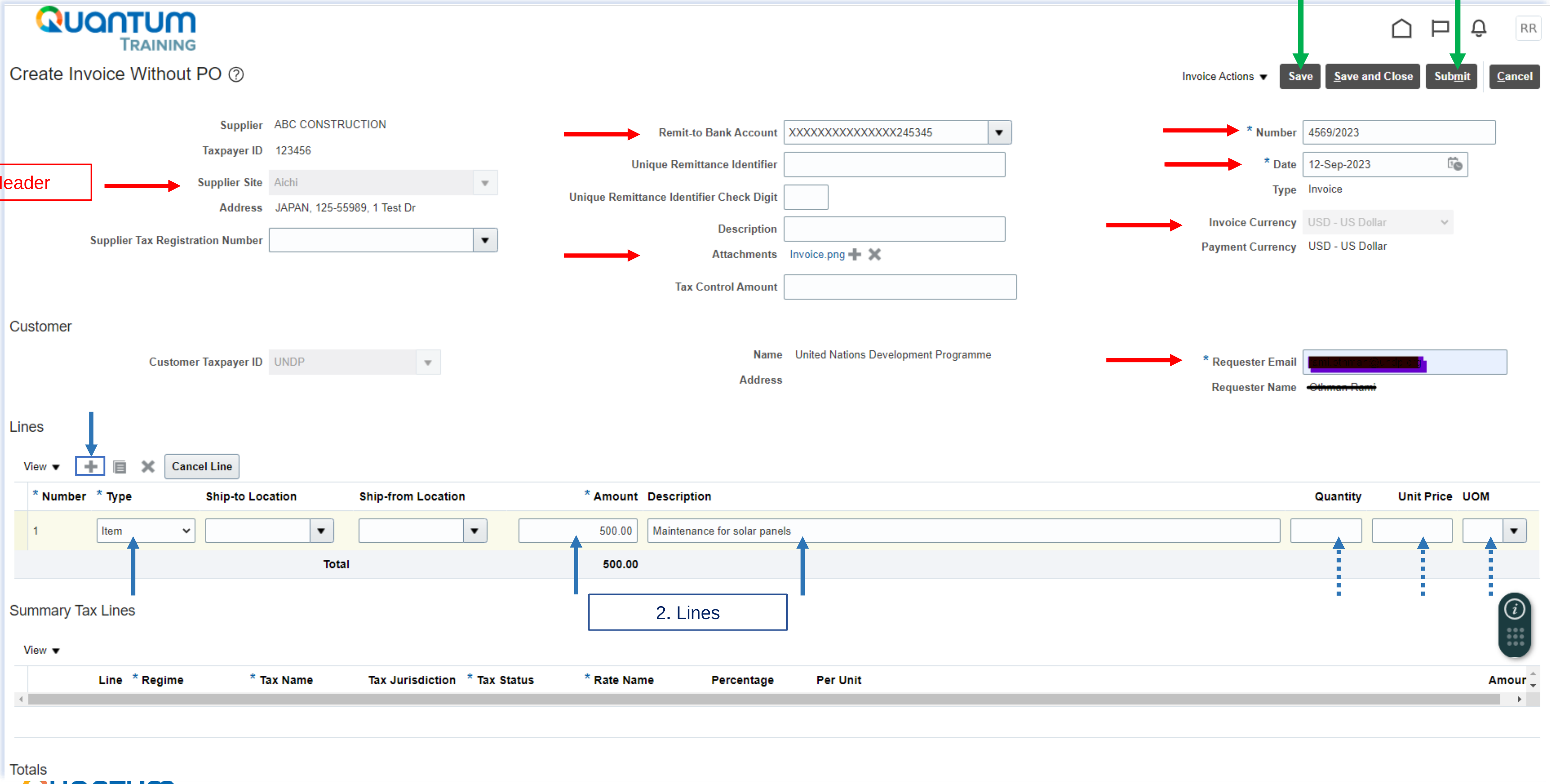
MANAGE ORDERS AND INVOICES

1.3 CREATE INVOICE WITHOUT PO (Non-PO invoice)

Invoice 4569/2023 has been submitted.

3. Save & Submit

1. Header

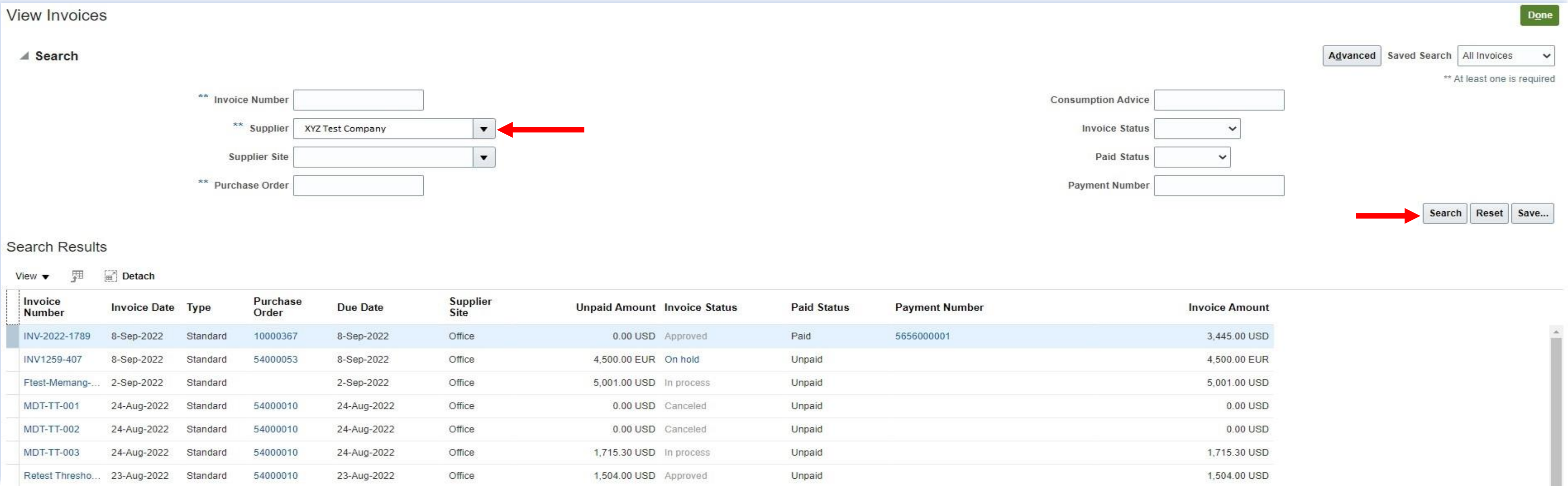


2. Lines

QUANTUM

MANAGE ORDERS AND INVOICES

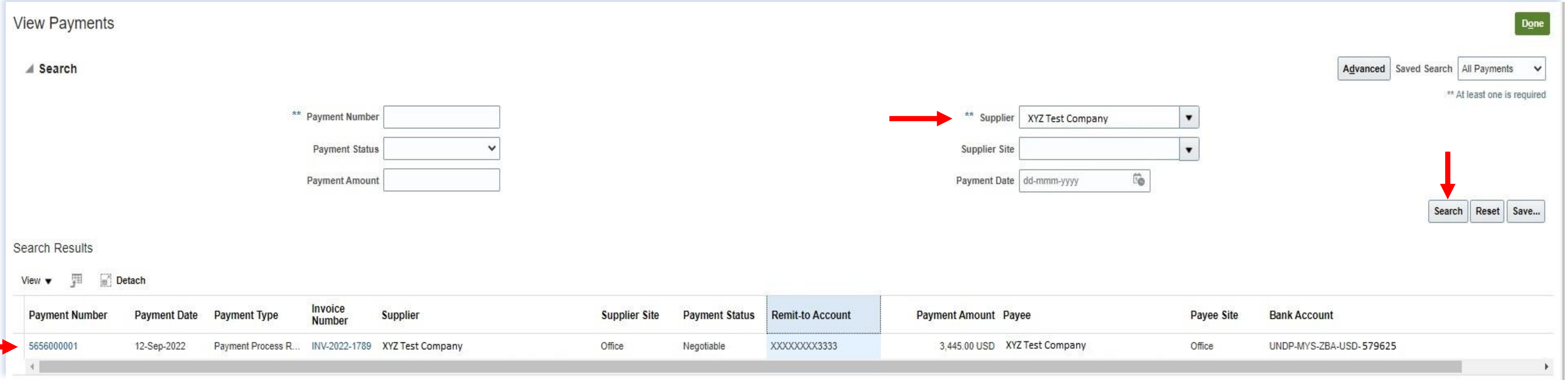
1.4 VIEW INVOICES



1. Click “***View Invoices”*** on the supplier portal main page
2. Use any of the following search options to retrieve the existing Invoices: Invoice Number, Supplier, Supplier Site, Purchase Order, Invoice / Paid Status.
3. Click on “***Search.”***
4. The Invoice details will be retrieved in the results table, including Invoice Date, Type, Order , Due Date, Payment Number, Invoice and Unpaid Amounts

MANAGE ORDERS AND INVOICES

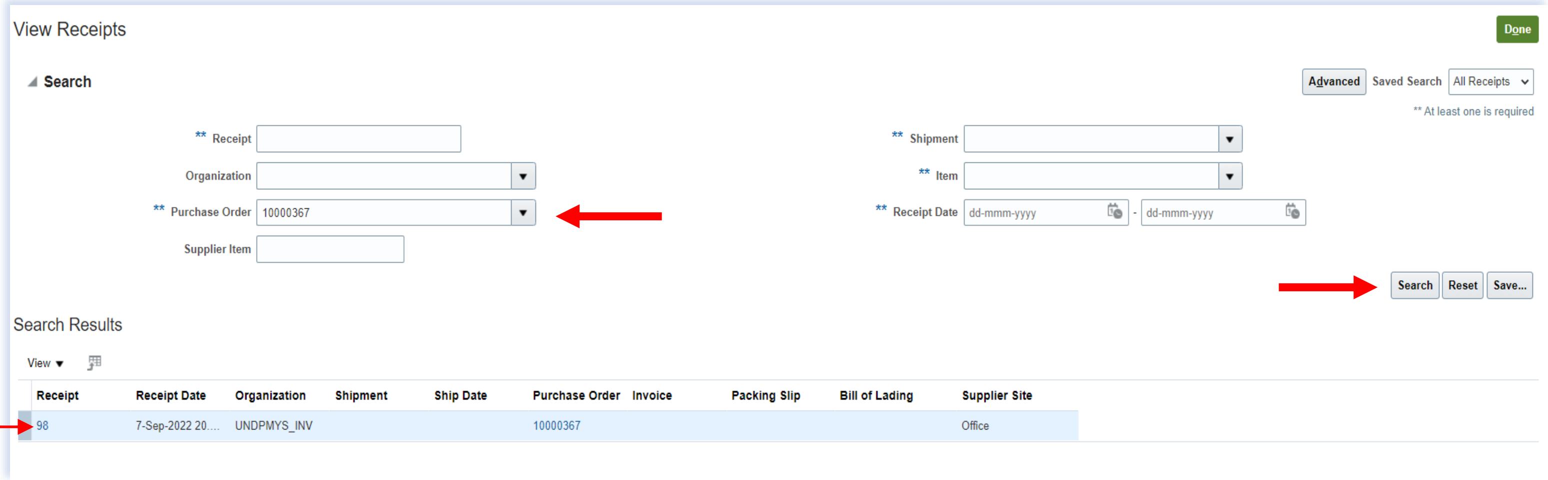
1.5 VIEW PAYMENTS

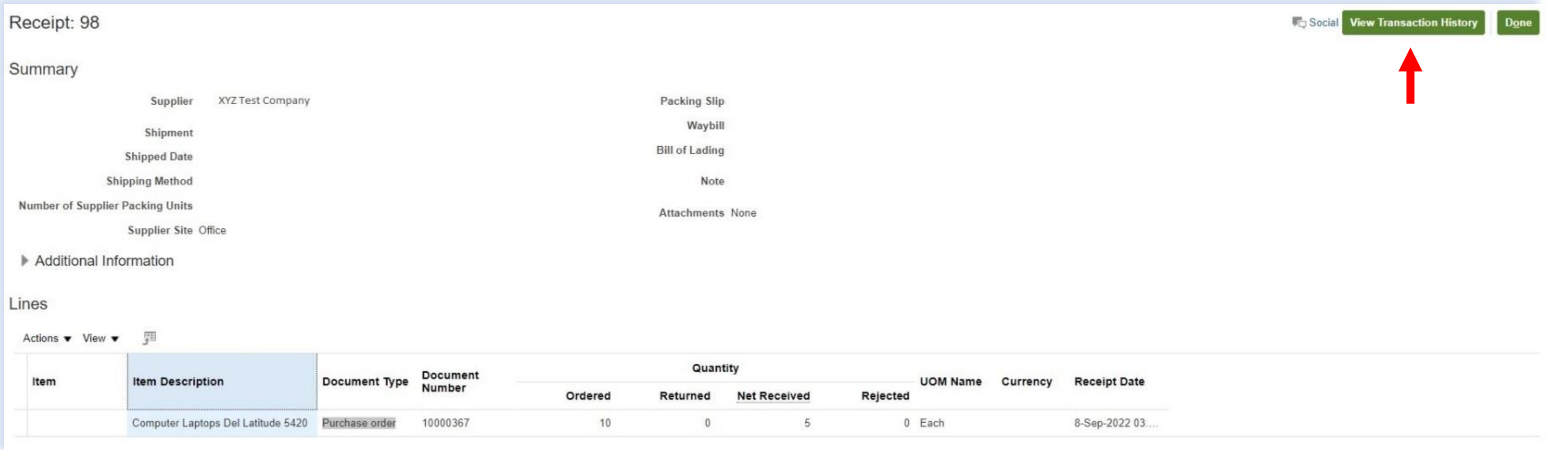


1. Click ***“View Payment”*** on the supplier portal main page
2. Use any of the following search options to retrieve the existing Invoices: Payment Number, Payment Status, Supplier, Supplier Site, Payment Date and Amount.
3. Click on ***“Search.”***
4. The payments list will be retrieved in the results table including Payment Number, Date, Type, Invoice Number, Remit-to Account, Payment Amount, Payee ,etc.
5. Click on the “***Payment Number”*** to view the details

MANAGE ORDERS AND INVOICES

1.6 VIEW RECEIPTS





Navigate the Tasks on the Supplier Portal page and follow the steps below:

1. Click ***"View Receipts"***
2. Chose **All Orders** saved search
3. Enter/Select one or more of the following parameters: Receipt Number, Purchase Order Number, Shipment, Item or Receipt Date range .
4. Click **"Search".**
5. Select **Receipt** form the table.
6. Click on the "***Receipt***" number to view the receipt's details (Header and Lines)
7. **Click "View Transaction History"**

15