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
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
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 choose "All Orders".
3. Click "Search": The purchase order(s) details are listed in 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
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
**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
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.
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
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
10

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)

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)

1. Header

2. Lines

3. Save & Submit
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. Choose **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** from the table.
6. Click on the **“Receipt”** number to view the receipt’s details (Header and Lines).
7. Click **“View Transaction History”**