



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

The screenshot shows the Supplier Portal interface. On the left is a 'Tasks' sidebar with categories: Orders, Agreements, Shipments, Contracts, and Invoices and Payments. Callout 1 points to 'Manage Orders' under Orders. Callout 2 points to 'Create Invoice' under Invoices and Payments. Callout 3 points to 'Create Invoice Without PO'. Callout 4 points to 'View Invoices'. Callout 5 points to 'View Payments'. Callout 6 points to 'View Receipts'. The main content area includes 'Recent Activity' (Orders changed or canceled, Receipts, Payments), 'Requiring Attention' (donut chart showing 80 total items: 55 Invoices Overdue, 22 Schedules Overdue or Due Today, 2 Negotiations Closing Soon, 1 Order to Acknowledge), and 'Supplier News'.

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

The screenshot shows the 'Manage Orders' interface. Callout 1 points to the 'Headers' tab. Callout 2 points to the 'All Orders' dropdown menu. Callout 3 points to the 'Search' button. Callout 4 points to the 'Life Cycle' icon in the table.

Order	Order Date	Description	Supplier Site	Ordered	Currency	Status	Life Cycle	Creation Date	BU
54000022	22-Jul-2022	Assets Testing	Office	10,500.00	USD	Closed for Receiving	🔄	22-Jul-2022	A..
54000053	3-Aug-2022	Procure Asset Item for External Use above threshold- test USD5000	Office	4,500.00	EUR	Closed for Receiving	🔄	3-Aug-2022	A..
54000054	3-Aug-2022	Procure Asset Item for External Use above threshold- test USD5000	Office	2,000.00	USD	Closed for Receiving	🔄	3-Aug-2022	A..
54000060	8-Aug-2022	FA - Procure Attractive Asset Item for Internal use	Office	800.00	USD	Closed for Receiving	🔄	8-Aug-2022	A..
54000029	25-Jul-2022	Test	Office	5,000.00	EUR	Closed for Receiving	🔄	25-Jul-2022	A..
10000367	7-Sep-2022	Computer Laptop XLY 2000	Office	6,500.00	USD	Open	🔄	7-Sep-2022	R..
10000365	7-Sep-2022	Office Equipment and Machinery	Office	7,000.00	USD	Open	🔄	7-Sep-2022	R..
10000366	7-Sep-2022		Office	7,500.00	USD	Open	🔄	7-Sep-2022	R..
10000364	7-Sep-2022		Office	10,000.00	USD	Open	🔄	7-Sep-2022	R..
10000357	6-Sep-2022		Office	5,000.00	USD	Open	🔄	6-Sep-2022	G..

MANAGE ORDERS AND INVOICES

1.1 MANAGE ORDERS – LIFE CYCLE

Order Life Cycle: 10000367 Done

Sold-to Legal Entity: United Nations Development Programme

Order: 10000367

Supplier: XYZ Company Test

Supplier Site: Office

Supplier Contact:

Ordered: 6,500.00 USD

Stage	Amount (USD)
Ordered	6,500.00
Shipped	0.00
Received	3,250.00
Delivered	3,250.00
Invoiced	3,250.00

Ordered: 6,500.00 USD

Shipped: 0.00 USD

Received: 3,250.00 USD

Delivered: 3,250.00 USD

Invoiced: 3,250.00 USD

In-Transit Shipments

Actions: View, Format, Freeze, Detach, Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
No results found.							

Columns Hidden: 2

Receipts

Actions: View, Format, Freeze, Detach, Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
98	8-Sep-2022 0...				0.00	3,250.00	3,250.00	0.00	0.00

Columns Hidden: 3

Invoices

Actions: View, Format, Freeze, Detach, Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
INV-2022-1789	8-Sep-2022	Validated	3,445.00	0.00	3,250.00		

Columns Hidden: 3

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

Quantum TRAINING

Create Invoice ?

* Identifying PO 10001707

Supplier 10001707 ABC CONSTRUCTION Aichi

Taxpayer ID More...

* Supplier Site Aichi

Address JAPAN, 125-55989, 1 Test Dr

Supplier Tax Registration Number

Remit-to Bank Account XXXXXXXXXXXXXXX245345

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

Tax Control Amount

Invoice Actions Save Save and Close Submit Cancel

* Number

* Date dd-mmm-yyyy

* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

* Customer Taxpayer ID UNDP

Name United Nations Development Programme

Address

Lines

View + x Cancel Line

* Number	* Type	Purchase Order							Quantity	Available Quantity	Unit Price	UOM	* Amount	Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retain Invoice Number	Retained Invoice Line						Number	Line		
No data to display.																	

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
				0.00	0.00

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.



Home RR 6

Create Invoice ?

* Identifying PO: 10001707
Supplier: ABC CONSTRUCTION
Taxpayer ID: 123456

* Supplier Site: Aichi
Address: JAPAN, 125-55989, 1 Test Dr

Supplier Tax Registration Number: []

Remit-to Bank Account: XXXXXXXXXXXXXXX245345
Unique Remittance Identifier: []
Unique Remittance Identifier Check Digit: []
Description: []
Attachments: Invoice.png + X
Tax Control Amount: []

* Number: 123-2023
* Date: 22-Aug-2023
* Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer: * Customer Taxpayer ID: UNDP Name: United Nations Development Programme Address: []

Lines

Purchase Order										Consumption Advice							
* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retaine Invoice Number	Retained Invoice Line	Quantity	Available Quantity	Unit Price	UOM	* Amount	Number	Line	Supplier Item	Item Description
No data to display.																	

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
				0.00	0.00

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

QUANTUM TRAINING

Create Invoice ⓘ

Supplier: ABC CONSTRUCTION
Taxpayer ID: 123456
Supplier Site: Aichi
Address: JAPAN, 125-55989, 1 Test Dr
Supplier Tax Registration Number: []

Remit-to Bank Account: XXXXXXXXXXXXXXXXXXXX245345
Unique Remittance Identifier: []
Unique Remittance Identifier Check Digit: []
Description: []
Attachments: Invoice.png + X
Tax Control Amount: []

Customer: UNDP
Name: United Nations Development Programme
Address: []

Invoice Actions: Save Save and Close Submit Cancel

Number: 123-2023
Date: 22-Aug-2023
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Lines

Purchase Order										Consumption Advice							
* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retaine Invoice Number	Retained Invoice Line	Quantity	Available Quantity	Unit Price	UOM	* Amount	Number	Line	Supplier Item	Item Description
No data to display.																	

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
No data to display.					

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**

The screenshot shows the 'Create Invoice' interface in Quantum Training. A modal dialog titled 'Select and Add: Purchase Orders' is open, displaying search results for purchase order 10001707. The dialog has search criteria for Purchase Order (10001707) and Consumption Advice. The search results table is as follows:

Purchase Order		Item Description	Ship-to Location	Ordered	Received	Invoiced	Unit Price	UOM
Number	Line	Schedule						
10001707	1	1	Interior Wall Paint (White Colour)...	Country Office Buildi...	10	10	0	500 Each

A red arrow points to the first row of the search results table. The background interface shows the 'Create Invoice' form with fields for Identifying PO (10001707), Supplier (ABC CONSTRUCTION), and Customer Taxpayer ID (UNDP). The 'Invoice Actions' bar includes Save, Save and Close, Submit, and Cancel buttons. The 'Invoice' details on the right show Number 123-2023, Date 22-Aug-2023, and Type Invoice.

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.

QUANTUM TRAINING

Create Invoice ?

Identifying PO: 10001707
 Supplier: ABC CONSTRUCTION
 Taxpayer ID: 123456
 Supplier Site: Aichi
 Address: JAPAN, 125-55989, 1 Test Dr
 Supplier Tax Registration Number: []

Remit-to Bank Account: XXXXXXXXXXXXXXX245345
 Unique Remittance Identifier: []
 Unique Remittance Identifier Check Digit: []
 Description: []
 Attachments: Invoice.png + X
 Tax Control Amount: []

Customer Taxpayer ID: UNDP
 Name: United Nations Development Programme
 Address: []

Invoice Actions: Save Save and Close Submit Cancel

* Number: 123-2023
 * Date: 22-Aug-2023
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Lines

Purchase Order							Quantity	Available Quantity	Unit Price	UOM	* Amount	Consumption Advice		Supplier Item	Item Description	Ship-to Location		
* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retain Invoice Number	Retained Invoice Line						Number	Line					
10001707	1	1					10	10	500	Each	5,000.00				Interior Wall Paint (White Colour) ...	Country Office Buildi		
Total																		

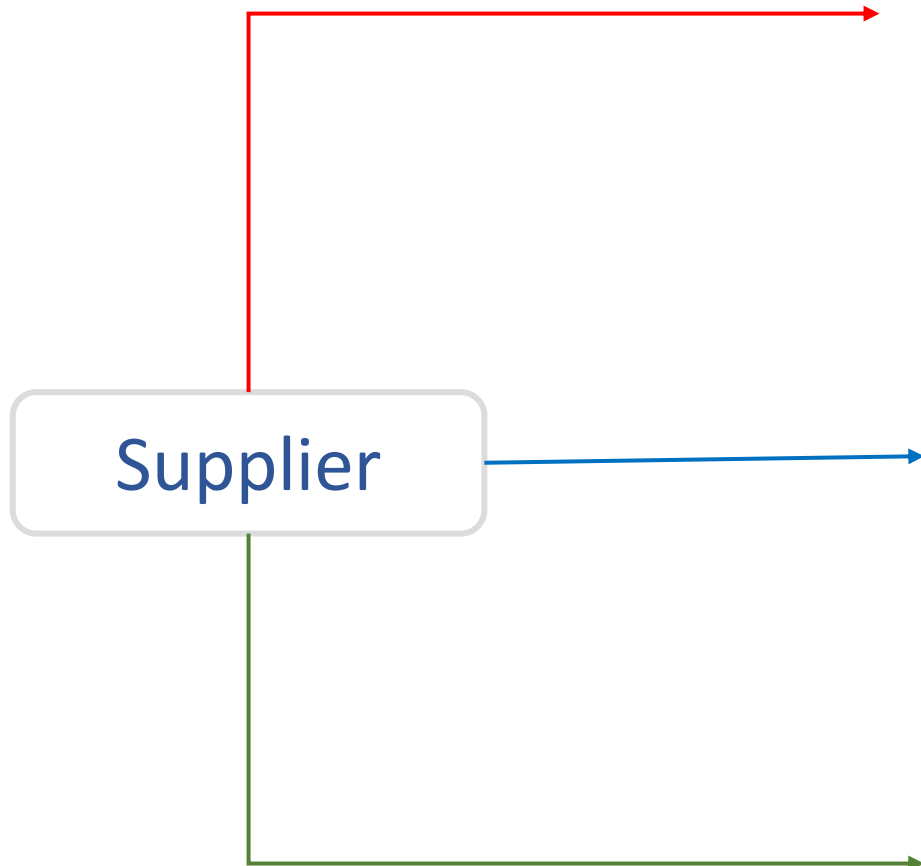
Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

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)

✔ Invoice 4569/2023 has been submitted.

QUANTUM TRAINING

Create Invoice Without PO ?

Supplier ABC CONSTRUCTION
Taxpayer ID 123456

Supplier Site Aichi
Address JAPAN, 125-55989, 1 Test Dr
Supplier Tax Registration Number

Remit-to Bank Account XXXXXXXXXXXXXXX245345
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments Invoice.png + X
Tax Control Amount

Customer Taxpayer ID UNDP
Name United Nations Development Programme
Address

Invoice Actions Save Save and Close Submit Cancel

3. Save & Submit

* Number 4569/2023
* Date 12-Sep-2023
Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

* Requester Email
Requester Name Gilman Ram

1. Header

2. Lines

3. Save & Submit

Lines

* Number	* Type	Ship-to Location	Ship-from Location	* Amount	Description	Quantity	Unit Price	UOM
1	Item			500.00	Maintenance for solar panels			
Total				500.00				

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amour
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Totals

QUANTUM

MANAGE ORDERS AND INVOICES

1.4 VIEW INVOICES

View Invoices Done

Search

**** Invoice Number**

**** Supplier**

Supplier Site

**** Purchase Order**

Consumption Advice

Invoice Status

Paid Status

Payment Number

Advanced Saved Search All Invoices

** At least one is required

Search Reset Save...

Search Results

View **Detach**

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier Site	Unpaid Amount	Invoice Status	Paid Status	Payment Number	Invoice Amount
INV-2022-1789	8-Sep-2022	Standard	10000367	8-Sep-2022	Office	0.00 USD	Approved	Paid	5656000001	3,445.00 USD
INV1259-407	8-Sep-2022	Standard	54000053	8-Sep-2022	Office	4,500.00 EUR	On hold	Unpaid		4,500.00 EUR
Ftest-Memang...	2-Sep-2022	Standard		2-Sep-2022	Office	5,001.00 USD	In process	Unpaid		5,001.00 USD
MDT-TT-001	24-Aug-2022	Standard	54000010	24-Aug-2022	Office	0.00 USD	Canceled	Unpaid		0.00 USD
MDT-TT-002	24-Aug-2022	Standard	54000010	24-Aug-2022	Office	0.00 USD	Canceled	Unpaid		0.00 USD
MDT-TT-003	24-Aug-2022	Standard	54000010	24-Aug-2022	Office	1,715.30 USD	In process	Unpaid		1,715.30 USD
Retest Thresho...	23-Aug-2022	Standard	54000010	23-Aug-2022	Office	1,504.00 USD	Approved	Unpaid		1,504.00 USD

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

View Payments Done

Search Advanced Saved Search All Payments ▼

** At least one is required

** Payment Number
Payment Status
Payment Amount

** Supplier ▼
Supplier Site ▼
Payment Date 📅

Search Reset Save...

Search Results

View ▼ 📄 📄 Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Status	Remit-to Account	Payment Amount	Payee	Payee Site	Bank Account
5856000001	12-Sep-2022	Payment Process R...	INV-2022-1789	XYZ Test Company	Office	Negotiable	XXXXXXXX3333	3,445.00 USD	XYZ Test Company	Office	UNDP-MYS-ZBA-USD-579625

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

The screenshot shows the 'View Receipts' interface. At the top right, there is a 'Done' button. Below it, there are search filters: 'Advanced' (selected), 'Saved Search' (set to 'All Receipts'), and a note '** At least one is required'. The search filters include: '** Receipt' (text input), 'Organization' (dropdown), '** Purchase Order' (dropdown with value '10000367'), 'Supplier Item' (text input), '** Shipment' (dropdown), '** Item' (dropdown), and '** Receipt Date' (date range input). A red arrow points to the 'Purchase Order' dropdown. Below the filters are 'Search', 'Reset', and 'Save...' buttons, with another red arrow pointing to the 'Search' button. The 'Search Results' section shows a table with columns: Receipt, Receipt Date, Organization, Shipment, Ship Date, Purchase Order, Invoice, Packing Slip, Bill of Lading, and Supplier Site. A red arrow points to the first row, which has a 'Receipt' value of '98'. Below the search results is a detailed view for 'Receipt: 98'. It includes a 'Summary' section with fields for Supplier (XYZ Test Company), Shipment, Shipped Date, Shipping Method, Number of Supplier Packing Units, and Supplier Site (Office). There are also links for 'View Transaction History' and 'Done'. Below the summary is an 'Additional Information' section. At the bottom is a 'Lines' section with a table showing item details. A red arrow points to the 'View Transaction History' button.

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
98	7-Sep-2022 20...	UNDPMYS_INV			10000367				Office

Item	Item Description	Document Type	Document Number	Quantity	UOM Name	Currency	Receipt Date		
				Ordered	Returned	Net Received	Rejected		
	Computer Laptops Del Latitude 5420	Purchase order	10000367	10	0	5	0	Each	8-Sep-2022 03...

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”**

