

Oracle Cloud Supplier Portal User Guide

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1. Introduction

As a Service Provider of BGIS you can now submit invoices using **Supplier Portal module of Oracle Cloud** directly at your own convenience.

Supplier Portal can be used for the following actions:

- To create an invoice relating to a Purchase Order or Work order
- To create a Credit Memo
- To add a contact to access Supplier Portal
- Check the Invoice, WO and PO status including payment details if invoice has been paid

Supplier Portal should not be used for the following actions:

- Submitting an invoice which does not have a BGIS WO or PO referenced
- To submit a future dated invoice
- Update your Company information in BGIS records (name and address)

2. Sign into Supplier Portal

Microsoft Edge and Chrome are the recommended browsers by Oracle to use Oracle Supplier Portal

- 2.1 Sign into Supplier Portal by clicking on the URL provided in the email which is provided in your initial email Add the URL this will make it easier for the suppliers
- 2.2. Login credentials would be part of this email

Below is the first screen you see when you sign into Oracle Cloud

2.3. In the event you forget the username/password, please click on Forgot Password

SIGN IN ORACLE	E APPLICATIONS CLOUD
Sign In Enter your single sign-on user ID and password.	Sign In using my Company's Sign-in
User ID	Click to be redirected to your company's single sign-on server for authentication.
Password	Sign In
Sign In	1
Forgot Password	

- 2.4. Select either Forgot username or Forgot password
- 2.5. To reset username, provide email
- 2.6. To reset password, provide username
- 2.7. Click on Submit





An automated email notification will be sent to reset username or password.



Sign In

Open the email and reset your username or password as required.

3. Set Preferences

After logging in for the first time, please ensure to setup your General Preferences as default settings.

Follow the below instructions to set your preferences

3.1 Click on "Set Preferences" icon



Under General preferences tab, setup your Regional and Language preferences.



3.1.1. Click on **Regional** button

- 3.1.1.1 Enter your Region and Time Zone details
- 3.1.1.2 Click on Save and Close.

When you log in next time, Region and Time will be updated and defaulted on your computer.

	General Preferences: Regional	Save Save and Close Cancel
	Territory Canada	
Preferences	Date Format dd/MM/yy (16/04/18)	
General Preferences	Time Format homm a (10.43 PM)	
Language Accessibility Password	Number Format -1,234.567 🗸	
Proxies Watchlist	Currency Canadian Dollar	
Oracle WebCenter Portal	Time Zone (UTC-05:00) New York - Eastern Time (ET)	

3.1.2 Click on Language button

- 3.1.2.1 Enter your Language details
- 3.1.2.2 Click on Save and Close.

When you log in next time, Region and Time will be updated and defaulted on your computer.

e oracle		_
Preferences	General Preferences: Language	Save Save and Close Cancel
Preierences		
General Preferences	Default American English 🗸	
Regional Language Accessibility	Current Session American English 🗸	
Password Proxies Watchlist	Display Name American English	
Oracle WebCenter Portal	Time Zone (UTC-05:00) New York - Eastern Time (ET)	

4. Create an Invoice or Credit Memo

1) Click on Supplier Portal icon on the home page

ORACLE			1	n 🕐 📢	0 0	Shalini Nair 🛩
						0
Shalini Nair Share thoughts with your colleagues	Supplier Portal	Social	Getting Started			3
Conversations Following Followers	Marketplace	Set Preferences	Worklist			
Employee News My Flags						

2) Click on Create Invoice under Invoices and Payments tab

ORA	CLE.	
Supplie Search Ir	er Portal	
Tasks		
Consigne • Revi Invoices	ed Inventory ew Consumption Advices and Payments	
• Crea	ite Invoice	
Crea	ite Invoice Without PO	
View View	Invoices Payments	
Company	Profile	
• Man	age Profile	3

3) Under **Identifying PO** field, select the Purhase or Work order that you are submitting an invoice for. In Oracle Cloud, Work Orders and Purchase Orders are referred to as Purchase Order.

create Invoice					Invoice Actions 🔻	Save	Save and Close	Sub <u>m</u> it	Cancel
* Identifying PO		Remit-to Bank Account		v		* Numbe	r		
Supplier		Unique Remittance Identifier				* Date	m/d/yy	6	
Taxpayer ID		Unique Remittance Identifier Check				* Тури	Invoice 🗸		
* Supplier Site	*	Description			Invoic	e Currency	1		
Address		Attachments	None -		Paymen	t Currency	1		
Supplier Tax Registration Number	•								
Supplier Tax Registration Number	٣	Attachments	None 🕂						

Only approved Purchase Orders and Invoiceable and Complete Work Orders are available for invoicing. Please ensure you are **only** submitting an invoice corresponding to the Purchase Order or Workorder being references under "Identifying PO"

- 4) Supplier site
- The Supplier site and corresponding address on the invoice is populated from the PO. <u>Please do</u> <u>not attempt to correct any address information in Cloud during invoice submission.</u> If any updates are required, please contact Sourcing.
- If there are any inactive sites still showing up in the dropdown, please contact the Manager from BGIS to deactivate these sites.
 - 5) Number This is the **Invoice Number** of the invoice submission to BGIS for processing. Please note the invoice number should be alphanumeric with no special characters noted. (**All capital letters**, e.g. INV10234)
 - 6) Date This is the Invoice Date.
 - 7) Type Invoice Always select Invoice for debit invoices and Credit Memo for credit invoices.
 - 8) Description Type in a brief **description** of the service performed.

1. Attach an Invoice Image & Documentation

- Although this field is not identified as a MANDATORY item, attaching an invoice copy is required for each invoice submission via Supplier Portal. If the invoice copy is missing, BGIS will reject and return the invoice for resubmission. Additional documentation of the excel breakdown of charges at the building level should also be attached to the submission.
- Follow below steps to attach copy of the invoice.
- Click on + sign beside Attachments (highlighted in Blue)

Update! The address is still visible. Please no reference to anything. I Realize it is our address but let's keep it clean.

The screen below appears.

- Click on drop down under **Type**
- Select File

Sup Taxpay * Supple	olier or ID TEST123 Site CANADA 2	•		* Date 4 * Type in Invoice Currency C	V16/18 To Canadian Dollar	
Remit-to Bank Acc Unique Remittance Iden	ount itier			Description T	Testing for E2E	
Unique Remittance Identi Supplier Tax Regis Customer * Custom Items	view + X Category ' Prom Supple V	File Name or URL Browse	Title Descri	ption A	X ittached By varoon@vgs > Cancel	
Purchase Order Cons * Number * Line * Schedule Number	umption Advice Line	tem Item Description	Ship-to Location	Available Quantity	Quantity Unit Price	UOM * Amount
No data to display. Total Summary Tax Lines						0.00

• Select From Supplier under Category drop down.

• Click on Choose File to upload the invoice from a folder

Attachments

Actions 🔻 View	• • • ×			
Туре	Category	* File Name or URL	Title	Description
File 🔻	From Supplier •	Choose File No file chosen		
4				
Rows Selected	1			

You will see the invoice attached under File Name or URL tab.

You will also see the title auto populates with the same invoice number.

This is the same invoice number the PDF attachment will have.

• Click on OK

At	tachments					
	Actions View Type	+ × Category	* File Name or URL		Title	Description
	File 🔻	From Supplier V	TESTINVOICE21.pdf	Update	TESTINVOICE21.pdf	
-	≺ Rows Selected 1					

Invoice copy is now attached.

To delete the attached copy, click on 'X' button.

ORACLE				Â	10	27	0	0	Sai Varoon ৰ
Create Invoice								Submi	Cancel
Identifying PO	CAN0000034	٠	* Number	27896.					
Supplier			* Date			60			
Taxpayer ID	TEST123		* туре	Invoice	~				
* Supplier Site	CANADA	•	Invoice Currency	CAD - Ca	inadian D	lollar			
Address	EAW, TORONTO ON, CANADA		Payment Currency	CAD - Ca	anadian D	ollar			
Remit-to Bank Account		٠	Description						
Unique Remittance Identifier							d.		
Unique Remittance Identifier Check Digit			Attachments	27896.bd	×				
Supplier Tax Registration Number		٣							

0<u>K</u>

2. Matching an invoice to the Purchase Order, Work Order and Contract Purchase Order

4.2.1 - Follow the below steps to match the invoice to a Purchase Order or Work Order:

• Click on Select and Add icon highlighted below

Customer												
		* Customer Taxpa	yer ID		•			Name				
								Address				
Lines												
View 👻 🚽	×	Cancel Line										
* Number	* Tune	Purchase Order		Order	Consumption Advice		Constitution in the Desident	Itom Description	Ship to Leasting	Tau Classification	Available	
Number	type	* Number	* Line	* Schedule	Number	Line	Supplier nem	nem Description	Ship-to Location	Tax classification	Quantity	
No data to displa	ау.											
		Total										

The **Purchase Order** or **Work Order** you have entered on the **Create Invoice** screen appears automatically.

- Select the PO line which matches the item description, service period, building ID and address of the service you have provided.
- Click on Apply
- Click on OK

Sear	ch					Advanced Sav	ed Search			•
								** At l	east one is	s required
Ľ	** Purchase (rder 6500		•	3	** Consumption Advice				
	** Creation	Date dd/mm/y	y h:mm a	10						
								Search	Reset	Save
/iew ▼		etach								
∕iew ▼	Purchas	etach e Order	Consur	nption Advice	Supplier Item Number	Item Description	Ship-to L	ocation		Drdered
View View	Purchas	e Order e Schedu	Consur Ie Number	mption Advice Line	Supplier Item Number	Item Description	Ship-to L	ocation	2	Ordered
/iew ▼	Purchas	e Order e Schedu 1	Consur le Number	mption Advice	Supplier Item Number	Item Description TEST PO ONHST	Ship-to L SHIP- SHIP-	ocation -TO -TO	2	Drdered 5,000.00 3,250.00
/iew ▼	Purchase Purchase ber Lin 2 3	e Order B Schedu 1 1 1	Consur Ie Number	nption Advice Line	Supplier Item Number	Item Description TEST PO ONHST TEST PO	Ship-to L SHIP- SHIP- SHIP-	осаtion .то .то .то	2: 2: 1:	Drdered 5,000.00 3,250.00 5,000.00
View View	Purchass ber Lin 2 3 4	e Order e Schedu 1 1 1 1	Consur le Number	Ine	Supplier Item Number	Item Description Itest PO ONHST TEST PO ABGST	Ship-to L Ship- ShiP- ShiP- ShiP- ShiP-	ocation -TO -TO -TO -TO	24 24 11	Drdered 5,000.00 3,250.00 5,000.00 750.00

You will see the amount remaining on the PO line.

• Input the invoice amount into the amount field as per the invoice.

Items

View 🔹 🔰	く目	Calculate Tax									
	Purchase Orde	e Order	Consun	nption Advice	Supplier Item	Item Description	Chin to Location	Available	Quantity	Unit Price UOM	* Amount
* Number	* Line	* Schedule	Number	Line	Supplier item	ttem Description	amp-to Location	Quantity	Quantity	UNIC FILCE COM	Anount
650C	1	1				TEST PO	SHIP-TO				23,850.00
Total											23,850.00

You cannot exceed the ordered or balance line amount.

tems _{View} view	(艮 c	alculate Tax						S Error: The amount must be less than or equal to the available purchase order amount. (AP-810425)	
	Purchase	Order	Consum	ption Advice	Supplier Item	Item Description	Ship-to Location	The amount must be less than or equal to the available purchase order amount. (AP-810425)	* Amount
* Number	* Line	* Schedule	Number	Line				Example format: #,##0.00;-#,##0.00	
650C	1	1				TEST PO	SHIP-TO		30,000.00
Total									23,850.00

Once the line is matched you **cannot** rematch that line again. If an update is required, the line can be cancelled and matched again.

Canceling a Matched Line

Once a line is matched it can be cancelled by, selecting the line you would like to cancel and clicking cancel line. Please see screenshot below.

Line	5																
Vie	w 🕶	+ ×	El Ca	ncel Line													
••	Normhan	* 7.000			Purchase Or	der	Consum	ption Advice	Supplies Item	Non Description	Ship to Logation	Tax Classification	Available	Oursetitu	Unit Drive	HOM	* A
	* Number	Type		* Number	* Line	* Schedule	Number	Line	Supplier item	item Description	Ship-to Location	Tax Classification	Quantity	Quantity	Unit Price	UOM	Amount
1		Item	`	5201366	1	1				Line 1_Supplier Portal_Standard PO Test # 2	AB 🔻	•					20,000.00
				Tota													20,000.00

Once line is canceled you will see the fields have been greyed out and amount should be \$0. Please see screenshot below.

Line	S																	
Vi	ew 🔻 🖓	+ × E	Canc	el Line														
	Number	* Turne			Purchase Or	der	Consump	tion Advice	Supplier Item	Item Description	Ship to Locati		Tax Classification	Available	Overstitu	Unit Price	HOM	* Amount
	Number	Type		* Number	* Line	* Schedule	Number	Line	Supplier rem	ttem Description	Ship-to Locat	on	Tax Classification	Quantity	Quantity	One Price	UOM	Amount
	1	Item	~	5201366	1	1				Line 1_Supplier Portal_Standard PO Test # 2	AB	v	Ψ.					0.00
				Total														0.00

4.2.2 - Follow the below steps to match the invoice to a Contract Purchase Order:

• Click on Select and Add icon highlighted below

Customer												
		* Customer Taxpa	yer ID		•			Name				
							Address					
Lines	_											
View 🔻 🚽	- × 6	Cancel Line										
			Purchase	Order	Consun	nption Advice					Available	
⁻ Number	Туре	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Quantity	1
No data to displa	ay.											
		Total										

The **Contract Purchase Order** you have entered on the **Create Invoice** screen appears automatically.

September 2020

Sele	ct and Add: Purchase Ord	ers							×
	Search					Advanced	Saved Search	h	~
								** At least one	is required
	** Purchase Order 5.	20136	4-311	MAY21		▼ ** Consumption	Advice		
	** 0					Å.			
	Creation Date m	/d/yy r	n:mm	1 a					
								Search Reset	Save
Sea	arch Results								
10		Cala							
VI	ew 🗸 📺 Detach	Sele	Ct <u>A</u> ll						
<u>_</u>									
	Purchase Order			Consu Advice	Su Iter	Item Description	Ship-to	Ordered	
	Number	Lir	Sc	Nu Lir	Nu		Looution		
	5201364-31MAY21	1	1			FMZ:CNO*Line 1_Supplier Portal_Contract PO Test #	QC	1,00	-
	5201364-31MAY21	2	1			FMZ:CNO*Line 2_Supplier Portal_Contract PO Test #	QC	1,50	
	5201364-31MAY21	3	1			FMZ:CNO*Line 3_Supplier Portal_Contract PO Test #	QC	2,00	
	5201364-31MAY21	4	1			FMZ:CNO*Line 4_Supplier Portal_Contract PO Test #	QC	2,50	
	5201364-31MAY21	5	1			FMZ:CNO*Line 5_Supplier Portal_Contract PO Test #	QC	1,00	
	5201364-31MAY21	6	1			FMZ:CNO*Line 6_Supplier Portal_Contract PO Test #	QC	1,50	
	5201364-31MAY21	7	1			FMZ:CNO*Line 7_Supplier Portal_Contract PO Test #	QC	2,00	
	5201364-31MAY21	8	1			FMZ:CNO*Line 8_Supplier Portal_Contract PO Test #	QC	2,50	
	5201364-31MAY21	9	1			FMZ:CNO*Line 9_Supplier Portal_Contract PO Test #	QC	1,00	
	5201364-31MAY21	1	. 1			FMZ:CNO*Line 10_Supplier Portal_Contract PO Test	QC	1,50	-
				4					•
								Apply OK	<u>C</u> ancel

• To search the item line by building ID, enter in the Item Description field as shown below. **Recommend submitting invoices by FMZ.**

Search Results

	Vie	w 🔻 🔄 🗐 Detach	Selec	ct <u>A</u> ll							
4	/							₿%FMZ:CNO			
		Purchase Order		Co Ad	nsu vice	Su Ite	Item Description	Ship-to	Ordered		
		Number Lin			Nu	Lin	Nu		Location		
		201364-31MAY21 1 1						FMZ:CNO*Line 1_Supplier Portal_Contract PO Test #	QC	1,00	

Select the PO line which matches the item description, building ID and address of the service you have provided.

September 2020

Click on Apply

Click on OK

3. Tax Calculation

For Purchase Orders where the PO has tax lines:

- Invoice should include the PO lines as well as the respective tax amount lines.
- Click on **Calculate tax** from the **Invoice Action button** to populate the tax amounts.

Invoice Actions 👻	Save	Save and	d Close	Sub <u>m</u> it	Cancel
Calculate Tax	Ctrl+Alt+	x			
Cancel Invoice		3			
Delete Invoice			<u></u>		

• To avoid additional tax being included, once the tax is calculated by the system, revise it to \$0 by changing the **Tax % to Zero**.

1	Summary T	Tax Lines									
	View v								N		
		Line * Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	v9	Example format:	Amount
		1 BGIS Canada Tax	ONHST-SALES-AG	ONHST-SALES	ONHST-AG	ONHST-SALES-AG	13			#,##0.###	11,195.27 ×

5	Summary Ta	ax Lines										
	View v											
		Line * Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit				Amount
		1 BGIS Canada Tax	ONHST-SALES-AG	ONHST-SALES	ONHST-AG	ONHST-SALES-AG	0					0
н. П												
т	otals										D	
		lte 86,117	ms .47		Freight 0.00		Miscellaneous 0.00		Inclusive Tax 0.00	Exclusive Tax 0.00		Invoice Amount 86,117.47

For Purchase Orders where PO does not have tax lines:

- Match only the applicable PO lines.
- Click on **Calculate tax** from the **Invoice Action button** to populate the tax amounts (For shortcut please use CTRL + ALT + X on your keyboard).

Create Invoice						in the second	voice Actions 👻	Save Sa	ve and Close	Submit	Cance
							Calculate Tax	Ctrl+Alt+X			
	Identifying PO	*	Remit-to Bank A	ccount	*		Cancel Invoice				
	Complian						Palata Invision				

• If the Ship-to Location Code is incorrect, select from the drop-down table below to pick the correct Provincial Tax Code. The ship to location determines the tax calculated on the invoice based on where the service was performed.

						0						
View	• •	÷		: 四	Ey	Detad	h	Allocate	•	Cancel Line	Distribution	s
Distri	bution	Refe	erence	Tax	Purch	ase Order	Asse	t Projec	t			
											Tax	
	* Num	lumber * Type		Туре		* Amount		Across n Lines	Tax Classificatio		Ship-to	Location
	1		Item				0.00	1			MB	v
	* Number		Item				0.00				w MB	

Province	Provincial Tax Codes
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon	ΥT

Note: HST, GST and QST are the standard taxes and should not be overwritten. However, PST can be updated as per service applicability. If the invoice is submitted with incorrect taxes, it will be rejected for resubmission.

• To change the PST tax amount, update the tax percentage and then click on Calculate Tax button one more time. The changes will be reapplied on the invoice total.

•

- The Summary Tax Lines are updated with tax amounts.
- Also, the invoice amount is updated in the bottom right corner.
- Do not add any Freight or Miscellaneous expense.

If you have charges such as freight and other miscellaneous expense, they should be reflected in the Purchase Order or Work order amount. Please contact the Manager who engaged your service for support.

Both Freight and Miscellaneous are marked as DO NOT USE and will cause your invoice to be rejected.

Lines											
View 🔻	+ 🗙 🛃 Cancel Line										
* Number	Number Type Purchase Consumption Supplier Item Tem Description Ship-to Location Available Quantity Quantity 1 Do Not Use - Fregit Tot Tot <td>Quantity</td> <td></td>		Quantity								
Numbe	Туре	* N * Line * Schedule Number Line		nem Description	Ship-to Location	Tax classification	Quantity	Quantity	U		
1	Image: base in the second line Parchase order Consumption Supplier item Etem Description Ship-to Location Tax Classification Available Quantity Quantity bo Not Use - Frequent v										
		Tot									
<											>

- Review the invoice submission
- Once invoice has been reviewed and is ready for submission, please proceed to the next step.
- Click on **Submit** button.
- After submission, a confirmation message appears that the invoice is submitted.
- Once invoice is submitted you cannot cancel the entry.
- Click on Ok.

Create Invoice					Invoice Add	ns 👻 Save	e Save and Close	Submit	Canc
Identifying PO	650r		Remit-to Bank Account	•	* Num	er TEST304	AUG19		
Supplier	BGIS TEST SUPPLIER		Unique Remittance Identifier		* D	te 8/30/201	9 56		
Taxpayer ID			Unime Remittance Identifier Check Dinit		Ţ	pe Invoice			
Supplier Site	THE OFFICE MERICINE ON	000004	undre Kenntence Menuner Check bigk		Invoice Curren	cy CAD - Cr	anadian Dollar		
Address	4TH AVENUE, MARKHAW ON	, CANADA	Description		Payment Curren	cy CAD - Ca	anadian Dollar		
Supplier Tax Registration Number	•		Attachments	None -					

- If invoice is not ready to be submitted and requires revision, you can simply click on **Cancel** to delete the invoice entry.
- If you have other invoices to submit click **Create Another** to submit another invoice.
- Otherwise, click on **Done** to go back to the previous screen.

			0 10	
		Printable Page	Create Another	D <u>o</u> ne
Number	TESTINVOICE	71		
Date	08/04/19			
Туре	Invoice			
Invoice Currency	CAD			
Payment Currency	CAD			
Description	CLEANING AF	PRIL 2019		
Attachments	TESTINVOICE7	71.pdf		

		Printable Page	Create Another	D <u>o</u> ne
Number	TESTINVOICE	71		
Date	08/04/19			
Туре	Invoice			
Invoice Currency	CAD			
Payment Currency	CAD			
Description	CLEANING AF	RIL 2019		
Attachments	TESTINVOICE7	1.pdf		

4. Matching a Credit Memo to a Purchase Order

4.4.1.1. Click on Create Invoice under Invoices and Payments tab

oupplier	Portal		
Search Invo	ices 🗸	Invoice Number	~
Tasks			
Consigned	Inventory		
Review	Consumption	Advices	
Invoices an	d Payments		
Create	Invoice		
Create	Invoice Witho	ut PO	
- Greate			
View Inv	voices		
View Inv View Pa	voices syments		
View Inv View Pa Company Pr	voices ayments rofile		

Now proceed to enter all the fields highlighted in **red**, including Description (* *marked fields are mandatory*)

All the details remain same except **Type**.

Refer to section 4.2. for matching an invoice to a purchase order, work order, or contract purchase order.

4.4.2. Ensure to select Credit Memo under Type (highlighted in blue).

ORACLE				Â	1	10	0	0	Sai Varoon 👻
Create Invoice								Sub <u>m</u>	it <u>C</u> ancel
* Identifying PO	US000003	•	* Numbe	Test CM 3	6		1		
Supplier			* Date	5/3/18		i o			
Taxpayer ID	TEST123		* Туре	Credit me	mo 🗸				
* Supplier Site	UNITED STATES	•	Invoice Currency	USD - US	Dollar				
Address	123 Toronto Street,		Payment Currency	USD - US	Dollar				
Remit-to Bank Account		•	Description	Testing	for E2E				
Unique Remittance Identifier					_	•	.1		
Unique Remittance Identifier Check Digit			Attachments	None 🕂	1				
Supplier Tax Registration Number		w							

- 4.4.3. Matching a Credit Memo to a Purchase Order.
- 4.4.4. Click on Select and Add icon highlighted below

		Domit	to Dank Account						Deserintia	Tootion for E?	ve		
		Remit	t-to Bank Accoun		•				Descriptio	n lesting for E2	E		
		Unique Rem	nittance Identifie	r									
	Uniqu	e Remittance Ider	ntifier Check Digi	t					Attachments 2	7896 txt 🕂 🗙			
		Supplier Tax Reg	gistration Numbe	r	Ŧ					LALI			
Customer													
		* Cust	tomer Taxpayer II	0	•				Addres	5			
			Name				B						
Items													
View 👻 🗙	Calcula	ate Tax											
	Purchase Or	der	Consum	ption Advice		the Barrister			Available				
* Number	* Line	* Schedule	Number	Line	Supplier item	Item Description		Ship-to Location	Quantity	Quantity	Unit Price	UOM	- Amount
No data to display													
Tot	al												0.00

```
Summary Tax Lines
```

The Purchase Order you have entered on the Create Invoice screen appears automatically

- 4.4.5. Select the PO line which matches the item description of the service you have provided.
 - If the line amount is equal to the invoice amount, then
- 4.4.6. Click on Apply
- 4.4.7. Click on **OK**
 - If amount is lesser then update the amount.

ORACLE"	🏦 🌾 🎾 😯 👔 Sai Varoon 🗸
Create Invoice	Sub <u>m</u> it Cancel
* Ide Select and Add: Purchase Orders	×
A Search Advanced Saved Search	rch 🗸
	** At least one is required
* S ** Purchase Order US000003 ** Consumption Advice	ollar
** Creation Date	ollar
Remit-to Ba	th Reset Save
Unique Remittance Search Results	A
Unique Remittance identifier View 👻 📴 Detach	
Supplier Tax Registrat	
Customer Purchase Order Consumption Advice Sumplier Item	
* Customer Number Line Schedule Number Line Number Line	ion Ordered
US000003 1 1 Line one US SHP-TO	120.00
US000003 2 1 Line two US SHIP-TO	30.00
	>
View 🔻 💥 📴 Calculate Tax	Apply OK Cancel
Purchase Order Consumption Advice Supplier Item Item Description Ship-to Location	Available Quantity Unit Price UOM * Amount
*Number *Line *Schedule Number Line *	country

• The negative amount auto populates.

Items														
View 🔻	×	Calculate	Tax											
		urchase Orde	er	Consumpt	ion Advice	Supplier Item	Item Description		Ship-to Location	Available	Quantity	Unit Pric	e UOM	* Amount
* Numb	ber	* Line	* Schedule	Number	Line					Quantity				
US0000	03	1	1				Line one		US SHIP-TO					-120.00
	Total													-120.00
Summary	Tax Lin	es												
View v														
	Lir	ne * Regime		* Tax Name	Tax Jurisdiction	n * Tax Status * Ra	ate Name	Percentage Per	Unit					Amount
No data to d	lisplay.													
Shipping a	and Har	ndling										Totals		
													_	
view •	- T - 1	~											It	ems -120.00
* Charg	ge Type		* Amou	int Description									Ere	icht 0.00
No data to d	lisplay.													igin 0.00
													Miscellane	ous 0.00
												_		Tax 0.00
													nvoice Ame	ount -120.00

Once the matching is complete, you can edit this matched amount as per the invoice subtotal amount.

Calculate taxes.

4.4.8. Click on Submit

BGIS≯								ŵ	P (RI ~
Create Invoice ⑦						Invoice Actions 🔻	Save	<u>Save and Clo</u>	se <mark>Subm</mark> i	Cancel
	Identifying PO	5201364-31MAY21	v	Remit-to Bank Account	•	* Number	TEST			
	Supplier	Supplier Portal Vendor		Unique Remittance Identifier		* Date	6/18/21		ŝ	

Now a credit memo has been created and submitted.

Click on Cancel button to discard this entry before clicking on Submit.

Once the invoice is submitted, the below confirmation appears on screen.



5. Manage Company Profile

Supplier can view or update the Company Profile Information under Supplier Portal tab.

Follow the steps below to make updates to your Company Profile.

5.1. Click on Manage Profile under Company Profile tab

Supplier Portal

Search	Invoices	~	Invoice Number	~
Tasks				
Consig	ned Inven	tory		
• R	eview Consi	umptic	on Advices	
Invoic	es and Pay	ment	s	
• C	reate Invoic	e		
• C	reate Invoic	e With	nout PO	
• Vi	ew invoices			
• Vi	ew Paymen	ts		
Compa	ny Profile			
• M	anage Profi	le	1	

Click on Organization Details to view details of your company

Supplier Portal			
Last Change Request 10002	Requested By		
Request Status Processed	Request Date	4/15/18	
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Ser	vices		
⊿ General			
Company		Tax Organization Type	Corporation
Supplier Number 10002		Status	Active
Supplier Type		Attachments	None
✓ Identification			
D-U-N-S Number		National Insurance Number	
Customer Number		Corporate Web Site	
SIC			
✓ Corporate Profile			
Year Established		Chief Executive Title	
Mission Statement		Chief Executive Name	
		Principal Title	
ail Year Incorporated	62	Principal Name	
▲ Financial Profile			

Company Profile		
Last Change Request 10002	Requested By	Change Description
Request Status Processed	Request Date 4/15/18	
Organization Details	ations Products and Services	
✓ Income Tax		
Taxpayer Country Canada	Tax Reporting Name	
Taxpayer ID TEST123	Name Control	
Federal reportable	Verification Date	
Federal Income Tax Type	Use withholding tax	
- State reportable	Withholding Tax Group	
✓ Transaction Tax		
Tax Registration Country	Tax Registration Type	
Tax Registration Number		
Preferred Functional Currency		
Fiscal Year End Month		

5.2. Click on Tax Identifiers to view Income and Transaction Tax information

5.3. Click on Addresses to view all your addresses.

Please note addresses cannot be changed via Supplier Portal.

If there is any update in your address information, please contact the Manager who engaged your service.

Company Profile		
Last Change Request 10002	Requested By	Change Description
Request Status Processed	Request Date 4/15/18	
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifica	tions Products and Services	\square
⊿ Income Tax		
Taxpayer Country Canada	Tax Reporting Name	
Taxpayer ID TEST123	Name Control	
— Federal reportable	Verification Date	
Federal Income Tax Type		- Use withholding tax
State reportable	Withholding Tax Group	
✓ Transaction Tax		
Tax Registration Country	Tax Registration Type	
Tax Registration Number		
Preferred Functional Currency		
Fiscal Year End Month		

5.4. Click on **Contacts** to update any contact information.

• Updating this tab is very important as this is the information BGIS will use for invoice related communications.

Company Profile ⑦			
There are profile changes that are not submitted. You must edit t	he changes to continue.		
Last Change Request 365009			
Request Status Draft			
Organization Details Tax Identifiers Addresses Contacts View ▼ Format ▼ Status Active ▼ E E Freeze	Payments Business Cl e 🗐 Detach 📣 Wra	assifications Pro	ducts and Services
Last Name Job Title ▲▼ Phone	Administrative Contact	User Account	Status
ISP	ø	0	Active
ISP	•	0	Active

Below warning appears when Contact tab is clicked on.

If any changes are to be made to Contact details, then

5.5. Click on Yes and proceed further.

	National Insurance Numbe
	Corporate Web Site
🛕 Warning	×
POZ-2130390Making edits will create a change reque	st for the profile. Do you want to continue?
	Yes No
	Chief Executive Nam
	Principal Titl

5.6. Click on + icon to add a line

Contacts				
Actions ▼ View ▼ Format ▼	🕂 💉 🗙 Status Active	► Freeze	Detach 斗 Wra	p
Last Name Job Title	△ ▽ Phone	Administrative Contact	Jser Account	Status
ISP		0	🥥 /	Active
ISP		0	🕗 – A	Active
Columns Hidden 8				

5.7. Update the new contact's details on the appeared screen.

Check the "Request user account" box if you want to add a new user as marked below:

Create Contact								×
Salutation		Phone			•			
* First Name	3	Mobile			•			
Middle Name	9	Fax			•			
* Last Name	9	Email						
Job Title	9	Status	Active ~					
	Administrative contact							
Contact Addres	ses							
Actions ▼ View ▼ For	rmat 🔻 🗙 🛃 🏢 Freeze	📄 Detach 📣 Wrap						
Address Name	Address		Phone	Address Pu	pose	Stat	us	
No data to display.								
Columns Hidden 5								
▲ User Account Roles Data Access Actions ▼ View ▼ 1	☐ Request user accour	nt sze 🚎 Detach 📣 Wrap						
Role	🔺 💌 Descrip	otion						
No data to display.								
						Create Another	<u>ок</u>	Cancel

- 5.7.1. Update the Address (if required)5.7.2. Click on Apply
- 5.7.3. Click on **OK**

New contact's name is added to the list of contacts.

You can click on **Delete Change Request** to delete the new entry.

5 >			ť
Change Request: 365009	Delete Cl	hange Request Review Changes	Save
Change Description			
á l			

In order to review the changes made,

5.8. Click on Review changes

Dele	ete Change Re	quest	Review Chang	es	Save	Save and Clos	e <u>C</u> anc
•	Phone		Administrative Contact	User	Acco	ount Status	

Changes which have just been made only will be visible in this **Review changes** section.

If the changes are captured correctly,

5.8.1. Click on **Submit**

Review Changes	Edi	it <mark>Submit</mark>	<u>C</u> ancel

- If no further changes are required, click on **Submit** button. (**Note:** that Submit button will only be available after you click on **Review Changes**).
- Once Submit button is clicked you will receive a confirmation message that the profile change request was submitted for approval.
- Click on Ok.
- You still have an option to cancel the change request or edit it at this point of time before clicking on **Done**.
- If the changes are confirmed, click on **Done**.

ORACLE					Â	P	19	NB ~
Company Profile				Cano	cel Change F	Request	Edit	Done
There is a profile change request pending approval. You may edit to make additi Last Change Request 12006 Request Status Pending Approval	onal changes. Requested By Request Date 17/04/19		Change Descripti	on				
Organization Details Tax Identifiers Addresses Contacts Payments View ▼ Format ▼ Status Active ▼ Image: Presze Image: Detact Name ▲ ▼ Job	Confirmation Your profile change request 12006 was submitted for approval.	ок	one Administra Contac	tive t	User Acco	ount	Status	

- An automated message which says, "There is a profile change request pending approval. You may edit to make additional changes" will appear.
- The Supplier Profile will be locked until the new contact acknowledges this request.
- The new contact will receive an email notification with the login hyper link.
- Please inform the new contact to click on the hyperlink received in the email and create a login as requested to unlock the Supplier Profile.
- You can any time unlock the profile by clicking on **Cancel Change Request.**
- This completes adding a contact to your company profile.
- 5.9. Setting up an Accounts Receivable (AR) contact to receive invoice Rejection Notifications.

- 5.9.1. Using the **Add Contact** feature add a designated AR contact email to the company profile (e.g. AR@gmail.com). This can be a designated centralized AR email for the company monitored by multiple individuals.
- 5.9.2. Ensure the contact is marked as "Accounts Receivable" under "Job Title".

The contact that is marked as Accounts Receivable with the designated AR email will receive all invoice rejection notifications from BGIS Accounts Payable.

5.10.	Click on Worklists under the Naviga	tor on the Home page.
	U	1 0

DRACLE:	Â	10	V o	0	0	Shalini N
Vorklist: Notifications and Approvals						
My Tasks ¥ Actions ¥ View ¥ 🗇 💿						
Si Title		State	From	User	Assi	gned
Suppler Contact User Account for US Enterprise was Updated		Assigned			4/12/	18 7:35 PM

Invoice, WO and PO Inquiry

6.1 Checking Invoice Status

Follow the steps below to check status of an invoice you have submitted.

Click on **Supplier Portal** on Home Page



Click on View Invoices

Supplier Portal Search Orders V Order Number	
Tasks	
Orders	
Manage Orders	
Manage Schedules	
Acknowledge Schedules in Spreadsheet	
Invoices and Payments	
Create Invoice	
View Invoices	
View Payments	
Company Profile	4
Manage Profile	1

Type in the partial invoice number in the Invoice Number Field.

All the invoices which start with this number will be populated. Each invoice is a hyperlink.

The status of each invoice will appear under Invoice Status header field.

/iew Invoices								Done
Search					Advanced	Saved Search	All Invoices	~
	T	1				** A	t least one is	required
** Invoice Nu	umber TESTINVOI	×		Consumption Advice		_		
** Su	pplier		•	Invoice Status		~		
Supplie	er Site		•	Paid Status	~			
** Purchase	Order			Payment Number				
						Search	Reset	Save
earch Results								
view ▼ ∰ Detach	lnv Da Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoic Amour	e Invoice t Status	Pa
earch Results View TE Detach Invoice Number TESTINVOICE51CREDIT	Inv Type Da Type 1 Credit	Purchase Order	Supplier BGIS TEST SUPPLIER	Supplier Site -XX-MA-11	Unpaid Amount -1,243.00 CAD	Invoic Amour	e Invoice Status In proces	Paj Nu
earch Results View TE Content of the second	Inv Type Da Type 1 Credit 1 Credit	Purchase Order	Supplier BGIS TEST SUPPLIER BGIS TEST SUPPLIER	Supplier Site .xx-MA-11 .xx-MA-11	Unpaid Amount -1,243.00 CAD -282.50 CAD	Invoic Amour -1,243.00 CAI -282.50 CAI	e Invoice Status In proces In proces	Pa Nu s
earch Results View	Inv Type Da Type 1 Credit 1 Credit 1 Credit	Purchase Order	Supplier BGIS TEST SUPPLIER BGIS TEST SUPPLIER BGIS TEST SUPPLIER	Supplier Site -XX-MA-11 -XX-MA-11 -XX-MA-11	Unpaid Amount -1,243.00 CAD -282.50 CAD -282.50 CAD	Invoic Amour -1,243.00 CAI -282.50 CAI -282.50 CAI	e Invoice Status In proces In proces In proces	Pa Nu s
earch Results View Testinvoice51cReDit TESTINVOICE61cReDit TESTINVOICE91cREDIT TESTINVOICE91cREDIT TESTINVOICE91	Inv Type Da Type 1 Credit 1 Credit 1 Credit 1 Standard	Purchase Order	Supplier BGIS TEST SUPPLIER	Supplier Site -xx-MA-11 -xx-MA-11 -xx-MA-11 -xx-MA-11 -xx-MA-11	Unpaid Amount -1,243.00 CAD -282.50 CAD -282.50 CAD 1,680.00 CAD	Invoic Amour -1,243.00 CAI -282.50 CAI -282.50 CAI 1,680.00 CAI	e Invoice t Status D In proces D In proces D In proces D In proces	Pa Nu s s s s
earch Results View P Detach Invoice Number TESTINVOICE91CREDIT TESTINVOICE91CREDIT TESTINVOICE1 TESTINVOICE1112	Inv Type Da Type 1 Credit 1 Credit 1 Standard 0 Standard	Purchase Order	Supplier BGIS TEST SUPPLIER	Supplier Site .xX-MA-11 .xX-MA-11 .xX-MA-11 .xX-MA-11 .xX-MA-11 .xX-MA-11 .xX-MA-11	Unpaid Amount -1,243.00 CAD -282.50 CAD 1,680.00 CAD 0.00 CAD	Invoic Amour -1,243.00 CAI -282.50 CAI -282.50 CAI 1,680.00 CAI 0.00 CAI	e Invoice Status In proces In proces In proces In proces In proces	Pa Nu so so so
earch Results View P Detach Invoice Number TESTINVOICE91CREDIT TESTINVOICE91CREDIT TESTINVOICE1 TESTINVOICE1112 TESTINVOICE10	Inv Type Da Type 1 Credit 1 Credit 1 Standard 0 Standard 0 Standard	Purchase Order	Supplier BGIS TEST SUPPLIER	Supplier Site -XX-MA-11 -XX-MA-11 -XX-MA-11 -XX-MA-11 -XX-MA-11 -XX-MA-11 -XX-MA-11 -XX-MA-11 -XX-MA-11	Unpaid Amount -1,243.00 CAD -282.50 CAD -282.50 CAD 1,680.00 CAD 0.00 CAD 1,130.00 CAD	Invoic Amour -1,243.00 CAI -282.50 CAI 1,680.00 CAI 0.00 CAI 1,130.00 CAI	e Invoice Status In proces In proces In proces In proces Canceled On hold	Pa Nu so so so so
earch Results	Inv Type Da Type 1 Credit 1 Credit 1 Standard 0 Standard 0 Standard 0 Standard	Purchase Order	Supplier BGIS TEST SUPPLIER	Supplier Site -XX-MA-11 -XX-MA-11	Unpaid Amount -1,243.00 CAD -282.50 CAD -282.50 CAD 1,680.00 CAD 0.00 CAD 1,130.00 CAD 1,100.00 CAD	Invoic Amour -1,243.00 CAI -282.50 CAI 1,680.00 CAI 0.00 CAI 1,130.00 CAI 1,130.00 CAI	 Invoice Status In proces In proces In proces In proces In proces Canceled Canceled On hold Approved 	Pa Nu s s s s

If you do not see Invoice Status on the header, populate it from View drop down – Columns – Select Invoice Status. This is a onetime setup addition. Going forward Invoice Status will be on the header.



Status Descriptions:

- IN PROCESS:

You will need to wait for the Status In process to change.

Invoice Number	Da Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	PN
TESTINVOICE51CREDIT	1 Credit		BGIS TEST SUPPLIER	-XX-MA-11	-1,243.00 CAD	-1,243.00 CAD	In process	
TESTINVOICE81CREDIT	1 Credit		BGIS TEST SUPPLIER	-XX-MA-11	-282.50 CAD	-282.50 CAD	In process	L
restinvoice91credit	1 Credit	x	BGIS TEST SUPPLIER	-XX-MA-11	-282.50 CAD	-282.50 CAD	In process	Γ
TESTINVOICE1	1 Standard		BGIS TEST SUPPLIER	-XX-MA-11	1,680.00 CAD	1,680.00 CAD	In process	
TESTINVOICE1112	0 Standard		BGIS TEST SUPPLIER	-XX-MA-11	0.00 CAD	0.00 CAD	Canceled	Γ
TESTINVOICE10	0 Standard		BGIS TEST SUPPLIER	XX-MA-11	1,130.00 CAD	1,130.00 CAD	On hold	
TESTINVOICE1111	0 Standard		BGIS TEST SUPPLIER	-XX-MA-11	1,100.00 CAD	1,100.00 CAD	Approved	
TESTINVOICE21	0 Standard		BGIS TEST SUPPLIER	-XX-MA-11	1,130.00 CAD	1,130.00 CAD	Approved	

- APPROVED:

Approved status means invoice is approved by the Manager and will be paid as per the Payment terms.

Check for the payment information after the due date of the invoice by reviewing the attachments of the invoice. All the details of the payment will be available in the attachment.

If there are multiple invoices paid on the same payment number a comment will display as shown in the screenshot below.

If only one invoice is paid, the comment section will be blank.

ORACLE			60 P 💯 NB -
Invoice: TESTINVOICE21	Payment_TESTINVOICE21_1000002.txt - Notepad File Edit Format View Help	×	Done
Business Unit	4/8/2019 2:10:25 PM		Invoice Type Standard
Legal Entity Name	Invoice Number: TESTINVOICE21		Description Cleaning for APR 2019
Supplier or Party BGIS TE	Check Date: 2019-04-08		Attachment Payment_TESTINVOICE21_1000002.
Supplier SiteXX	Amount paid: \$1,130.00 Remittance Address: 14TH AVE. MARKHAM. CA		
Address ON L3S	Payment Method: CHECK		
Invoice Date 08/04/19	Payee Name: BGIS TEST SUPPLIER		
	Payer:		
Lines Payments	commerce. Ocher invoices have been paid with the same Paymerte Number		

- CANCELLED:

The reason for cancellation will be attached under Attachments section.

Click on the invoice hyper link and open the attachment as shown in the screenshot below.

Re-submitting a Cancelled Invoice

Please ensure when submitting a revised invoice to use a *distinct invoice number* which is different from the original rejected submission.



- ON-HOLD:

For further detail of invoice on hold, click on the On-Hold hyper link under Invoice Status header.

Search Results

View	▼ 🎢 🗑 Detach								
Inve	oice Number	Inv Da Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
TES	TINVOICE10	0 Standard	650C	BGIS TEST SUPPLIER	-XX-MA-11	1,130.00 CAD	1,130.00 CAD	On hold	

6.2 WO and PO Inquiry

Follow the steps below to check the status of a Work Order or Purchase Order.

1. Click on Supplier Portal on Home Page.



2. Click on Manage Orders.

BGIS≯							6 6 1	🦉 (к) ~
Supplier Portal								
Search Orders 🗸	Order Number			Q,				
Tasks								0
orders Manago Orders Manago Schedules Actnowledge Schedules in Spreadsheet Invoices and Payments Company Profile Veel Profile Veel Profile	Requiring Attention	Recent Activity Let 30 Days Orders object of acceled Orders opened	1181 3	Transaction Reports Let 30 Days Invoice Amount Invoice Price Variance Amount	186301 CAI 2390 CAI	D D		
	Schedules Overdue or Due Teday							

3. Use as many search criteria to narrow down the results.

BGIS⊁					ŵ	P	2	К ~
Manage Orders								D <u>o</u> ne
Headers Schedules								
✓ Search			Advanc	ced Manage Watchlist Saved Search	All Orders			~
	Sold-to Legal Entity	•	Order					
	Bill-to BU	~	Status	*				
	Supplier Site	*	Include Closed Documents Ye	is ~				
						Search I	Reset 5	save

The following are common search criteria:

- Supplier Site Select service location of WO/PO
 Order Enter WO/PO number
- Status Select the current status of the WO/PO. Refer to the following section for Status descriptions.
- Work Order and Purchase Order Status Breakdown: Closed for Receiving – WO/PO is available for invoicing.

Canceled – WO/PO has been canceled. Please contact the Manager who engaged your service if any questions.

Closed & Finally Closed – WO/PO is closed and is not available for additional billing. **Pending Change/Approval** – PO requires approval in Cloud/Change order in progress. Please wait for status to update to **Closed for Receiving** for invoice submission.

BGIS⊁								ŵ	6	🦉 к -
Manage Orders										Done
Headers Schedules										
⊿ Search					A	dvanced Manage Watchlist Saved Se	arch All Or	ders		~
	Sold-to Legal Entity	•			Orde	r				
	Bill-to BU	~			Statu	s v	1			
	Supplier Site	•		Include Clos	d Document	5				
						Pending Supplier Acknowledgment		5	earch Re	set Save
Search Results						On Hold				
Asting - May - Count - III		tesh J Ware				Open				
Activities • View • Format • 3	, La lineare MU De	ach a map				Clanet for Receiving				-
2	â					Closed for Invoicing				_
Order	Da Description		Supplier Site			Closed	a.		Ordered (Currency !
Columns Hidden 24						Finally Closed				•
						Pending Change Approval				
						Pending Change Approval				

Once search criteria are inputted, click Search.

5. List of all applicable WO/PO's will appear under **Search Results**.

≡ BGI	IS≯				
Overview	Manage Orders ×				
and the State of the					
Manag	je Orders 🕐				
Headers	Schedules				
	earch				
1 30					
Search	n Results				
Search	n Results	Freez	e 📓 Detach 🚽 Wrap		
Search Action	n Results ns ▼ View ▼ Format ▼ 3⊞	Freez	e 🔝 Detach 🚽 Wrap		
Search Action	n Results ns ▼ View ▼ Format ▼ ∰	Freez	e 💽 Detach 📣 Wrap		
Search Action	n Results ns View Format Format Order	Ordered	e 💽 Detach 🛹 Wrap	Life Cycle	Creation Date
Search Action	Results	Ordered	e 👿 Detach 🚽 Wrap	Life Cycle	Creation Date
Search Action	Results Is View Format	Ordered	e Detach & Wrap Cu Status CA Closed for Receiving	Life Cycle	Creation Date
Search Action	Results Ins View Format Forma	Crdered 1,000.00 500.00	e Detach Wrap Cu Status CA Closed for Receiving CA Closed for Receiving	Life Cycle	Creation Date
Search Action	Results Is ▼ View ▼ Format ▼ ∰ Order 705 709 708 707	Cordered 1,000.00 500.00	e Detach Wrap Cu Status CA Closed for Receiving	Life Cycle	Creation Date
Search Action	Results is View Order 705 709 708 707 713	Crdered 1,000.00 500.00 1,000.00	e Detach Wrap Cu Status CA Closed for Receiving CA Closed for Receiving	Life Cycle	Creation Date 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21
Search Action	Results Is View Format Format Order 705 709 708 707 .713 714	Cordered 1,000.00 500.00 1,000.00 500.00	e Detach Wrap Cu Status CA Closed for Receiving US Closed for Receiving US Closed for Receiving	Life Cycle	Creation Date 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21
Search Action	Results Format Format Is View Format Format Order 705 709 708 707 713 714 715 715	Crdered 1,000.00 500.00 500.00 500.00 500.00 500.00 500.00	e Detach Wrap Cu Status CA Closed for Receiving CA Closed for Receiving CA Closed for Receiving CA Closed for Receiving US Closed for Receiving US Closed for Receiving US Closed for Receiving	Life Cycle	Creation Date 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21 5/26/21

- 6. **Export** search results to **Excel**.
 - 1. Click Export button

- 2. Wait for file to complete **downloading.**
- 3. You will be able to locate/open your downloaded file in your downloads folder.

File	Ho	me Insert Pag	je Layout	Formulas	Data Revi	ew View	Help 🔎 Search	n	
Get Data ~	Fron Text/C	From From Table/ SV Web Range	Recent Ex Sources Conr	isting	Refresh All ~ Dueries Edit Lin	& Connections ies ks	Stocks Geograp	<pre>^ Ž↓ ZA v v v ZA↓ So</pre>	rt Filter
		Get & Transform Da	ita		Queries & Co	nnections	Data Types		Sort & Filter
E15	A	▼ : × ✓ B	fx CIB47	D	E	1	F	1	J
1		Invoice Number	Invoice Date	Туре	Purchase Order		Supplier	Invoice Amount	Invoice Status
2		S10CIBCW052	8/19/20	Standard	90XXXXX	Supplier Name	Inc.	4,424.00CAD	In process
3		INV4756	8/18/20	Standard	55XXXXX	Supplier Name	Inc.	39,550.00CAD	In process
4		INV5980	8/14/20	Standard	ABCXXXXXXXX	Supplier Name Inc.		10,000.00CAD	In process
5		S10CIBCWO31	8/4/20	Standard	ABCXXXXXXXX	Supplier Name Inc. 8		8,000.00CAD	In process
6		TESTWO02	8/1/20	Standard	ABCXXXXXXXX	Supplier Name	Inc.	1,000.00CAD	In process

7. Inquiring on the **Order** (click on Order hyperlink) for additional Purchase Order details.

PO details with all lines will be visible.

			-				Additional Information					
Line Item	Description	Quantity UOM	Price	Price	Ordered	Status	TEST ID	ENTER CLIENT WO NUMBER	ENTER BLJC WO NUMBER	Quote Amount	WO Historic Amount	WO Histori Count
1	11/2020		547.73	547.73	547.73	Closed						
2	11/2020_		1,136.03	1,136.03	1,136.03	Closed						
3	11/2020_		438.18	438.18	438.18	Closed for						
4	11/2020_		365.15	365.15	365.15	Closed for						
5	11/2020_		462.63	462.53	462.53	Closed for						
6	11/2020_		547.73	547.73	547.73	Closed for						
7	11/2020_		417.90	417.90	417.90	Closed for						
8	11/2020_		547.73	547.73	547.73	Closed for						
9	11/2020_		614.27	814.27	614.27	Closed for						
10	11/2020		535.56	535.56	535.56	Closed for.						

To view the number of invoices processed against this PO, click on **View Details** under **Order Life Cycle** tab.



The PO details along with the list of number of invoices will open in another tab. Scroll down to see the list of invoices processed with this PO. Order Life Cycle:

Sold-to Legal Entity Order Supplier Supplier Site Supplier Contact Ordered	7751 Supplier Portal Vendor -OM-TO-12345 1,000.00 CAD		A handward a	1.2K 1.0K 0.8K 0.6K 0.6K 0.2K 0.0	Order Life Cy	cle	Ordered Shipped Received Delivered Invoiced
▲ In-Transit Shipm	ents						
Actions 🔻 View 👻 F	Format 🔻 🎵 🖳	🔲 Freeze 📓 Detach					
Shipment	Ship Date	Tracking Number	Packing Slip				
No results found.							
Columns Hidden 2							
▲ Receipts Actions ▼ View ▼ F	Format 👻 🎢 🕞	🏢 Freeze 📓 Detach	⇔ll Wrap				
Receipt	Receipt Date	Shipment S	Ship Date Packing Slip				
No results found.							
Columns Hidden 3							
▲ Invoices Actions ▼ View ▼ F	Format ▾ 狎 ☞	III Freeze 📄 Detach	↓ I Wrap				
Invoice	Invoice Date	Status Inv	voice Total Pai	d Matched Amount	Receipt	Packing Slip	
TESTINVOICE1	18/06/21	Validated	45.20 0.0	0 40.00			

• 7.1 Inquiring on the **Order** (click on Order hyperlink) for additional Work Order details.

▶ Search		Advanced Manage Watchlist	Saved Search	All Orders		~
Search Results Adons → Wew → Format → p= EF == Freezo in Detach → Wrap						
Order Order Description	Supplier Site	Buyer ()rdered Curren	cy Status	Life Cycle	Creation Date
761 2/19/20		Buyer, Default	400.00 CAD	Closed	¢	2/19/20

If WO was already invoiced, the status of the WO will appear as Closed.

Purchase Order: 761			View PDF Actions v Done	Order Life Cycle
Main				Ordered
∡ General				Received
Sold-to Legal Entity	Supplier	Ordered 400.00 CAD		Invoiced
Bill-to BU	Supplier Site	Description		0 100 200 300 40
Order 761	Supplier Contact	Source Agreement		Amount (CAD)
Status Closed	Bill-to Location	Supplier Order		
Buyer Default Buyer	Ship-to Location ON			View Details
Creation Date 2/19/20				
Terms Notes and Attachments				

To view the invoice processed with this WO, click on View Details under Order Life Cycle tab.



The WO details along with the invoice number processed will open in another tab. Scroll down to see invoice processed with this WO.

⊿ Re	eceipts								
Actio	ons 🔻 View 🔻 Forma	it ▼ 月 国	Freeze	📲 Detach 🛛 🚽 Wrap					
	Receipt	Receipt Date	Delivered	Invoiced Open	to Invoice				
No res	ults found.								
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Actio	VOİCƏS ons ▼ View ▼ Forma	it▼ த# Eq	Freeze	📰 Detach 斗 Wrap					
	Invoice	Invoice Date	Status	Invoice Total	Paid	Currency	Matched Amount	Receipt	
	TEST2JUNE17 🖉	6/1/21	Not validated	112.00	0.00	CAD	100.00		
Colu	umns Hidden 2								

Click on **DONE** on top right corner to go back to previous page.



6. Contact Information

For any additional questions relating to training or this guide, please contact <u>Portal.Invoice@bgis.com</u>.

Inquiries relating to the Work Order or Purchase Order should be submitted to the Manager who engaged your service.