



**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

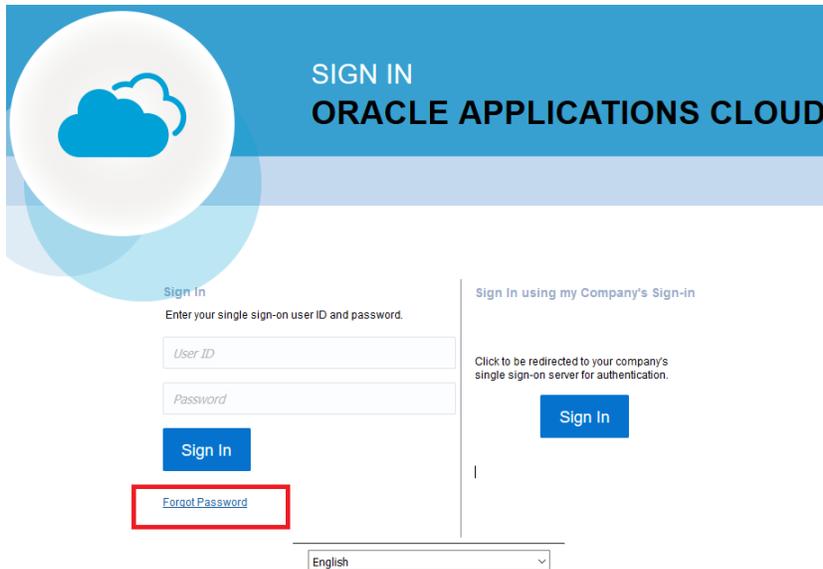
### Microsoft Edge and Chrome are the recommended browsers by Oracle to use Oracle Supplier Portal

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

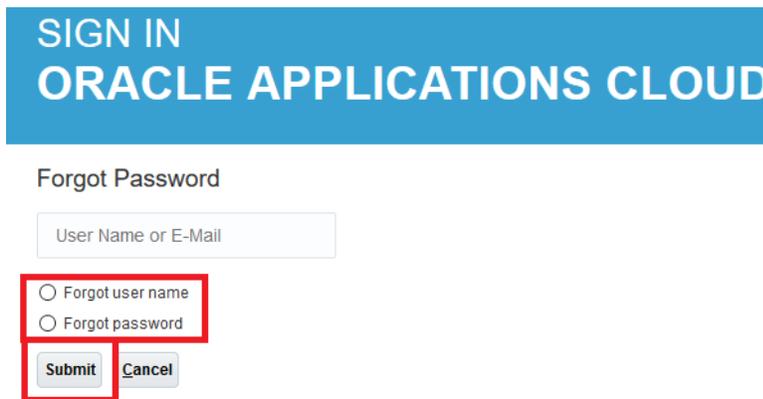


2.4. Select either **Forgot username** or **Forgot password**

2.5. To reset username, provide **email**

2.6. To reset password, provide **username**

2.7. Click on **Submit**



# SIGN IN ORACLE APPLICATIONS CLOUD

Forgot Password

**✖ Error: A value is required.**  
You must enter a value.

- Forgot user name
- Forgot password

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

# SIGN IN ORACLE APPLICATIONS CLOUD

Check your e-mail for user name. Ensure that you check your spam folders.

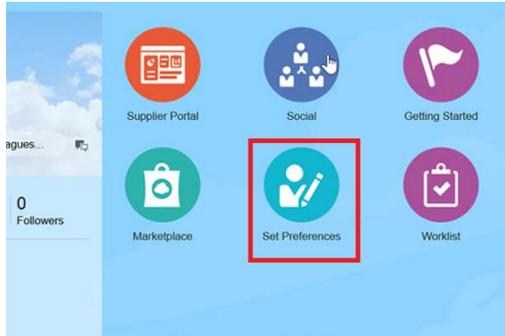
Open the email and reset your **username or password** as required.

### 3. Set Preferences

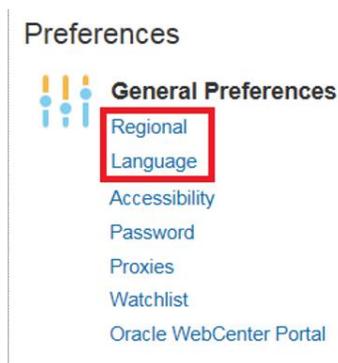
After logging in for the first time, please ensure to setup your General Preferences as default settings.

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.

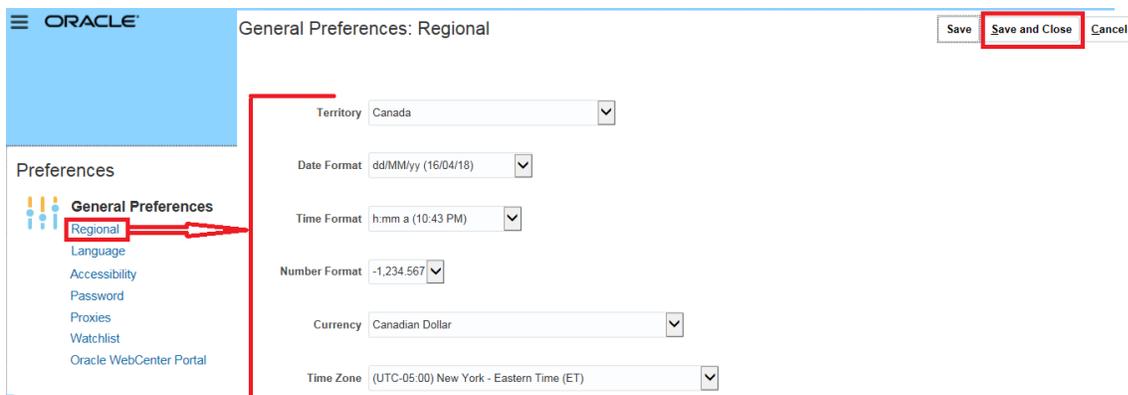


#### 3.1.1. Click on **Regional** button

##### 3.1.1.1 Enter your **Region** and **Time Zone** details

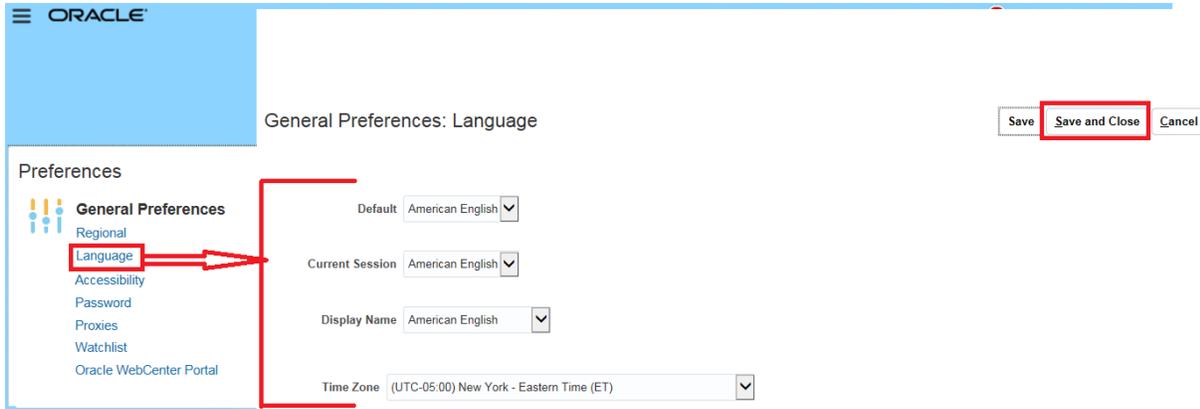
##### 3.1.1.2 Click on **Save and Close**.

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



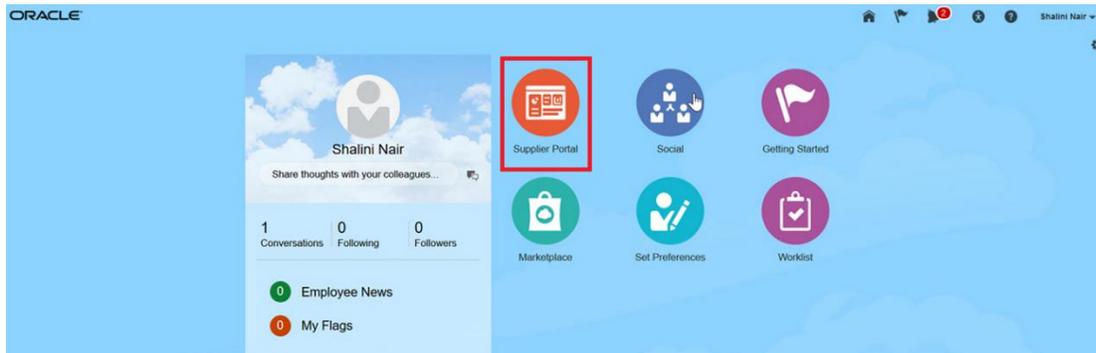
- 3.1.2 Click on **Language** button
- 3.1.2.1 Enter your **Language** details
- 3.1.2.2 Click on **Save and Close**.

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

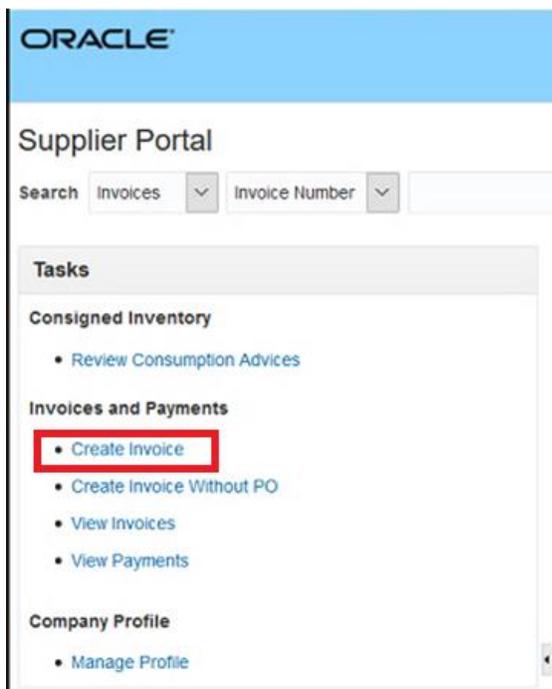


## 4. Create an Invoice or Credit Memo

1) Click on **Supplier Portal** icon on the home page



2) Click on **Create Invoice** under **Invoices and Payments** tab



3) Under **Identifying PO** field, select the Purchase 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 Submit Cancel

\* Identifying PO  Supplier Taxpayer ID \* Supplier Site  Address Supplier Tax Registration Number

Remit-to Bank Account  Unique Remittance Identifier  Unique Remittance Identifier Check Digit  Description  Attachments None +

\* Number  \* Date  \* Type Invoice  Invoice Currency  Payment Currency

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. Please do not attempt to correct any address information in Cloud during invoice submission. 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***

Type	Category	File Name or URL	Title	Description	Attached By
File	From Supplier	Browse...			svaroon@vigi
Text					
URL					

- *Select **From Supplier** under Category drop down.*

- Click on **Choose File** to upload the invoice from a folder

**Attachments**

Actions ▾ View ▾ + X

Type	Category	* File Name or URL	Title	Description
File ▾	From Supplier ▾	Choose File No file chosen		

Rows Selected 1

OK

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**

**Attachments**

Actions ▾ View ▾ + X

Type	Category	* File Name or URL	Title	Description
File ▾	From Supplier ▾	TESTINVOICE21.pdf Update...	TESTINVOICE21.pdf	

Rows Selected 1

Invoice copy is now attached.

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

ORACLE Sai Varoon

Create Invoice Submit Cancel

<p>* Identifying PO: CAN0000034</p> <p>Supplier</p> <p>Taxpayer ID: TEST123</p> <p>* Supplier Site: CANADA</p> <p>Address: EAW, TORONTO OH, CANADA</p> <p>Remit-to Bank Account</p> <p>Unique Remittance Identifier</p> <p>Unique Remittance Identifier Check Digit</p> <p>Supplier Tax Registration Number</p>	<p>* Number: 27896</p> <p>* Date</p> <p>* Type: Invoice</p> <p>Invoice Currency: CAD - Canadian Dollar</p> <p>Payment Currency: CAD - Canadian Dollar</p> <p>Description</p> <p>Attachments: 27896.td X</p>
---	---

## 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 Taxpayer ID

Name  
Address

Lines

View

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display.											
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**

Select and Add: Purchase Orders

Advanced Saved Search

\*\* At least one is required

\*\* Purchase Order

\*\* Consumption Advice

\*\* Creation Date

Search Reset Save...

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
650C	1	1				TEST PO	SHIP-TO	25,000.00
650C	2	1				ONHST	SHIP-TO	3,250.00
650C	3	1				TEST PO	SHIP-TO	15,000.00
650C	4	1				ABGST	SHIP-TO	750.00

Apply OK Cancel

You will see the amount remaining on the PO line.

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

Items

View Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
850C	1	1				TEST PO	SHIP-TO					23,850.00
Total												23,850.00

You cannot exceed the ordered or balance line amount.

Items

View Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
850C	1	1				TEST PO	SHIP-TO					30,000.00
Total												23,850.00

**Error: The amount must be less than or equal to the available purchase order amount. (AP-810425)**  
The amount must be less than or equal to the available purchase order amount. (AP-810425)  
Example format: ##0.00;-#,##0.00

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.

Lines

View Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
1	Item	5201366	1	1			Line 1_Supplier Portal_Standard PO Test # 2	AB							20,000.00
Total															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.

Lines

View Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
1	Item	5201366	1	1			Line 1_Supplier Portal_Standard PO Test # 2	AB							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 Taxpayer ID

Name  
Address

Lines

View Cancel Line

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

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

Select and Add: Purchase Orders X

Search Advanced Saved Search

**\*\* Purchase Order**  **\*\* Consumption Advice**

**\*\* Creation Date**

\*\* At least one is required

Search Results

View

Purchase Order		Consumption Advice		Supplier	Item Description	Ship-to Location	Ordered
Number	Lir	Sc	Nu	Lir			
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...

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

Search Results

View

Purchase Order		Consumption Advice		Supplier	Item Description	Ship-to Location	Ordered
Number	Lir	Sc	Nu	Lir			
5201364-31MAY21	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.

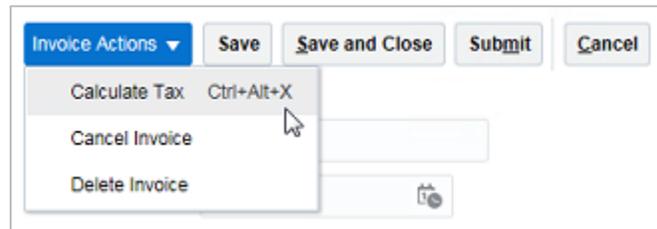
Click on Apply

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.



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

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	13		11,199.23 x

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

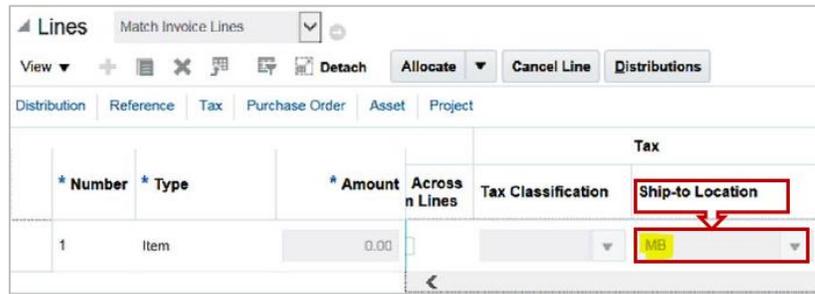
Totals	Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
	86,117.47	0.00	0.00	0.00	0.00	86,117.47

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).



- 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.



- 

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	YT

**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

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	U
		* N Line	* Schedule	Number	Line							
1	Do Not Use - Freight											
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

Identifying PO: 550

Supplier: BGIS TEST SUPPLIER

Taxpayer ID

Supplier Site

Address: 4TH AVENUE, MARKHAM ON, CANADA

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments: None

Invoice Actions:

\* Number: TEST30AUG19

\* Date: 8/30/2019

Type: Invoice

Invoice Currency: CAD - Canadian Dollar

Payment Currency: CAD - Canadian Dollar

- 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.

Printable Page **Create Another** Done

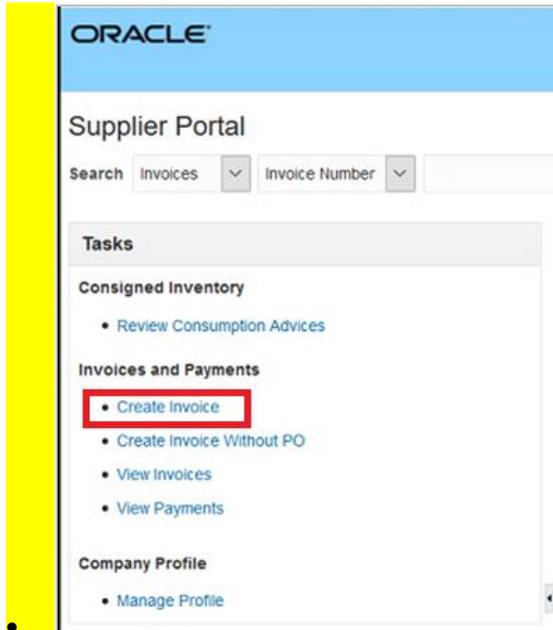
**Number** TESTINVOICE71  
**Date** 08/04/19  
**Type** Invoice  
**Invoice Currency** CAD  
**Payment Currency** CAD  
**Description** CLEANING APRIL 2019  
**Attachments** [TESTINVOICE71.pdf](#)

Printable Page Create Another **Done**

**Number** TESTINVOICE71  
**Date** 08/04/19  
**Type** Invoice  
**Invoice Currency** CAD  
**Payment Currency** CAD  
**Description** CLEANING APRIL 2019  
**Attachments** [TESTINVOICE71.pdf](#)

## 4. Matching a Credit Memo to a Purchase Order

4.4.1.1. Click on *Create Invoice* under *Invoices and Payments* tab

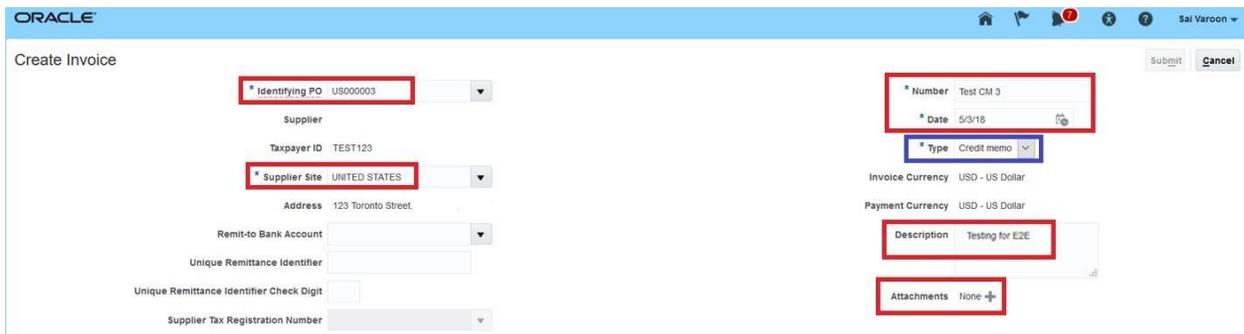


Now proceed to enter all the fields highlighted in **red**, including Description (\* marked fields are mandatory)

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).



4.4.3. Matching a Credit Memo to a Purchase Order.

4.4.4. Click on **Select and Add** icon highlighted below

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

Description: Testing for E2E

Attachments: 27896.txt

Customer Taxpayer ID

Name

Address

Items

View

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
No data to display.												
<b>Total</b>												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.

Select and Add: Purchase Orders

Search

Advanced Saved Search

\*\* Purchase Order US000003

\*\* Consumption Advice

\*\* Creation Date

Search Reset Save...

Search Results

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
US000003	1	1				Line one	US SHIP-TO	120.00
US000003	2	1				Line two	US SHIP-TO	30.00

Apply OK Cancel

- The negative amount auto populates.

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line							
US000003	1	1			Line one	US SHP-TO					-120.00
<b>Total</b>											<b>-120.00</b>

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

* Charge Type	* Amount	Description
No data to display.		

Totals	
Items	-120.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Invoice Amount</b>	<b>-120.00</b>

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

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.

 Invoice TESTABC has been submitted.

## 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**

**Consigned Inventory**

- Review Consumption Advices

**Invoices and Payments**

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

**Company Profile**

- Manage Profile**

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 Services

**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
Year Incorporated	Principal Name

**Financial Profile**

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

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 Classifications 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

5.3. 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 Classifications 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

5.4. 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 ?

! There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request 365009

Request Status Draft

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

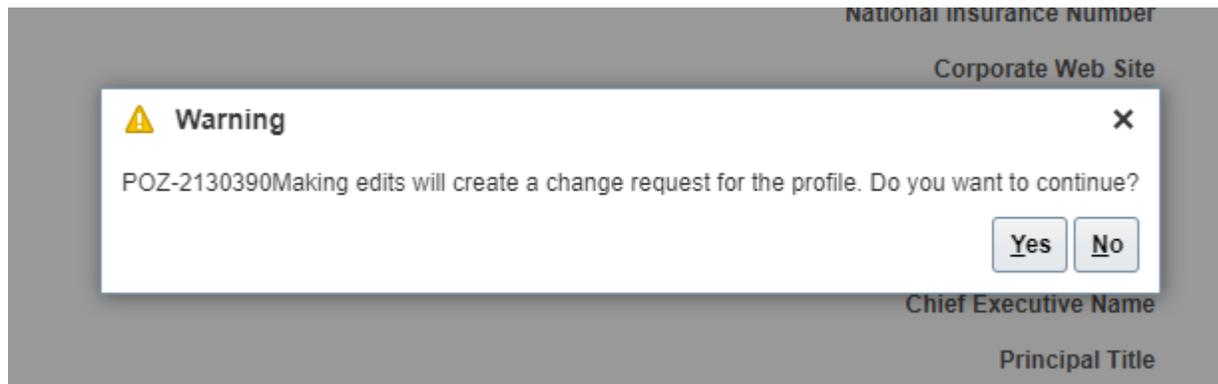
View ▼ Format ▼ Status Active ▼ Freeze Detach Wrap

Last Name	Job Title	Phone	Administrative Contact	User Account	Status
ISP					Active
ISP					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.



5.6. Click on **+** icon to add a line

Contacts

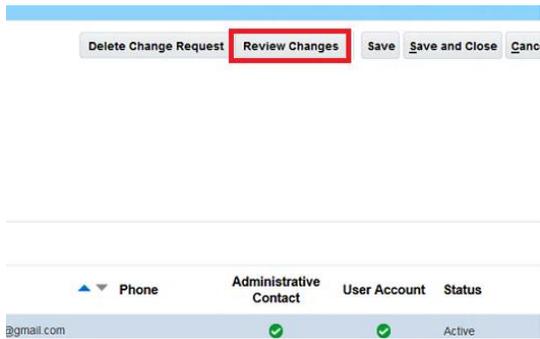
Actions ▼ View ▼ Format ▼ Status Active ▼ Freeze Detach Wrap

Last Name	Job Title	Phone	Administrative Contact	User Account	Status
ISP					Active
ISP					Active

Columns Hidden 8

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





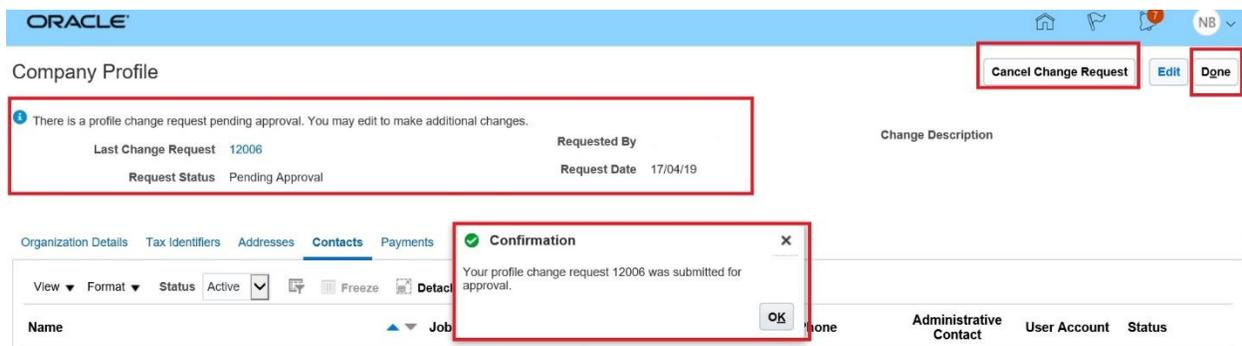
Changes which have just been made only will be visible in this **Review changes** section.

If the changes are captured correctly,

#### 5.8.1. Click on **Submit**



- 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**.



- 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 Navigator on the Home page.

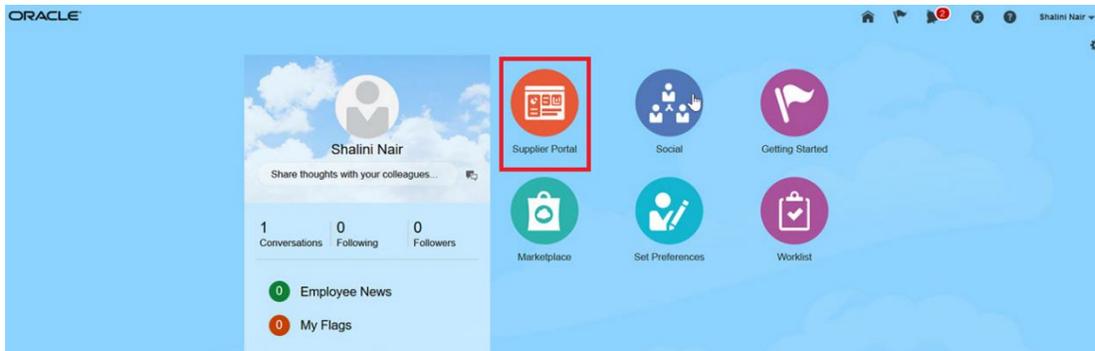


## Invoice, WO and PO Inquiry

### 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 Order Number

### Tasks

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Invoices and Payments**

- Create Invoice
- View Invoices**
- View Payments

**Company Profile**

- Manage Profile

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.

View Invoices Done

Search Advanced Saved Search All Invoices At least one is required

**\*\* Invoice Number**  x

**\*\* Supplier**

**Supplier Site**

**\*\* Purchase Order**

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

Search Results

View Detach

Invoice Number	Inv Da	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payr Num
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	
TESTINVOICE91CREDIT	1...	Credit...		BGIS TEST SUPPLIER	-XX-MA-11...	-282.50 CAD	-282.50 CAD	In process	
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	
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	

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.

## Search Results

View ▾ Detach

About This Record

Columns ▶

Freeze

Detach

Sort ▶

Reorder Columns...

Inv Da Type

Show All

✓ Payment Number

☐ Paid Status

✓ Invoice Status

✓ Invoice Amount

✓ Unpaid Amount

✓ Supplier Site

✓ Supplier

☐ Due Date

✓ Purchase Order

TESTINVOICE10

TESTINVOICE1111

TESTINVOICE21

TESTINVOICE22

TESTINVOICE51

### Status Descriptions:

- *IN PROCESS:*

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

### Search Results

View ▾ Detach

Invoice Number	Inv Da Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payr Num
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	
TESTINVOICE91CREDIT	1... Credit...		BGIS TEST SUPPLIER	-XX-MA-11...	-282.50 CAD	-282.50 CAD	In process	
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	
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	

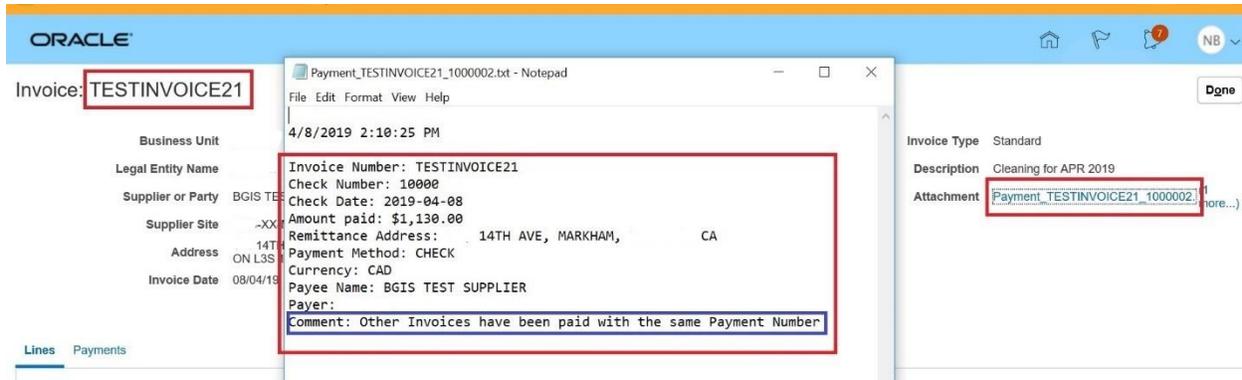
- *APPROVED:*

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.



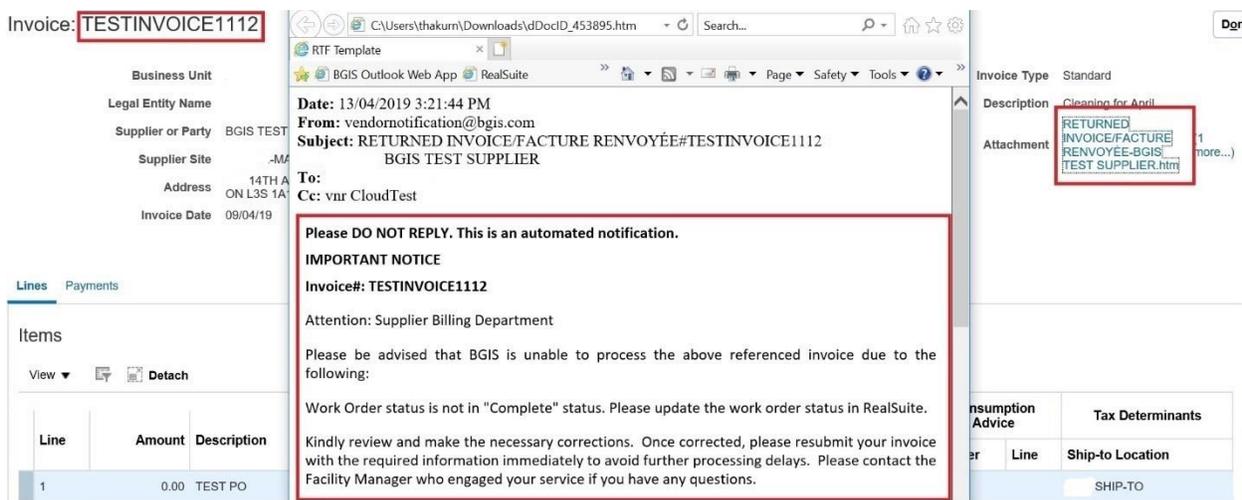
- CANCELLED:

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.

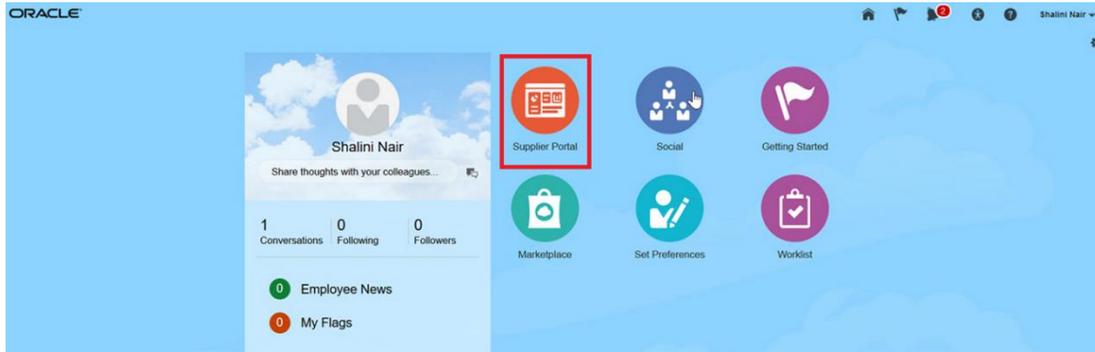
Search Results

Invoice Number	Inv Da	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
TESTINVOICE10	0...	Standard	650C	BGIS TEST SUPPLIER	-XX-MA-11...	1,130.00 CAD	1,130.00 CAD	On hold	

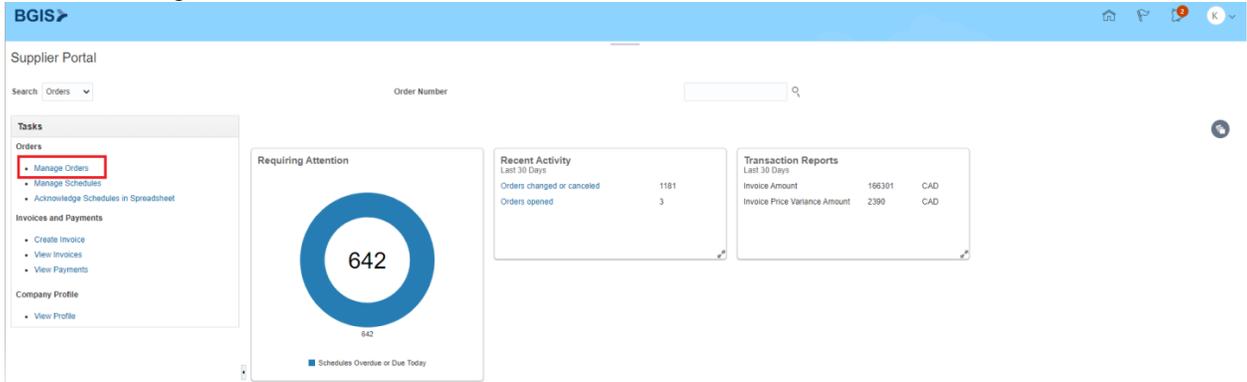
## 6.2 WO and PO Inquiry

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

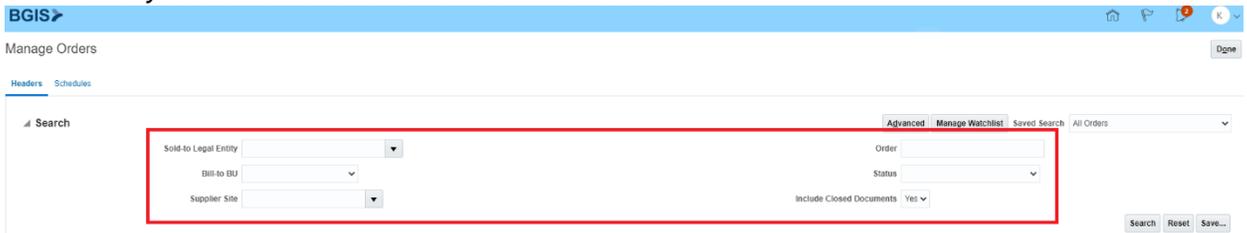
1. Click on **Supplier Portal** on Home Page.



2. Click on *Manage Orders*.



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



The following are common search criteria:

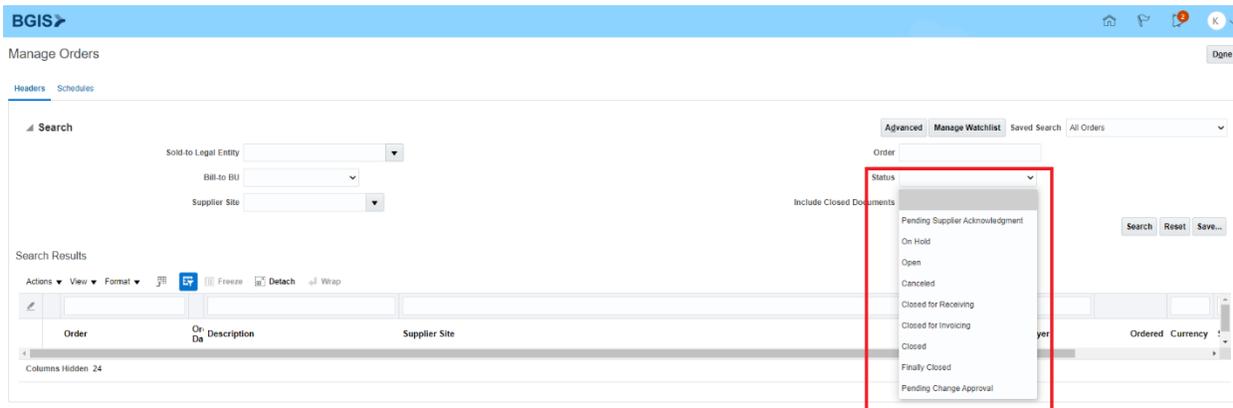
- **Supplier Site** – Select service location of WO/PO
- **Order** – Enter WO/PO number
- **Status** – Select the current status of the WO/PO. Refer to the following section for Status descriptions.

4. *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.

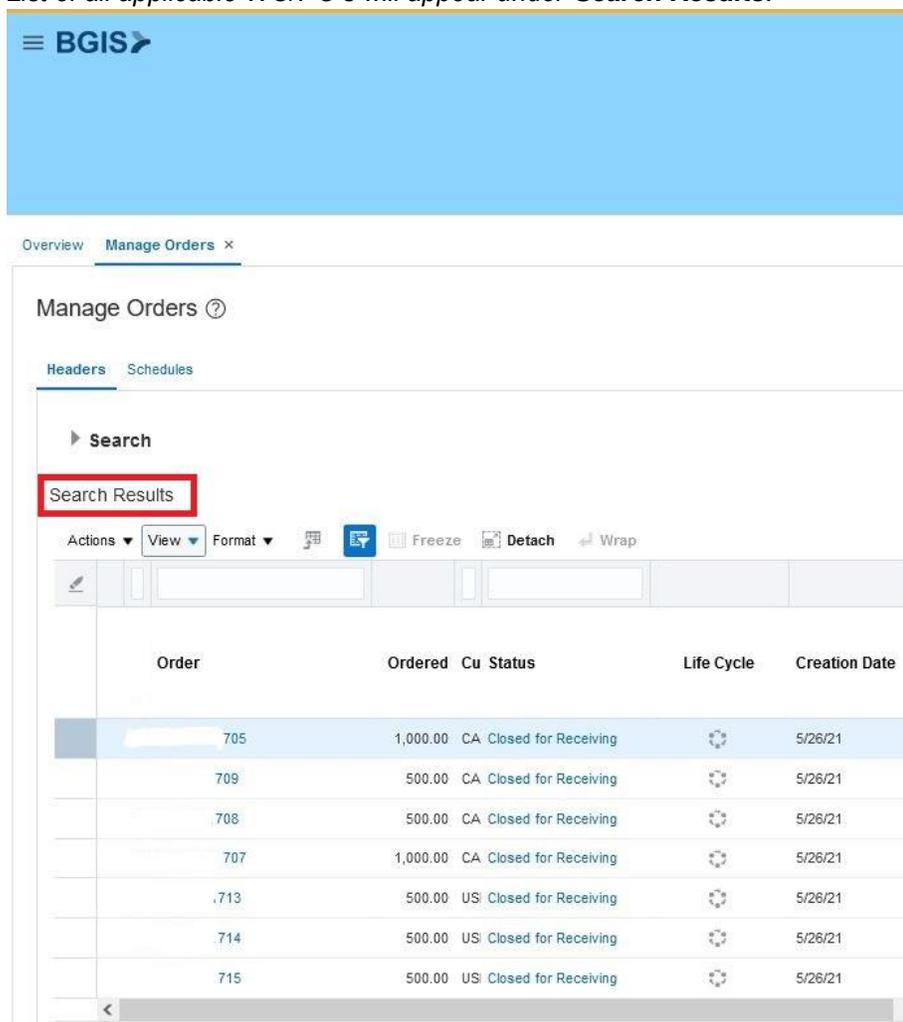
**Closed & Finally Closed** – WO/PO is closed and is not available for additional billing.

**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.



Once search criteria are inputted, click **Search**.

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



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.

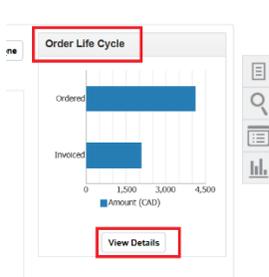
	A	B	C	D	E	F	I	J
1		Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Invoice Amount	Invoice Status
2		S10CIBCWO52	8/19/20	Standard	90XXXXXX	Supplier Name Inc.	4,424.00CAD	In process
3		INV4756	8/18/20	Standard	55XXXXXX	Supplier Name Inc.	39,550.00CAD	In process
4		INV5980	8/14/20	Standard	ABCXXXXXXXX	Supplier Name Inc.	10,000.00CAD	In process
5		S10CIBCWO31	8/4/20	Standard	ABCXXXXXXXX	Supplier Name Inc.	8,000.00CAD	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.

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status	Additional Information
1		11/2020			547.73	547.73	547.73	Closed	TEST ID, ENTER CLIENT WO NUMBER, ENTER BLJC WO NUMBER, Quote Amount, WO Historic Amount, WO Historic Count
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			462.53	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	614.27	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 7751  
 Supplier Supplier Portal Vendor  
 Supplier Site -OM-TO-12345  
 Supplier Contact  
 Ordered 1,000.00 CAD



In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip
No results found.			
Columns Hidden 2			

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip
No results found.				
Columns Hidden 3				

Invoices

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
TESTINVOICE1	18/06/21	Validated	45.20	0.00	40.00		

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

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	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 Done

Order Life Cycle

Main

General

Sold-to Legal Entity  
 Bill-to BU  
 Order 761  
 Status **Closed**  
 Buyer Default Buyer  
 Creation Date 2/19/20

Supplier  
 Supplier Site  
 Supplier Contact  
 Bill to Location  
 Ship to Location ON

Ordered 400.00 CAD  
 Description  
 Source Agreement  
 Supplier Order

Order Life Cycle Bar Chart:

Stage	Amount (CAD)
Ordered	400.00
Received	0.00
Delivered	0.00
Invoiced	400.00

View Details

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.

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Delivered	Invoiced	Open to Invoice
No results found.				

Columns Hidden 2

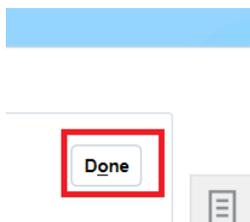
Invoices

Actions View Format Freeze Detach 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	

Columns 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 [Portal.Invoice@bgis.com](mailto:Portal.Invoice@bgis.com).

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