iSupplier: Create Invoice

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07/21/2014	1.0	New Document	
07/23/2014	1.1	Content Updates	
04/14/2020	1.2	Removed SPI data	
06/25/2021	1.3	Updated to include Markup Form information	Mikel Anne Aldrich
07/28/2021	1.4	Updated to correct the Invoice Date and Invoice Description requirements	Mikel Anne Aldrich
09/29/2021	1.5	Updated to clarify Invoice Date field for CRE suppliers and how to attach a .pdf copy of the invoice.	Mikel Anne Aldrich
04/10/2023	1.6	Updated to reflect R12 Update GUI changes	Mikel Anne Aldrich

Document Revision History

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Create Invoice Process

This procedure provides the functionally to create a single invoice at a time using the iSupplier portal. To utilize this process, you must have a user id with the assigned role for **Invoice Entry**.

The **Invoice entry** role allows access to purchase order, invoice, and payment details. Includes abilities to create single invoices, upload multiple invoices, export PO data, and print and/or save a copy of POs. If you need to request or update your role, please submit an electronic **iSupplier Access Request Form** with all the required data and all users will be set up or updated within 1-2 business days.The form is located on the iSupplier website at <u>https://attpurchasing.com/</u>. Select the **iSupplier** link. Look in the **Forms and Templates** section, then complete the online form and indicate which role you would like. Only one can be chosen.



The **<u>PO Invoice Upload Process</u>** is recommended when uploading multiple invoices.

Accessing iSupplier

- 1. In a browser, navigate to the <u>AT&T Purchasing website</u>.
- 2. Click iSUPPLIER.



3. Click **iSUPPLIER LOGIN** to log into the application or type in to your browser: <u>https://scmpurchasing.att.com/</u>



- 4. The system displays the iSupplier application logon page. Enter your **User Name** and **Password**.
- 5. Click Login.

	"Connect people with their world, everywhere they live and work, and "Welcome to One AT&T SCM"	do it better than anyone else"
	User Name Password Login Assistance Register Here Accessibility None	Oracle Applications Production Data Retention INV - 6 months plus current month OM - 6 months plus current month GL GL - 2 years plus current quarter All open transactions (AP/PO - 2 years plus current quarter & all open transactions (AP/PO - 2 years plus current quarter & all open transactions (AP/PO - 2 years plus current year Pending Archive PA - 1 year plus current year Pending Archive PA - Not currently archived, no retention rule in place (All archived data is accessible with 'Archive' responsibilities)
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If you need to **reset your password**, click the **Login Assistance** link on the iSupplier login screen. Enter your **User Name** and click **Forgot Password**. You will receive an email with a link for resetting your password. When you receive the email, click the **Reset Password** link and follow the onscreen prompts.

To ensure that you receive the password reset emails, please add <u>ERPPRODwfmail@maillennium.att.com</u> to your safe receiver list!

Create Invoice

- 1. Determine the Purchase Order to be invoiced. Then click the **Finance** tab.
- 2. The system displays the **Create Invoices** window. The default **Invoice Action** is **Create Invoice**. Do not enter any PO information on this first screen, only click **Go**.

Supplier Home Requests Orders Shipments Finance	Product
Create Invoices Bulk Upload View Invoices View Pa	ayments iSP to AP interface invoice errors
Invoice Actions	Create Invoice With a PO

- 3. The system will display a graphic with the four steps to create and submit a purchase order listed:
 - Purchase Orders
 - Details
 - Manage Tax
 - Review and Submit

	0	0	0
Purchase Orders	Details	Manage Tax	Review and Submit

Purchase Orders – Step 1 of 4

- 1. The Search section will populate again, enter Purchase Order Number only.
- 2. Click **Go** to execute the search.

earch						Advanced	Search
ote that the search is case ins	sensitive						
Purchase Order Number							
Purchase Order Date	(29-Dec-2022)	Č.					
Buyer			⊴ Q				
Organization			」 Q				

3. The system displays the search results below.

*If needed, CRE Clients can check to see if any of the line items include a <u>Markup Form</u>. All other iSupplier clients can proceed with <u>Purchase Orders – Step 1 of 4</u> to complete the invoicing process.

- 4. On the **Finance** tab, click the **Select** checkbox(es) to the left of the purchase order you want.
- 5. Click **Next** to move to the **Details** step.

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Create Invoice: Furchase Or	uers							Cancel	Step 1	of 4 Next
Search									Advance	ed Search
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Purchase Order Date (29-Dec-202)	2) 🛍									
Organization	2 R									
Go Clear										
Select Items: Add to Invoice •••										
PO Line Shipment	Item Description Item	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr 🛆	Ship To	Organizati
1 1	Pressure Washing			0	0	Each	1	USD	99999	AT&T
2 1	Glass Repair/Replace			0	0	Each	1	USD	99999	AT&T
3 1	Graffiti Removal			0	0	Each	1	USD	99999	AT&T
4 1	Landscaping Services			0	0	Each	1	USD	99999	AT&T
4										►.
1	Copyright (c) 1998, 2021, Oracle an	d/or its affiliates.	All rights rese	erved. Priva	cy Statement					

Details – Step 2 of 4

1. The system displays the Create Invoice: Details window. In the Supplier section,

click 📉 next to the **Remit To** field.

- 2. The system displays the Search and Select: Remit To window. Click Go.
- 3. **Remit To** options are displayed. Click to quick select or select the radio button next to the result you want and click **Select**.

Search	and Sel	ect: Remit To					×
Search							
To find y	our item, s	elect a filter item in the	pulldown list and ente	er a value in the text	field, then select the "Go" but	ton.	
Search E	By Remit	To 🗸 02		Go			
Results	5						
Select	Quick Select	Supplier $ riangle$	Remit To ∽	Address	Organization	Payment Terms	Site Business Unit
0	×		-		AT&T		CRE
	2					Ca	ance <u>l</u> Select

The **Remit To** field will auto populate if the supplier only has one **Remit To** option in the system. Only Active **Remit To** sites are displayed. If your desired **Remit To** site is not displayed or the **Remit To** information is incorrect then please reach out to your AT&T contact for assistance on having this corrected.

- 4. In the **Invoice** section, enter **Invoice Number**, **Invoice Date**, and **Invoice Description**.
 - Invoice Number Requirements
 - o Must not use special characters
 - $_{\odot}$ Maximum 50 characters in length including spaces
 - O Unique Number. Invoice Numbers may not be reused one entered into iSupplier application
 - Invoice Date Requirements
 - Format dd-MMM-yyyy (Corporate Real Estate suppliers only click <u>here</u> <u>for additional requirements</u>)
 - Invoice Description Requirements
 - O Up to 240 characters; only the first 19 characters will print on paper checks
 - \circ Do not use special character

Supplier		Invoice	
* Supplier		* Invoice Number	INV
		* Invoice Date	29-Dec-2022 📸
* Remit To	<u> </u>	Invoice Type	Invoice 🗸
Address		Currency	USD
		* Invoice Description	Test Invoice for Training
		Context	✓
		Final Invoice Flag	J Q

Upload pdf Copy of Invoice Requirement

 Click + to the right of Attachments.

* Invoice Number	INV
* Invoice Date	29-Dec-2022
Invoice Type	Invoice 🗸
Currency	USD
* Invoice Description	Test Invoice for Training
Context	
Context	•

- The system displays the Add Attachment window. Enter Title and Description. Title should include the invoice number.
- Select File for Type.
- o Click Browse and select pdf copy of invoice.
- Click Apply to save attachment to invoice. The system displays a confirmation message.

Add Attachme	nt ×
Attachment Type	File V
Title	HC1234567
Description	Attached please find invoice copy.
Category	From Supplier
*File	Choose File InvoiceUplo021MAA.csv
	Cancel Add Another Apply
🔒 Confirma	tion ×
Attachment HC123 would be committee	34567 has been added successfully but not committed; it d when you commit the rest of the current transaction.

5. Update the **Items** section with the **Quantity** to be billed. The unit price defaults from the purchase order information.

Quantity for Services can be entered in fractional amounts (i.e., 1.5, .5). However, Quantity for Goods must be entered in whole amounts (i.e. 1, 22, and 100).

Items											
•••											
PO Number	Line	Shipment	ltem Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
	1	1				99999999	500	500	1	Each	500
	2	1				999999999	2500	2500	1	Each	2500
	3	1				99999999	650	650	1	Each	650
	4	1				99999999	250	250	1	Each	250

- 6. Update the **Shipping and Handling** section. This section allows row insertion for charges for Freight and Tax . The system limits the billing of one **Freight** and **Tax Line** for the invoice. Click **Add Row**.
- 7. Select Charge Type from drop-down menu.
- 8. Enter **Amount**.
- 9. Enter **Description**, if needed.
- 10. Repeat steps 6-9 to add second line, if necessary.
- 11. Click Next to move to the Manage Tax step.

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Purchase Orders	Details	Manage Tax	Review and Submit
Create Invoice: Details			Cancel Back Step 2 of 4
* Indicates required field			
	A Mar An		



Freight and Tax validations occur after the submission of the Invoice to Accounts Payable (AP). Improper charges may generate an Invoice Hold. If needed, AP hotline: **1-888-722-1787.** When prompted to say what you are calling about, please say "**Accounts Payable**" When asked to enter a user ID, press "**0**" and you will be transferred to a live agent.

Or during business hours, click the **Live Chat** link (Oracle Expense – Fusion): <u>http://paymentstatus.att.com/getinvoicedat.asp</u>

<u> Manage Tax – Step 3 of 4</u>

- 1. The system displays the invoice, including an **Invoice Summary** of all charges.
- 2. Click Next.

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In this step, you have the option to save the invoice. The **Save** option provides the ability to save the invoice and return later to complete the Create Invoice process. See <u>Saved Invoices</u> for details.

<u> Review and Submit – Step 4 of 4</u>

- 1. Review all invoice information. If necessary, use the **Back** button to make changes for previous steps.
- 2. Click Submit to complete the process.

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Supplier Home Requests Orders S	hipments Finance F	Product	
	ew Invoices View Pay		nvoice errors
Purchase Orders	Details	Manage Tax	Review and Submit
Create Invoice: Review a	nd Submit	Ca	ancel Save Back Step 4 of 4 Submit
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## **Final Steps**

• The system displays a confirmation message. This is the only notification generated upon submission of the invoice.



- You have the option to display a **Printable Page**. Once displayed, you will need to utilize your browser printing options to print the page.
- You have the option to **Create Another** invoice.

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Purchase Orders	Details	Manage Tax	Review and Submit
🔁 Confirmation			
Invoice 27551196INV was submitted t invoice number. You can query its stat	o our Accounts Payab us by using Search by	le department on 29-Dec-2022. T v navigating to the Home page.	he confirmation number for this invoice is the
Invoice: 27551196INV			Drintable Dage Create Another

• You can click the **Return to Invoices** hyperlink in the lower left corner.



# **Saved Invoices**

Once you've completed **Manage Tax – Step 3 of 4**, you have the option to save the invoice. The **Save** option provides the ability to save the invoice and return later to complete the create invoice process.

1. Click Save.

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0	0	•	
Purchase Orders	Details	Manage Tax	Review and Submit
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2. The system displays a confirmation that the invoice has been saved for update and later submission.

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Create Invoices Bulk Upload View Invoices View Payments iSP	to A
Confirmation	Philponet.
Invoice INV has been saved for update and later submission.	2
Invoice Actions	1

- 3. To resume work on a saved invoice, click on the **Finance** tab.
- 4. Select Create Invoice.

#### 5. Click Go.

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Invoice Actions		Create Invoice With a PO
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- 6. Select **Unsubmitted** in the **Invoice Status** drop-down menu.
- 7. Click Go.

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Invoice Actions	;		Create Invoid	ce With a PO Go
Search				
Note that the search is c	ase insensitive			
Supplier		Purchase Orde	er Number	
		Invoic	e Amount	
Invoice Number		Invoid	ce Date To	Ľø
Invoice Date From	(29-Dec-2022) 👘		Currency	
Invoice Status	Unsubmitted 🗸			
G	Clear			
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8. The system displays the search results. Click 
in the **Update** column to reactivate the invoice and complete the Create Invoice Process or click 
in the **Cancel** column to cancel the Create Invoice Process.

Invoice ∠ Number	⊢ Invoice Date	$\stackrel{\rm Invoice}{\rm Currency}{\rm Code}{}^{\bigtriangleup}$	Invoice Amount	Purchase Order	Status	Cancel	Update
	29-Dec-2022	USD	900.00		Unsubmitted	-	1
	28-Oct-2019	USD	0.00	Multiple	Unsubmitted	-	1

9. If you choose to Update, the system will return you to **Details – Step 2 of 4**. You will be able to complete the steps to submit the invoice.

Once an invoice is submitted into the iSupplier system the only way to change the information is to have the invoice canceled by the <u>AP Invoice Changes</u> <u>Team</u> to process.

Please send your email to <u>m25869@att.com</u> along with the following information:

- Vendor (Supplier) Name:
- Vendor (Supplier) Number:
- Invoice Number:
- Invoice Amount:
- Purchase Order Number:
- Reason for Request:

Once the cancellation has been completed, a new invoice with a new unique number will need to be processed.

# Appendix

## **Additional Information**

iSupplier Helpdesk for general Q/A - g11041@att.com

Job Aids and Downloads - <u>http://www.attpurchasing.com/</u> Click **iSupplier**.

## **Create Invoice Validation Errors**

Listed below are the errors that may occur during the validation process.

- A value must be entered for "Invoice Number"
- A value must be entered for "Invoice Date"
- A value must be entered for "Invoice Description"
- A value must be entered for "Quantity"
- Value "x" in "Quantity" is not a number
- Invoice Number can only be alphanumeric. No special characters
- Row 1 Quantity You cannot increase the Quantity to Invoice amount above the available ordered quantity.
- Value "18-XXX-2020" in "Invoice Date" is not a date formatted as "dd-MM-yyyy"
- A value must be entered for "Remit To"
- The Invoice Number you have entered already exists. Please enter a unique Invoice Number
- Quantities and amounts on a Standard invoice cannot be negative. Please reenter
- Invoice Type must be equal to Invoice
- Only one Freight line per invoice allowed
- Only one Tax line per invoice allowed
- Line Amount cannot be zero
- Quantity must be a whole number for Goods based invoice lines

# Viewing the Markup Form (CRE Suppliers Only)

1. Navigate to the **Orders** tab, click the **PO Number** hyperlink.

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pplier Home	e Reque	ests	Orders	Shipments Fin	nance Product					
urchase Or	orders	Agre	ements	Purchase History	у					
Purchas	se Ord	ers								
/iews										
View Select Orde	er: Ack	chase nowle	Orders edge V	iew Change Histo	✓ Go					
View Gelect Orde Gelect PO Nun	All Purder: Ack	chase nowle Rev	Orders edge V Operatir Unit	iew Change Histo g Document Type	Go ory     ••• Description	Order Date △	Buyer	Currency	Amount	Status
View select Orde select PO Num	er: Ack	nowle Rev	Orders edge V Operatir Unit AT&T	ew Change Histo g Document Type Standard PO	Go Ory     ···· Description	Order Date △ 17-Mar-2023 11:09:40	Buyer	Currency	Amount	Status Open
View Gelect Orde Gelect PO Num	n All Purd er: Ack mber △	nowle Rev 0	Orders  dge V  Operatir Unit  AT&T  AT&T	ew Change Histo g Document Type Standard PO Standard PO	Go ory     ••• Description	Order Date △           17-Mar-2023 11:09:40           15-Mar-2023 13:31:27	Buyer	Currency USD USD	Amount	Status Open Open

- 2. Select View Markups for Actions.
- 3. Click Go.



4. In the **PO Line Information** section, click the radio button for each line. Any markups are displayed in the **PO Markup Data** section. These details are read-only.

	-												
ier Home R	equests	Orders	Shipments	Finan	ce Product								
chase Orders	Agre	ements	Purchase H	listory									
w Marku	р												
rder Infori	mation												
F	O Numbe	r:							PO Desci	ription :			
Sup	plier Nam	e:						s	upplier Site	Code :			
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	ormatio	11											
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elect PO Lin	e Num Li	ine Type	ltem Number	Suppli	^{er} Item Desc	ription	Quantity	Jnit Price A	mount BF	A Numbe	BPA Line	Markup Applied	Cancel Flag
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mounts													
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	TICE New	Quantity	Amou	int									

5. Proceed with Purchase Orders - Step 1 of 4.

## Invoice Date (Corporate Real Estate Suppliers Only)

The **Invoice Date** field is mandatory and the system auto-populates this field with the current date. It is up to Corporate Real Estate (CRE) supplier to manually change this date field to match the date on the .pdf copy of the invoice. Otherwise, the reviewer will reject the invoice and the supplier will have to create a new invoice, adding an alpha character to the end.

Ensure the **Invoice Date** field matches the date on the .pdf copy of the invoice before proceeding. Once completed, <u>return to Invoice Section</u> instructions.