iSupplier:
Create Invoice

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Document Revision History

Date	Version	Description	Prepared By
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

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Create Invoice Process

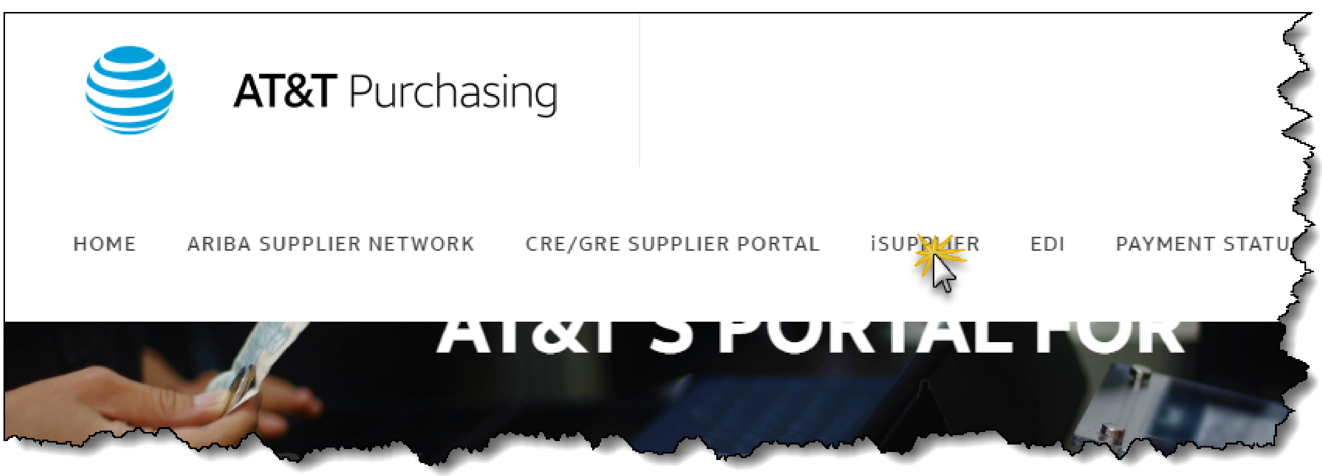
This procedure provides the functionally to create a single invoice at a time using the iSupplier portal. To utilize this process, you must have a user id with the assigned role for **Invoice Entry**.

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 https://attpurchasing.com/. 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.

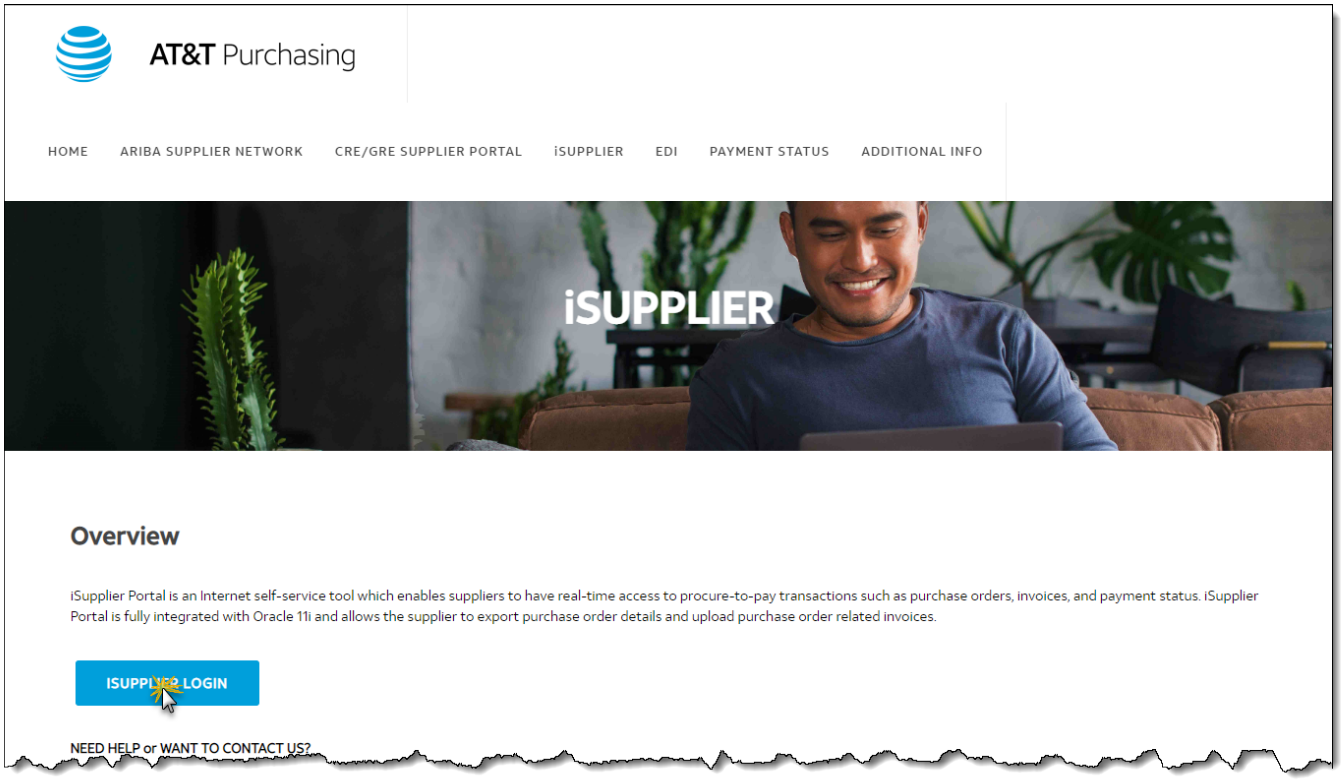
The **PO Invoice Upload Process** is recommended when uploading multiple invoices.

Accessing iSupplier

1. In a browser, navigate to the AT&T Purchasing website.
2. Click **iSUPPLIER**.



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



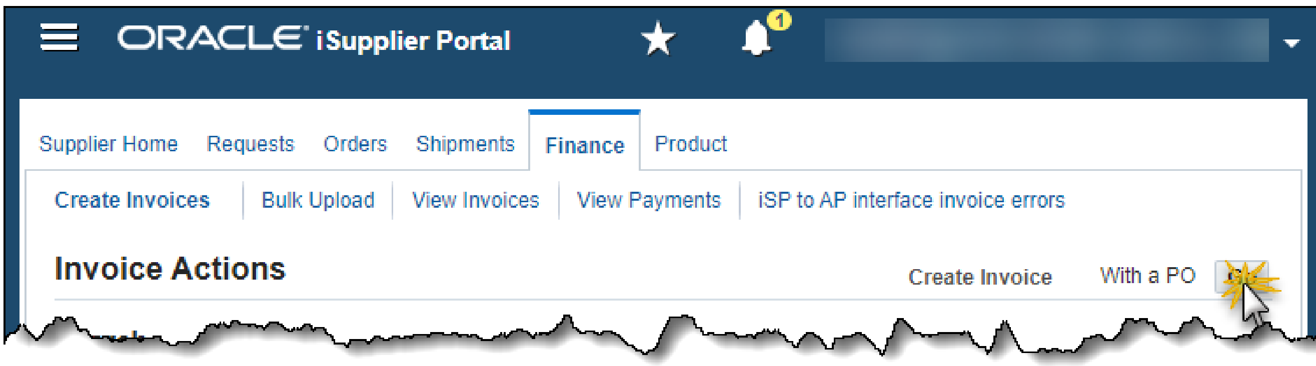
4. The system displays the iSupplier application logon page. Enter your **User Name** and **Password**.
5. Click **Login**.

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.

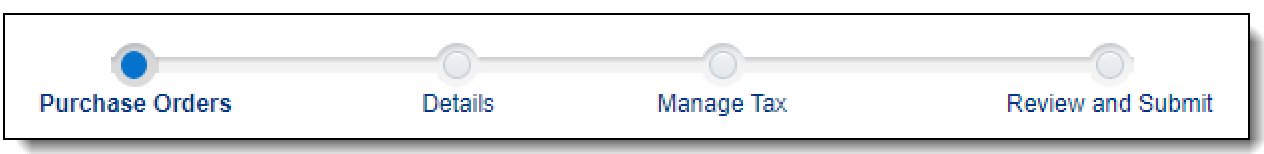
To ensure that you receive the password reset emails, please add ERPPRODwfmail@maillennium.att.com to your safe receiver list!

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**.



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



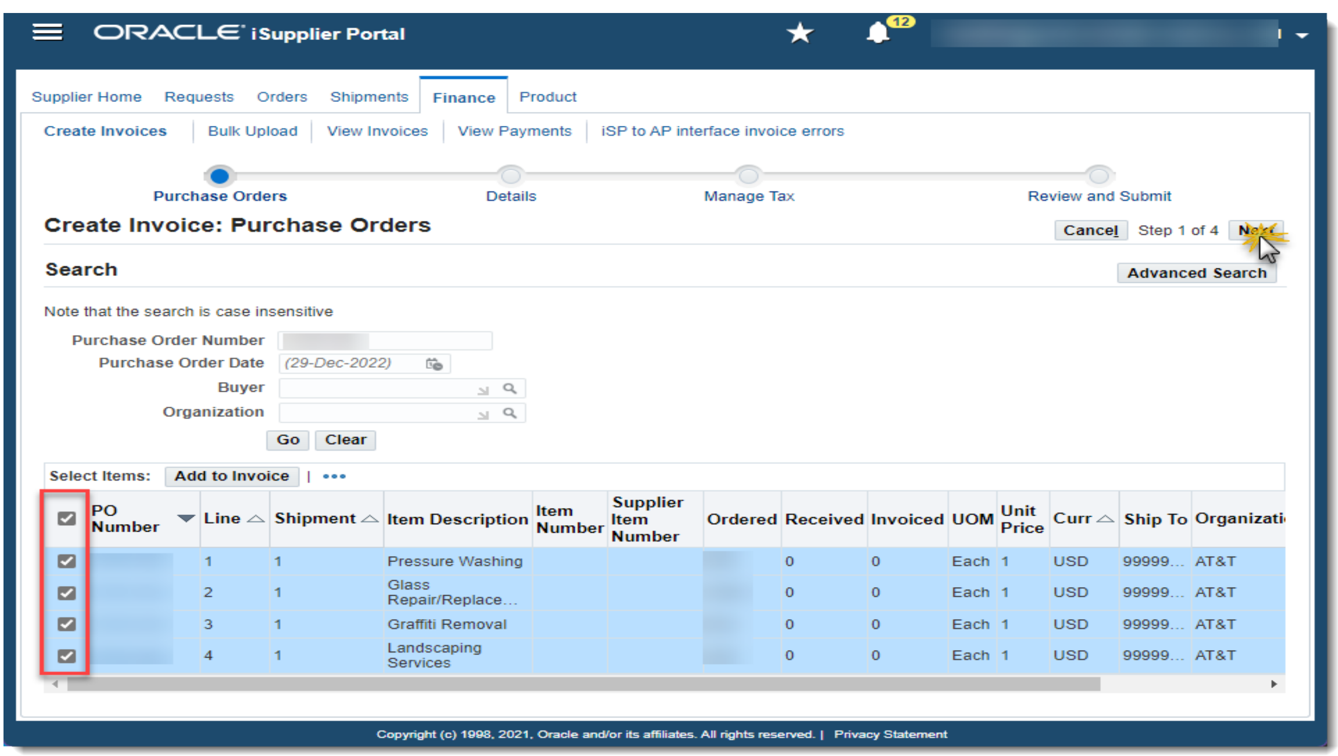
Purchase Orders – Step 1 of 4

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

3. The system displays the search results below.

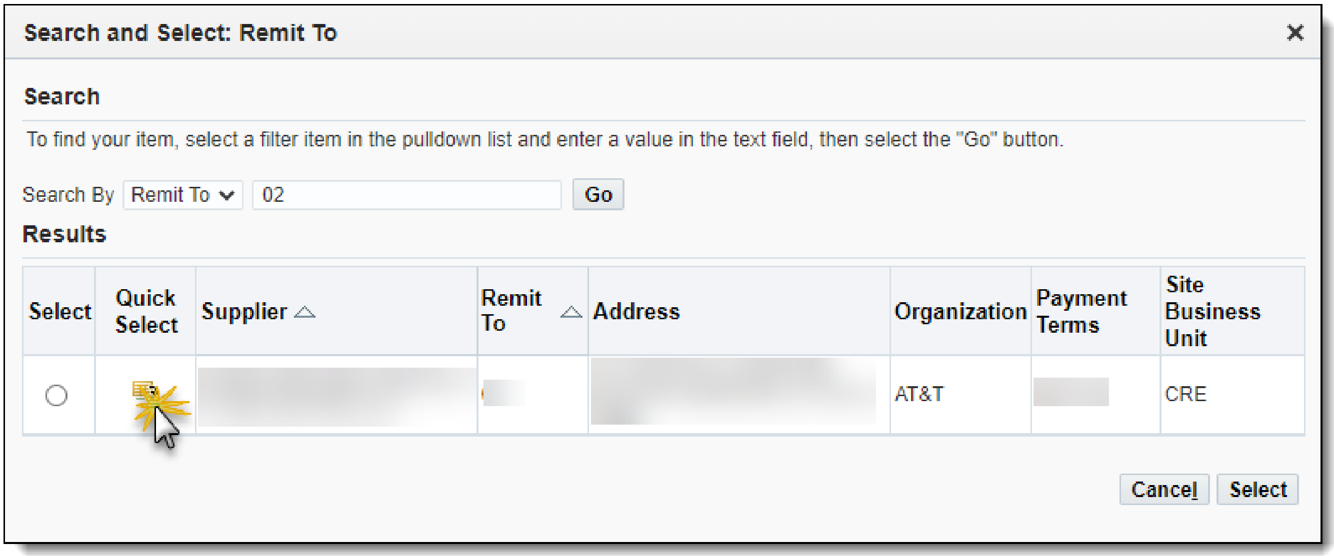
*If needed, CRE Clients can check to see if any of the line items include a [Markup Form](). All other iSupplier clients can proceed with [Purchase Orders – Step 1 of 4]() to complete the invoicing process.

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.



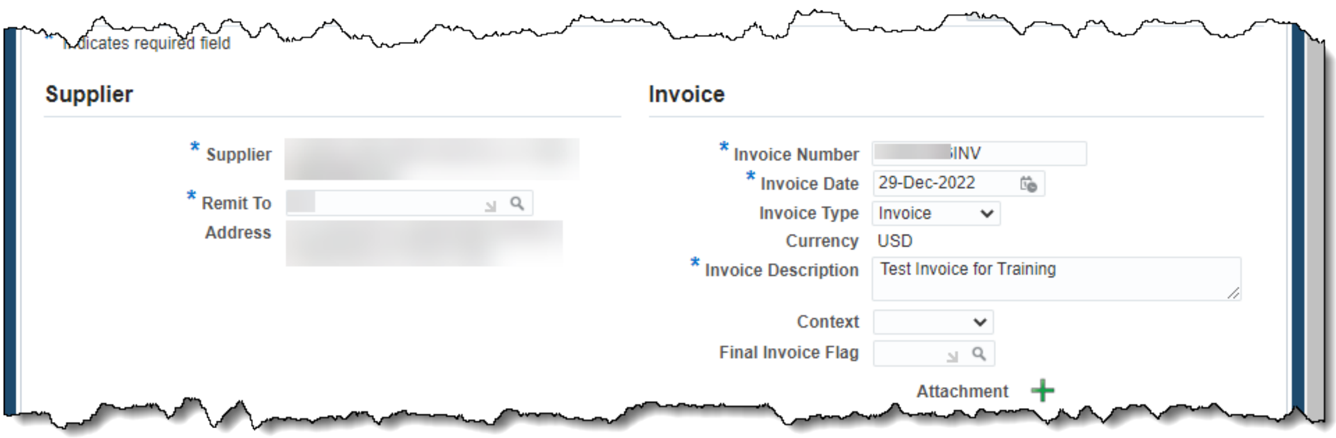
Details – Step 2 of 4

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**.

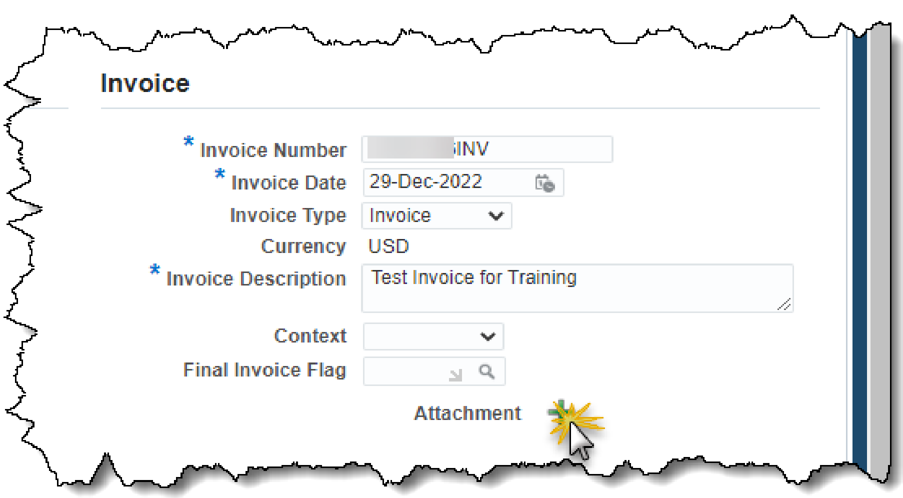


The **Remit To** field will auto populate if the supplier only has one **Remit To** option in the system. Only Active **Remit To** sites are displayed. If your desired **Remit To** site is not displayed or the **Remit To** information is incorrect then please reach out to your AT&T contact for assistance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

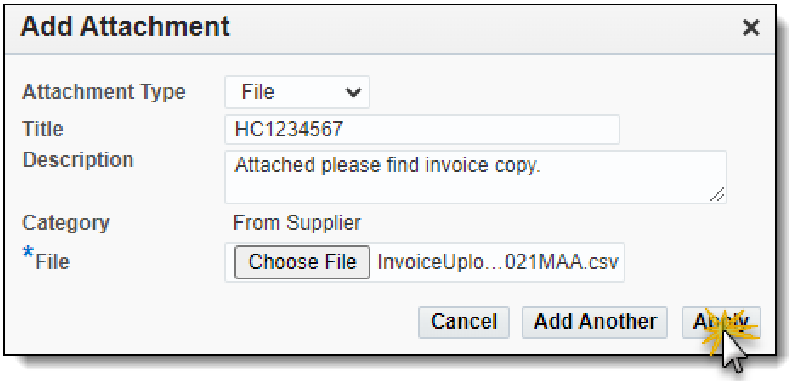
4. In the **Invoice** section, enter **Invoice Number**, **Invoice Date**, and **Invoice Description**.
    - **Invoice Number** Requirements
        - Must not use special characters
        - Maximum 50 characters in length including spaces
        - Unique Number. Invoice Numbers may not be reused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

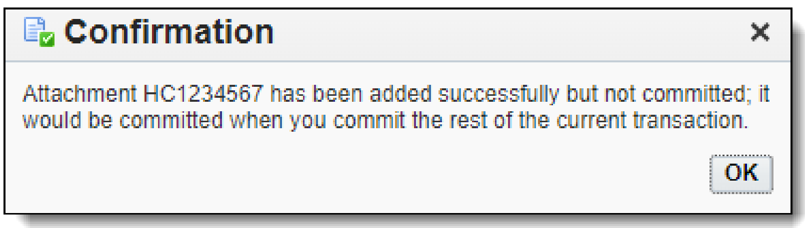


- Upload pdf Copy of Invoice Requirement
    - Click ➕ to the right of **Attachments**.



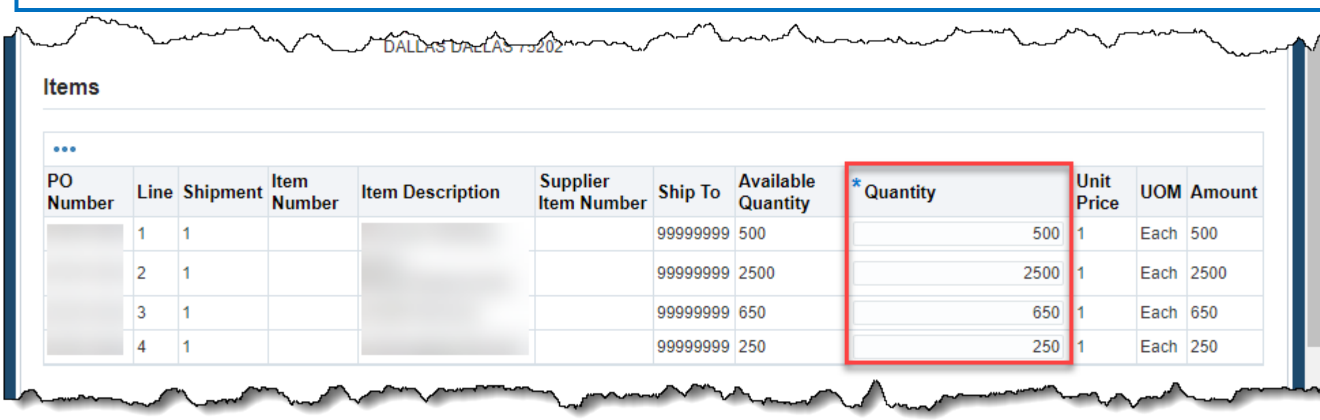
- The system displays the **Add Attachment** window. Enter **Title** and **Description**. Title should include the invoice number.
- Select **File** for **Type**.
- Click **Browse** and select pdf copy of invoice.
- Click **Apply** to save attachment to invoice. The system displays a confirmation message.



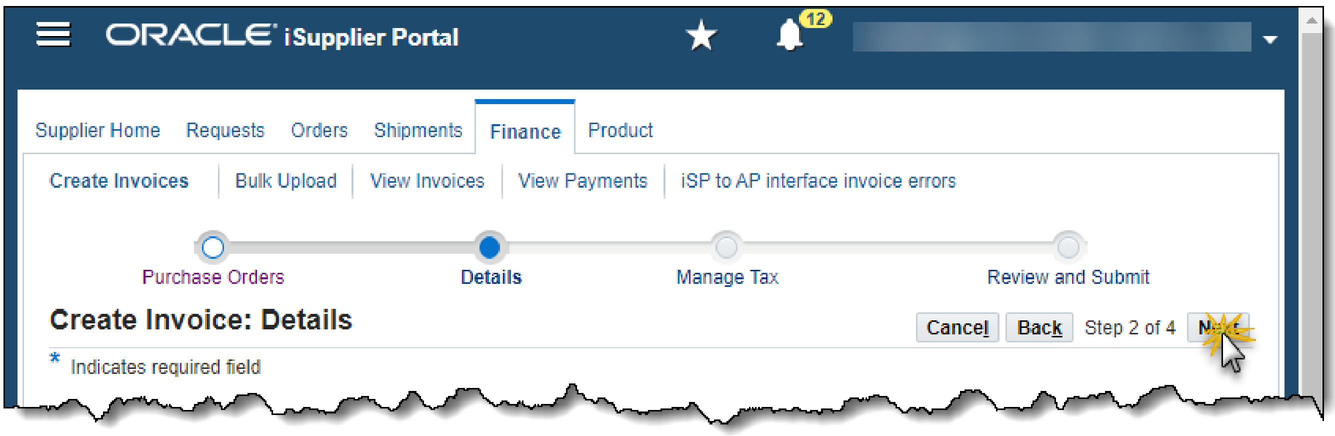


5. Update the **Items** section with the **Quantity** to be billed. The unit price defaults from the purchase order information.

> 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).



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.

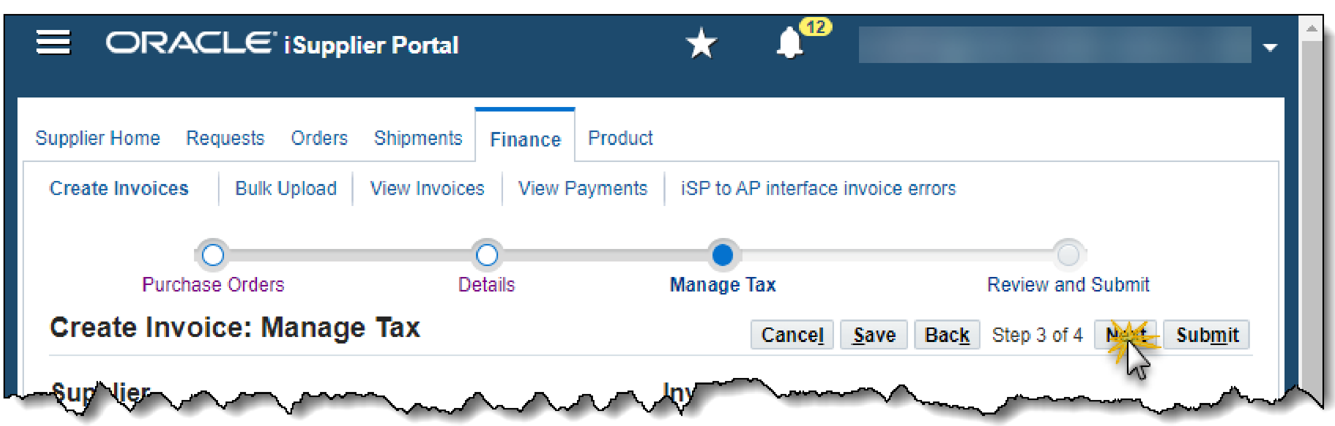


Freight and Tax validations occur after the submission of the Invoice to Accounts Payable (AP). Improper charges may generate an Invoice Hold. If needed, AP hotline: **1-888-722-1787.** When prompted to say what you are calling about, please say **"Accounts Payable"** When asked to enter a user ID, press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

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

Manage Tax – Step 3 of 4

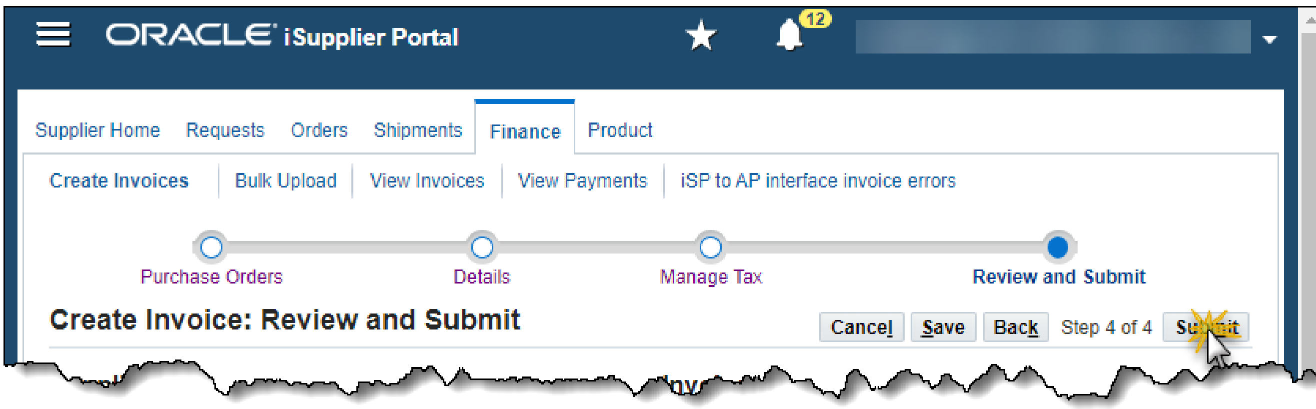
1. The system displays the invoice, including an **Invoice Summary** of all charges.
2. Click **Next**.



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 Saved Invoices for details.

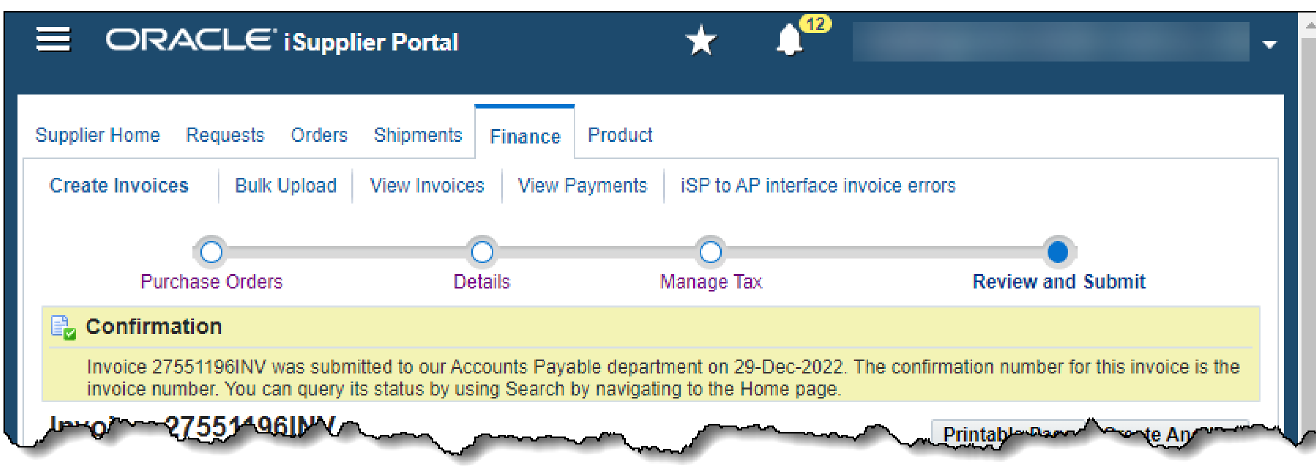
Review and Submit – Step 4 of 4

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

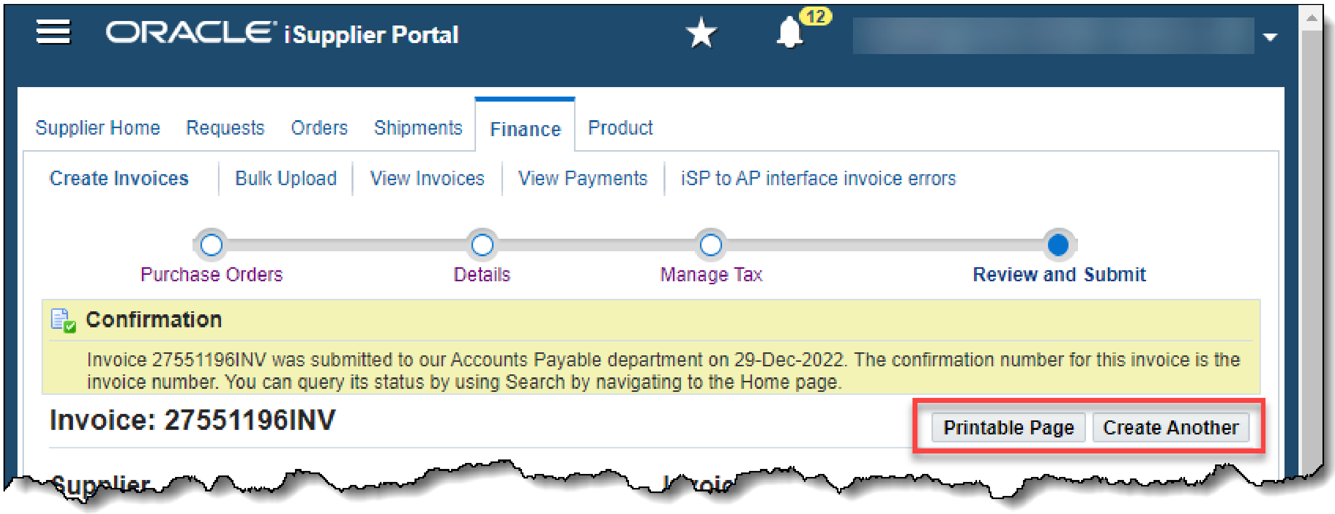


Final Steps

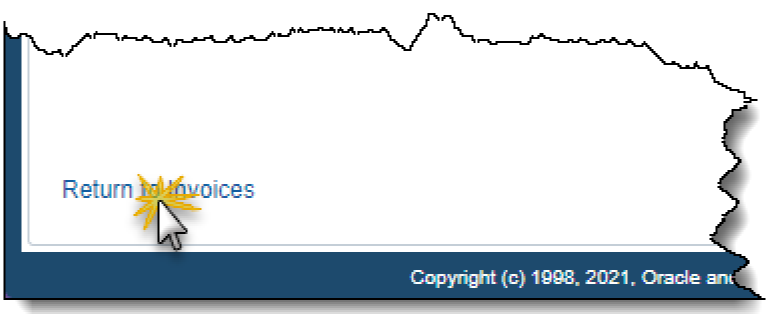
- The system displays a confirmation message. This is the only notification generated upon submission of the invoice.



- 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.



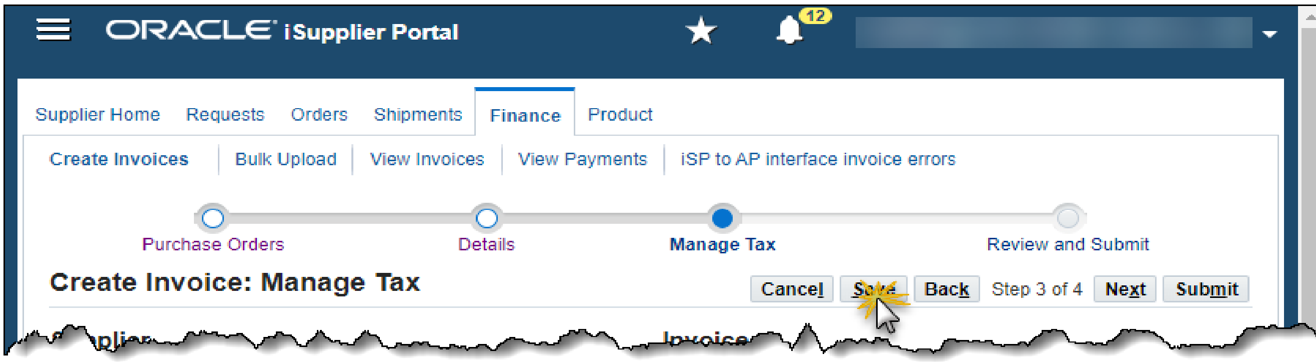
- You can click the **Return to Invoices** hyperlink in the lower left corner.



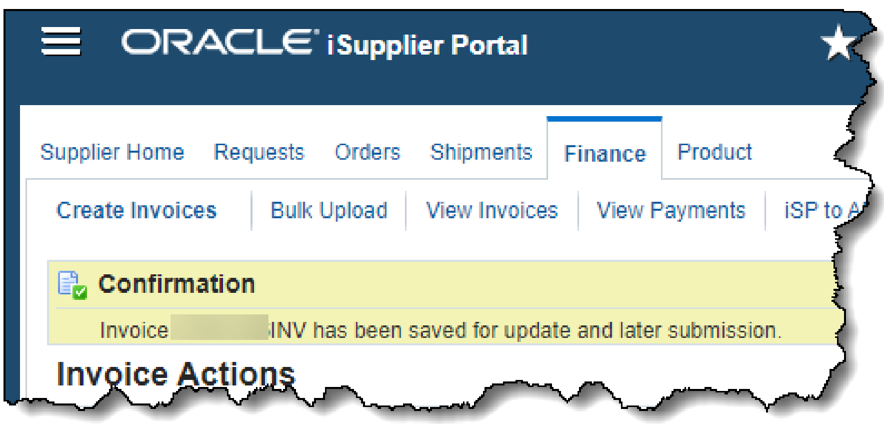
Saved Invoices

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**.

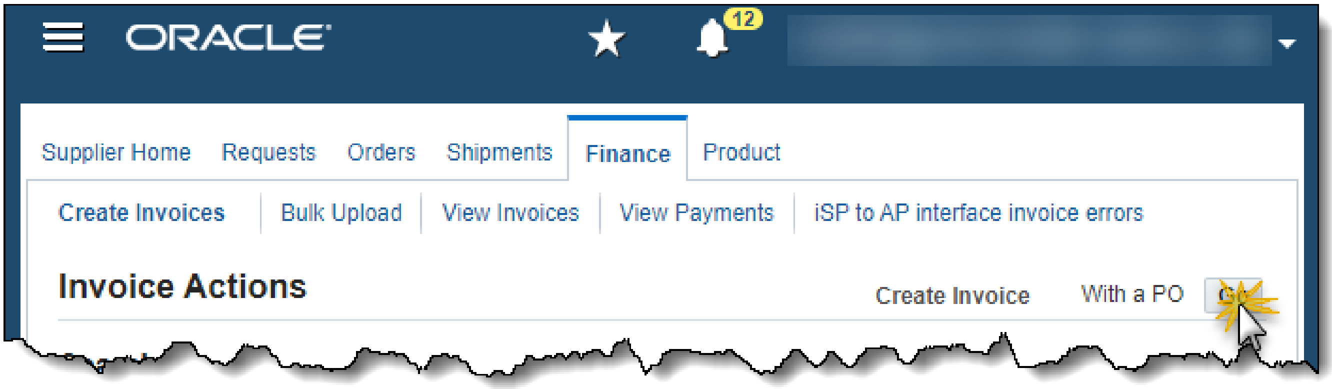


2. The system displays a confirmation that the invoice has been saved for update and later submission.

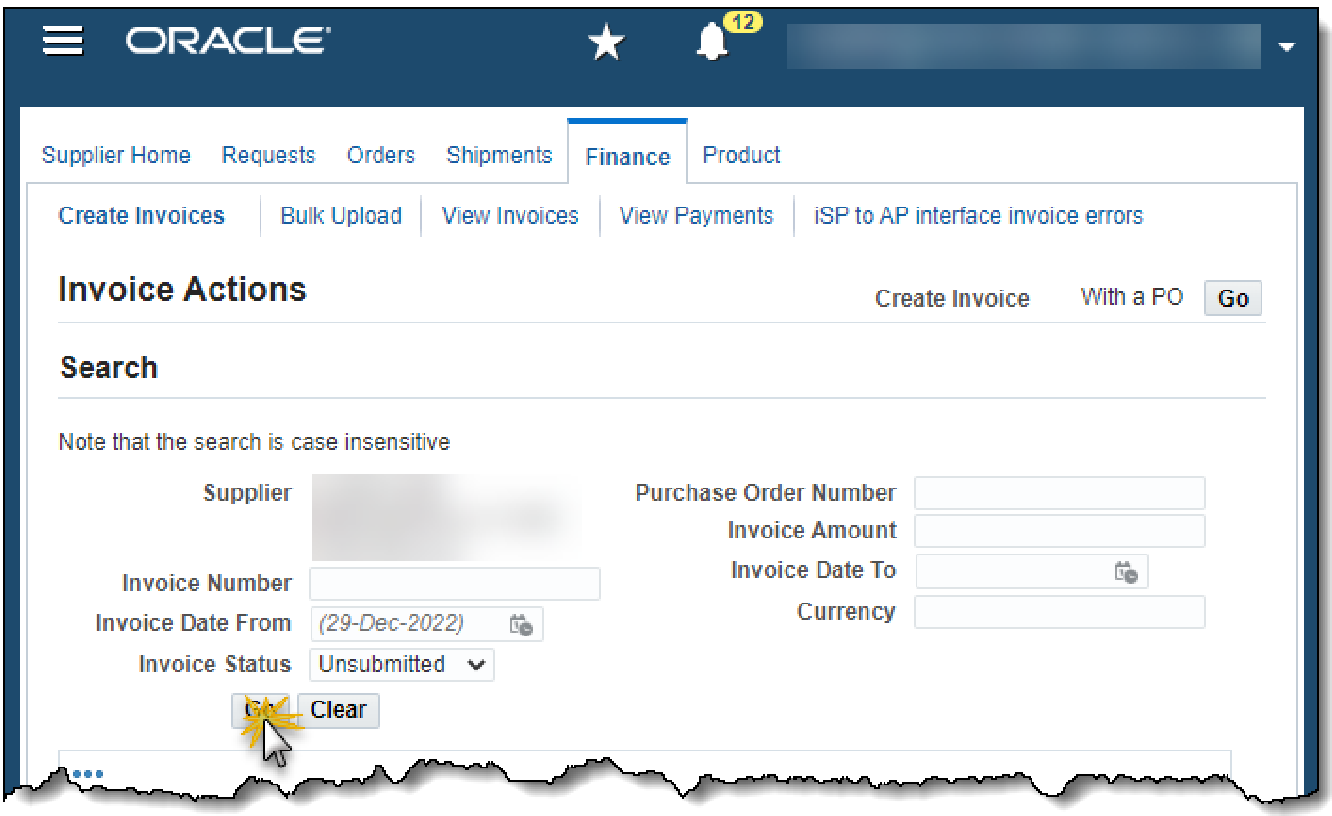


3. To resume work on a saved invoice, click on the **Finance** tab.
4. Select **Create Invoice**.

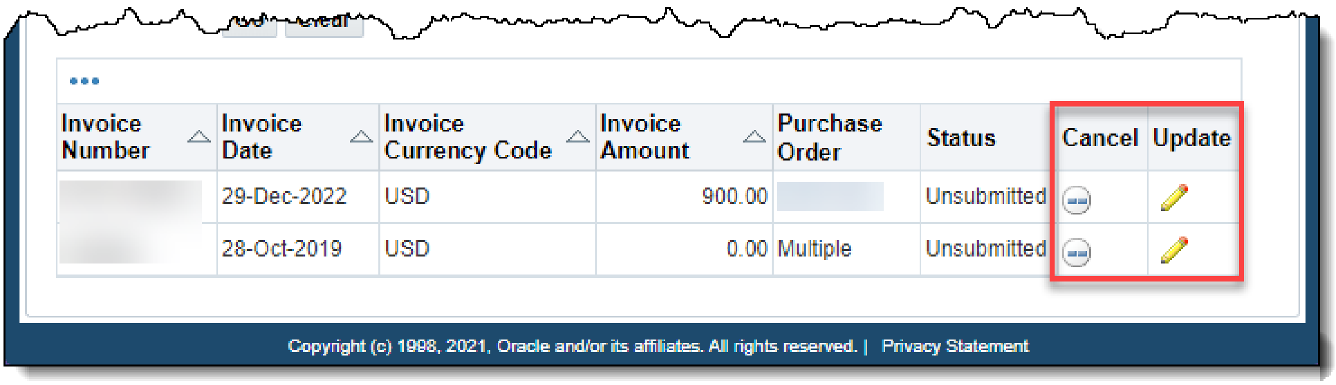
5. Click **Go**.



6. Select **Unsubmitted** in the **Invoice Status** drop-down menu.
7. Click **Go**.



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	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Cancel	Update
	29-Dec-2022	USD	900.00		Unsubmitted		
	28-Oct-2019	USD	0.00	Multiple	Unsubmitted		

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 AP Invoice Changes Team to process.

Please send your email to m25869@att.com 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 - http://www.attpurchasing.com/ Click **iSupplier**.

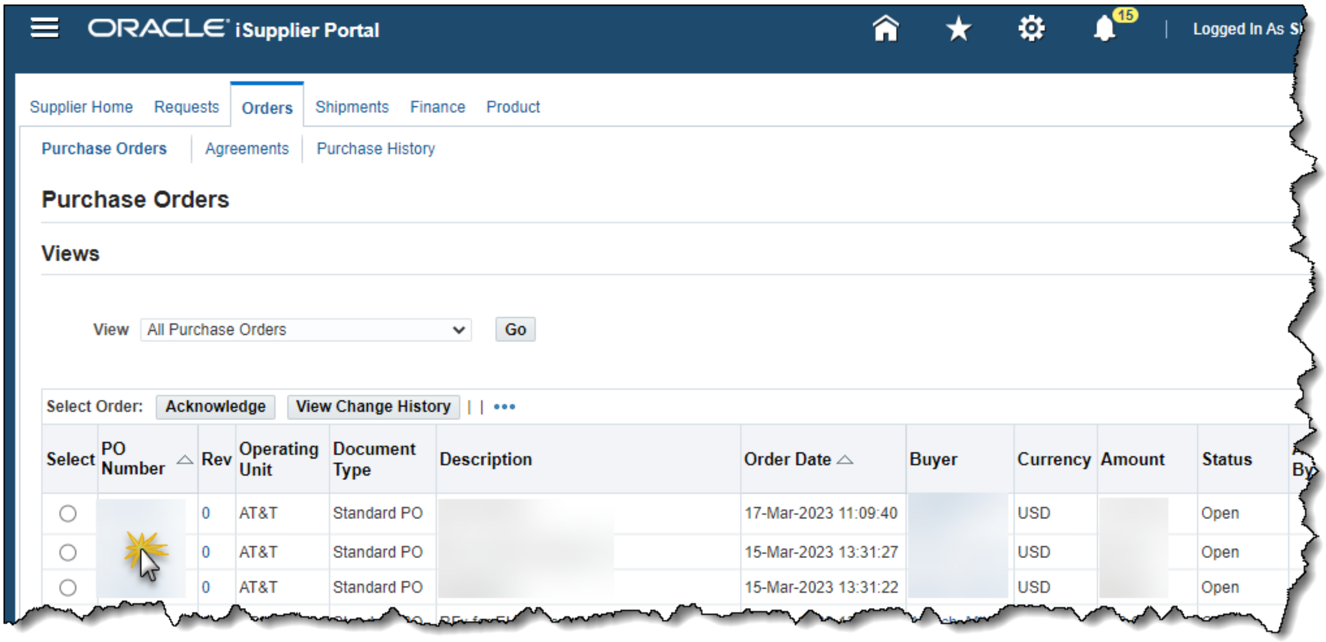
Create Invoice Validation Errors

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

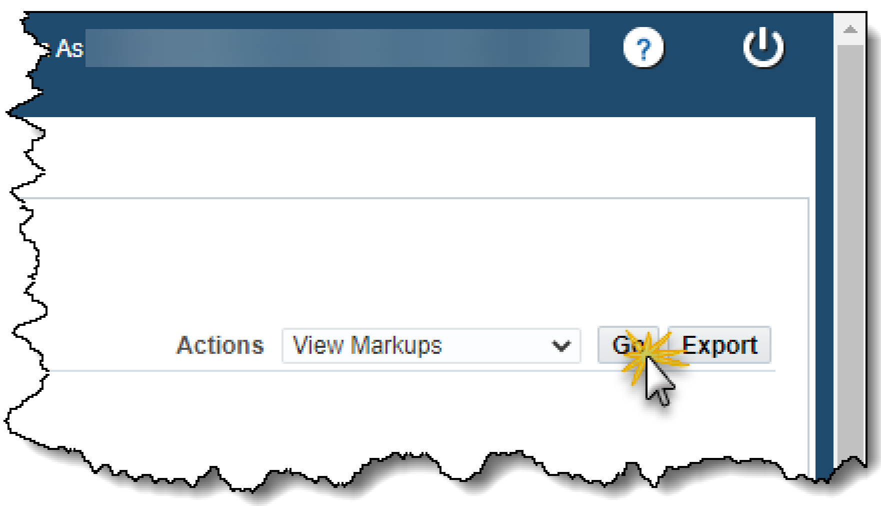
- A value must be entered for "Invoice Number"
- A value must be entered for "Invoice Date"
- A value must be entered for "Invoice Description"
- A value must be entered for "Quantity"
- Value "x" in "Quantity" is not a number
- Invoice Number can only be alphanumeric. No special characters
- Row 1 Quantity - 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)

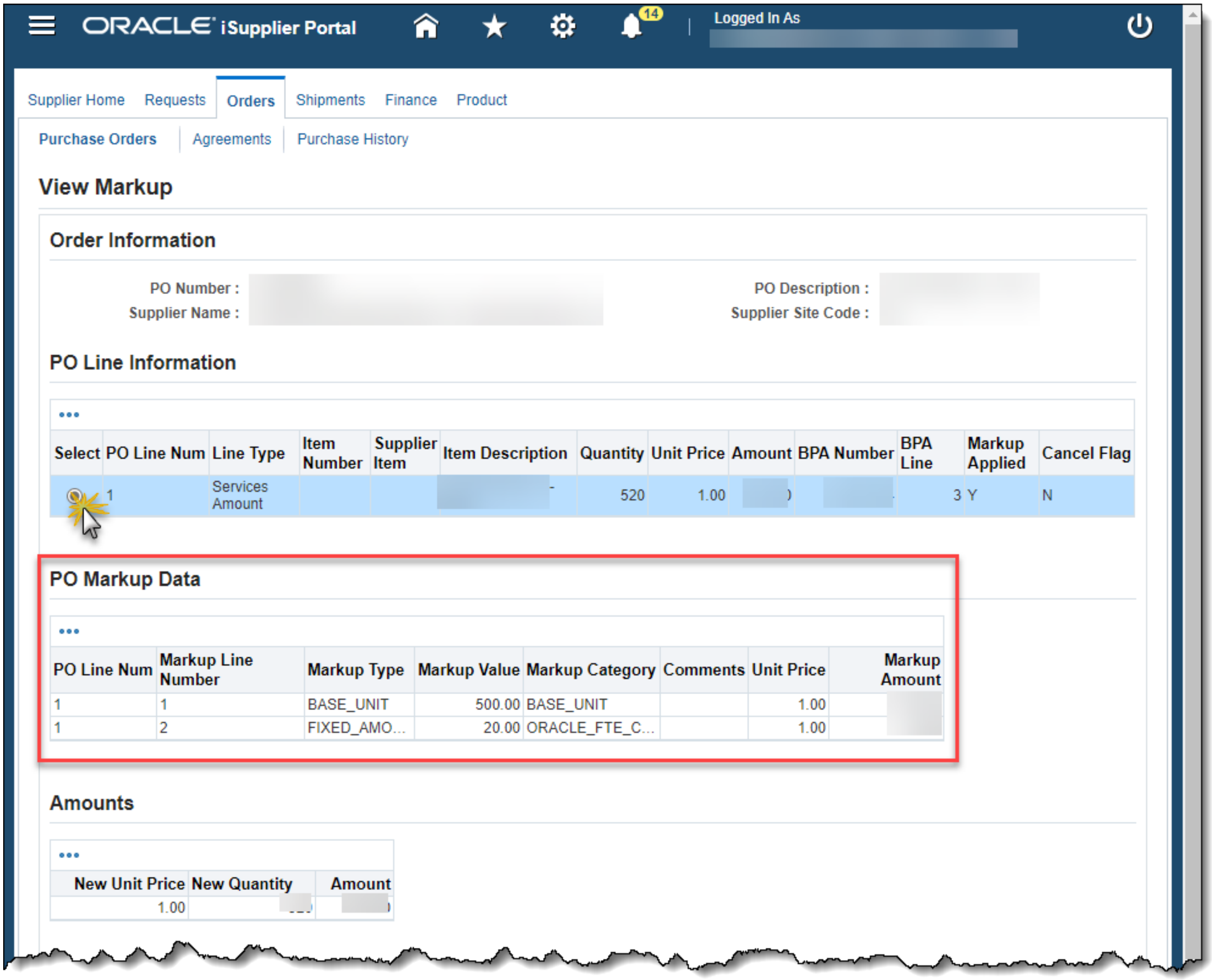
1. Navigate to the **Orders** tab, click the **PO Number** hyperlink.



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.



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, return to Invoice Section instructions.