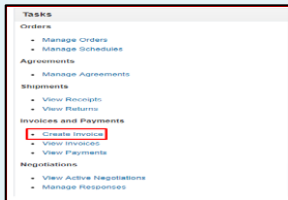


QRG – Accounts Payable – Supplier Invoice Entry

1. Launch Supplier Portal & Create Invoice

Step 1. Login to One Source and Click on Payables.

Step 2. Go to Invoices and Payments -> **Create Invoice.**



Step 3. Click **SHOW MORE** to add Invoice Received Field.

Enter PO, Invoice Number, Invoice Date and all other required details, and check Bank Account details match the invoice. Date Invoice Received is extremely important and is used to calculate the Authority's performance indicators. Invoice payment date is calculated from a combination of the date of receipt of the invoice NOT the invoice date itself and the supplier's payment term. To add supporting documentation, click on (+) icon in Attachments.

2. Invoice Details & Submission

Step 4. Scroll down and add Line level details.

Number	Line	Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM
WMBC3000...	1	1				Office Chairs	Walsall Council		100		

Step 5. Select the line and click on **Apply.**

Select and Add: Purchase Orders

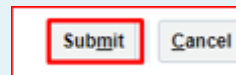
Search: Purchase Order: WMBC3000086, Creation Date: dd/mm/yyyy h.mm.a

Search Results:

Number	Line	Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Ordered
WMBC3000...	1	1				Office Chairs	Walsall Council	100

Buttons: Search, Reset, Save..., Apply, OK, Cancel

Step 6. Click on **Submit** Button.



Step 7. Confirmation box appears, click on **OK** to close the box

