


Supplier Portal

Create Invoice

Good afternoon, XYZ Supplier

Me **Supplier Portal** Projects Cash Management Procurement Tools Other >

APPS



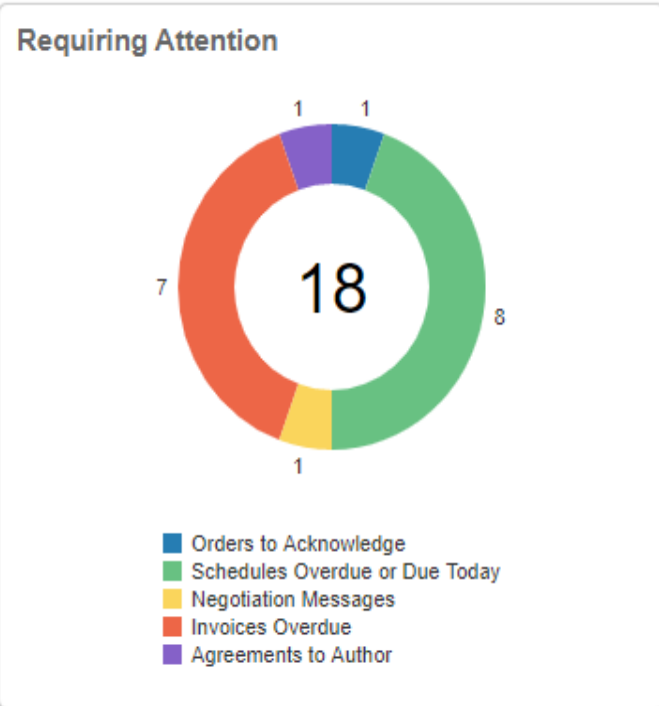
Supplier Portal

Click **Supplier Portal**

Things to Finish

Search Order Number

- Tasks**
- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**



Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	3
Orders changed or canceled	1
Orders opened	21

Transaction Reports

Last 30 Days

PO Purchase Amount	195974	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Scroll Down

Create Invoice

• Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

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

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

Manage Qualifications



Transaction Reports
Last 30 Days

PO Purchase Amount	195974	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Supplier News

Click **Create Invoice**

Create Invoice

* Identifying PO ▼
Supplier XYZ Supplier
Taxpayer ID 444555666
* Supplier Site ▼
Address
Supplier Tax Registration Number ▼

Unit ▼
Unit Identifier
Description
* Attachments None +
Tax Control Amount

* Number
* Date m/d/yy
* Type Invoice ▼
Invoice Currency
Payment Currency

Click the drop down for your purchase order

Customer

Customer Taxpayer ID ▼

Name
Address

Lines

View ▼ + × Cancel Line

* Number	* Type	Purchase Order			

Create Invoice page is displayed

Create Invoice

Create Invoice ?

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

* Identifying PO PO100408
Supplier XYZ Supplier
Taxpayer ID 444555666
* Supplier Site 0050
Address 123, West St., San Jose, CA 95000
Supplier Tax Registration Number

Gets Auto Filled

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
* Attachments None +
Tax Control Amount

* Number
* Date m/d/yy
* Type Invoice

Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Gets Auto Filled

Customer

* Customer Taxpayer ID 46-0872435

Gets Auto Filled

Name McGraw Hill LLC
Address

Gets Auto Filled

Lines

View + X Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Consumption /

Create Invoice

Create Invoice ?

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

* Identifying PO

Supplier XYZ Supplier

Taxpayer ID 444555666

* Supplier Site

Address 123, West St., San Jose, CA 95000

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

* Attachments

Tax Control Amount

1. Enter the Invoice **Number**

* Number

* Date

2. Enter the Invoice **Date**

NOTE: User will be able to create back dated invoice by entering the date in past. Ensure the invoice date matches what is on the invoice copy.

* Type

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

* Customer Taxpayer ID

Lines

View + Cancel Line

* Number	* Type	Purchase Order					Consumption /	
* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Number	Line

Create Invoice

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO

Supplier XYZ Supplier

Taxpayer ID 444555666

* Supplier Site

Address 123, West St., San Jose, CA 95000

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

* Attachments None

Tax Control Amount

* Number

* Date

* Type

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

* Customer Taxpayer ID

McGraw Hill LLC

Click "+" to upload documents (copy of invoice)

Lines

View

Purchase Order								Consumption /		
* Number	* Type	* Number	* Line	* Schedule	* Dates	* Dates Remaining	* Detained Invoice Number	* Detained Invoice Line	Number	Line

Create Invoice

Attachments [X]

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			agate publish

Rows Selected 1

OK Cancel

1. Click to upload file (copy of invoice)

2. Click OK

All file types are acceptable

Create Invoice



Create Invoice ?

Invoice Actions ▾ **Save** Save and Close Submit Cancel

1. Click **Save**

Identifying PO PO100408
Supplier XYZ Supplier
Taxpayer ID 444555666
Supplier Site 0050 ▾
Address 123, West St., San Jose, CA 95000
Supplier Tax Registration Number ▾

Remit-to Bank Account ▾
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
* Attachments Sample.docx + X
Tax Control Amount

Number P12345
* Date 10/29/21 📅
Type Invoice ▾
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 46-0872435 ▾

Name McGraw Hill LLC
Address

2. Click the **Select and add** icon

Lines

View ▾ + X  Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Consumption /
Purchase Order									

Create Invoice

Select and Add: Purchase Orders

Search Advanced Saved Search

** At least one is required

** Purchase Order

** Consumption Advice

** Creation Date

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PO100408	1	1				Clipping Video	MH_US_USD_COR...	9

1. Select the line

2. Click **Apply**

3. Click **OK**

Create Invoice

Create Invoice ?

Invoice Actions ▾

Save

Save and Close

Submit

Cancel

Identifying PO PO100803
Supplier TEST P2P US SUPPLIER (DO NOT SELECT)
Taxpayer ID
Supplier Site 0000
Address MCGRAW-HILL EDUCATION, 104 WINDSOR CENTER DRIVE, EAST WINDSOR, MERCERNJ 08520
Supplier Tax Registration Number

Remit-to Bank Account XXXXXXXX2561
Description
* Attachments None +

* Number AmountTest123
* Date 02-May-2023
Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 80-0885860

Name McGraw Hill LLC
Address

Scroll to the right to enter the Invoice **Amount**.
NOTE: The portal does not support invoicing above the PO quantity and amount.

Lines

View ▾ + × [Print] Cancel Line

Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Number	Line									
			Internal testing for Supplier ...	USA-NJ-Red Ba ▾	▾					250.00
										250.00

Create Invoice

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO PO100803
Supplier TEST P2P US SUPPLIER (DO NOT SELECT)
Taxpayer ID

Remit-to Bank Account XXXXXXXX2561
Description
* Attachments

- Calculate Tax Ctrl+Alt+K
- Cancel Invoice
- Delete Invoice

AmountTest123
May-2023

Invoice Currency US Dollar
Payment Currency US Dollar

To add Tax:
1. Choose **US-SALES TAX** from the **Tax Classification** drop down

To add Tax:
3. Drop down **Invoice Actions** and choose **Calculate Tax**

To add Tax:
2. Click **Save**

US-SALES TAX	US-SALES TAX
1	1
9314 GR - REV CHARGE	9314 GR - REV CHARGE
9314 GR - REV CHARGE - NEW	9314 GR - REV CHARG...
9314 GR - REV CHG OFFSET	9314 GR - REV CHG O...
9314 GR - REDUCED RATE 1	9314 GR - REDUCED R...
9314 GR - REDUCED RATE 2	9314 GR - REDUCED R...
9314 GR - STANDARD RATE	9314 GR - STANDARD ...

Name McGraw Hill LLC
Address

Number	Line	Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		Internal testing for Supplier ...	USA-NJ-Red Ba						250.00
									250.00

Create Invoice

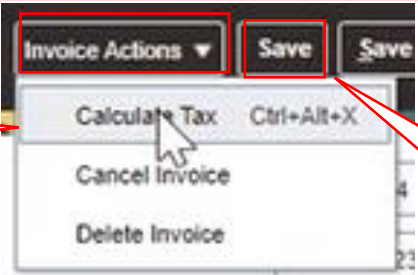
Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	US USE TAX_MH	ARIBA-TAX	ARIBA-TAX	ARIBA-TAX	MHE_ARIBA	1		

Totals

Items	1,000.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	10.00	Retainage	0.00	Invoice Amount	1,010.00	Due	1,000.00
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To add Tax:
7. Drop down **Invoice Actions** and choose **Calculate Tax**, again, to recalculate the tax



To add Tax:
6. Click **Save**

To add Tax:
4. Choose your **Rate Name** from the drop down

To add Tax:
5. Enter a **Percentage OR Amount**

Create Invoice

1. Click **Save**

Save

Save and Close

Submit

Cancel

2. Click **Submit**

Create Invoice ?

Identifying PO PO100803

Supplier TEST P2P US SUPPLIER (DO NOT SELECT)

Taxpayer ID

Supplier Site 0000

Address MCGRAW-HILL EDUCATION, 104 WINDSOR CENTER DRIVE, EAST WINDSOR, MERCERNJ 08520

Supplier Tax Registration Number

Remit-to Bank Account XXXXXXXX2561

Description

* Attachments None +

* Number Amount

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 80-0885860

Name McGraw Hill LLC

Address

Lines

View + X Cancel Line

Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Number	Line									
			Internal testing for Supplier ...	USA-NJ-Red Ba						250.00
										250.00

Create Invoice



Invoice: P12345

[Printable Page](#) [Create Another](#) [Done](#)

Click Done

Identifying PO	PO100408	Remit-to Bank Account	Number	P12345
Supplier	XYZ Supplier	Unique Remittance Identifier	Date	10/29/21
Taxpayer ID	444555666	Unique Remittance Identifier Check Digit	Type	Invoice
Supplier Site	0050	Description	Invoice Currency	USD
Address	123, West St., San Jose, CA 95000	Attachments	Payment Currency	USD
Supplier Tax Registration Number		Tax Control Amount		

Customer

Customer Taxpayer ID	46-0872435	Legal Entity	McGraw Hill LLC
		Address	

Lines

View ▼

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge
		Number	Line	Schedule	Number	Line						
1	ITEM	PO100408	1	1				Clipping Video	MH_US_USD_CORP_LOC			

Total

Invoice gets created

End of Create Invoice