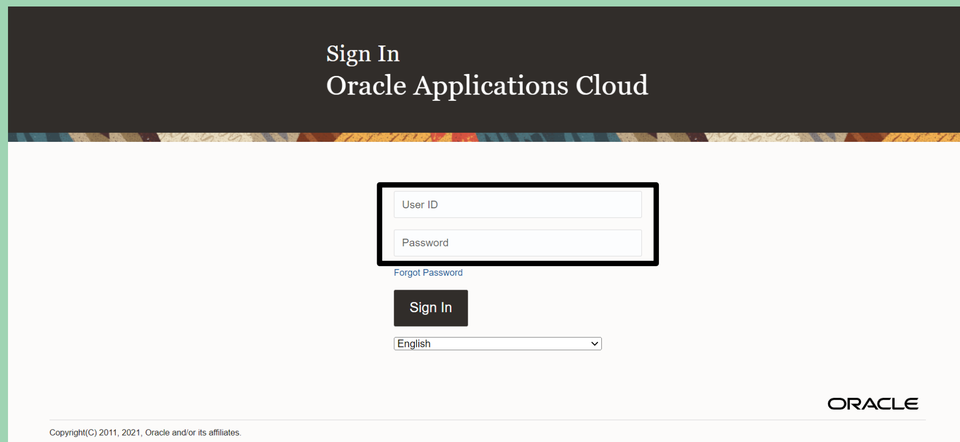
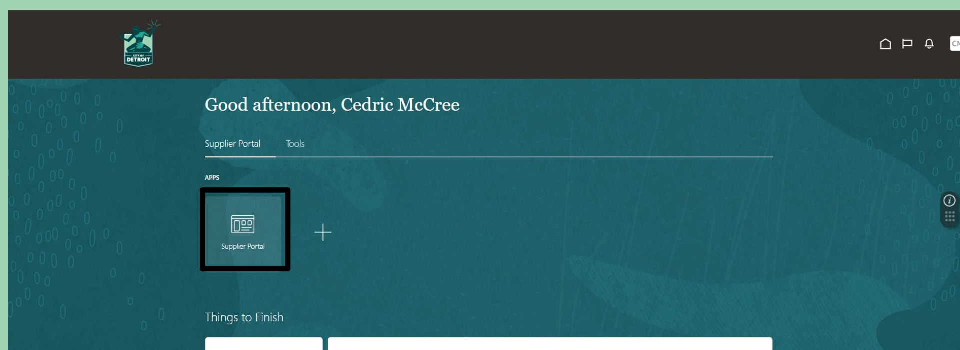
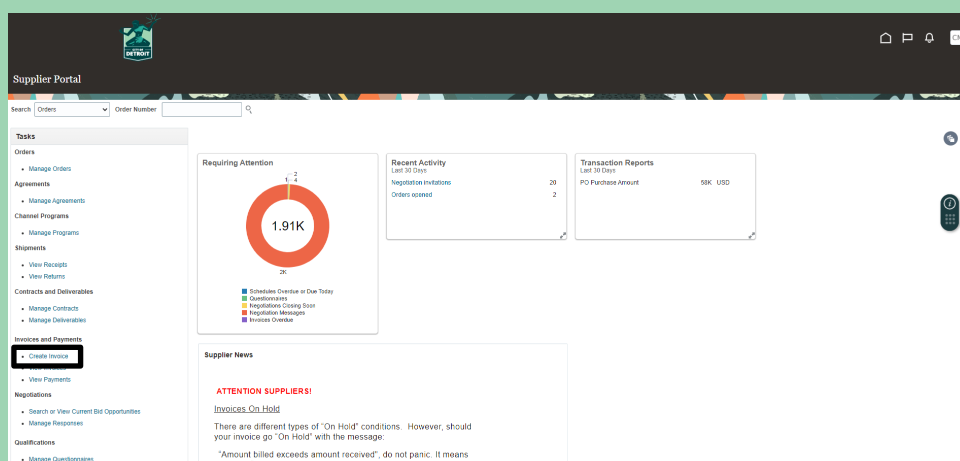
Supplier Portal Guide: How to Submit Invoices for Services

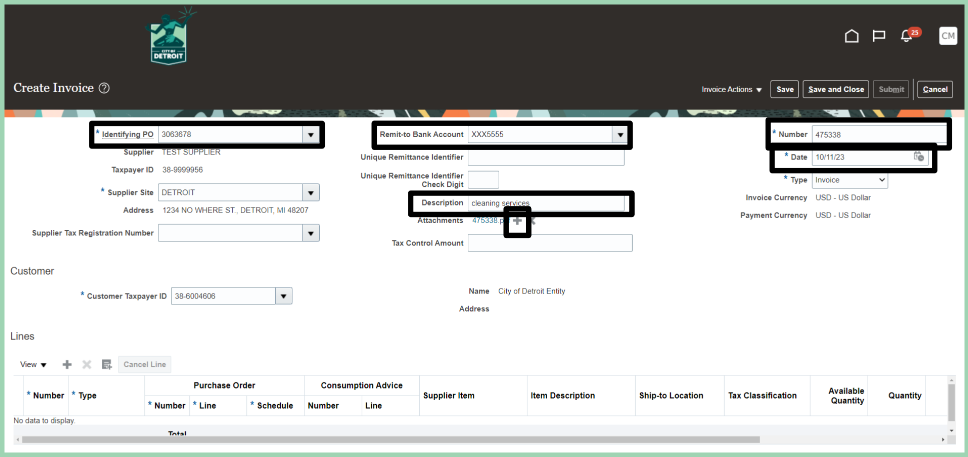
Log into the **[Supplier Portal]** using Google Chrome or Mozilla Firefox as your web browser. Use the username and password you created when you registered as a supplier. (If you have not yet registered, start **here**.)	
Click the **Supplier Portal** icon.	
Click on the **Create Invoice** link in the left-hand column under Invoices and Payments. Please note that you can upload only one invoice at a time.	

In the Identifying PO field, type the seven-digit purchase order number or click on the dropdown arrow to select a purchase order from the list. Your information will automatically populate below.

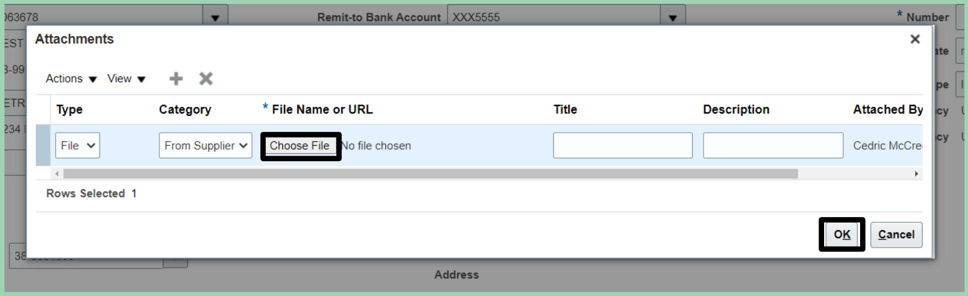
In the Remit to Bank Account field, click on the dropdown arrow and select your saved banking information.

In the Number field, type your invoice number. In the Date field, use the calendar icon to select the date of the invoice itself (which is not necessarily the date you are uploading the invoice).

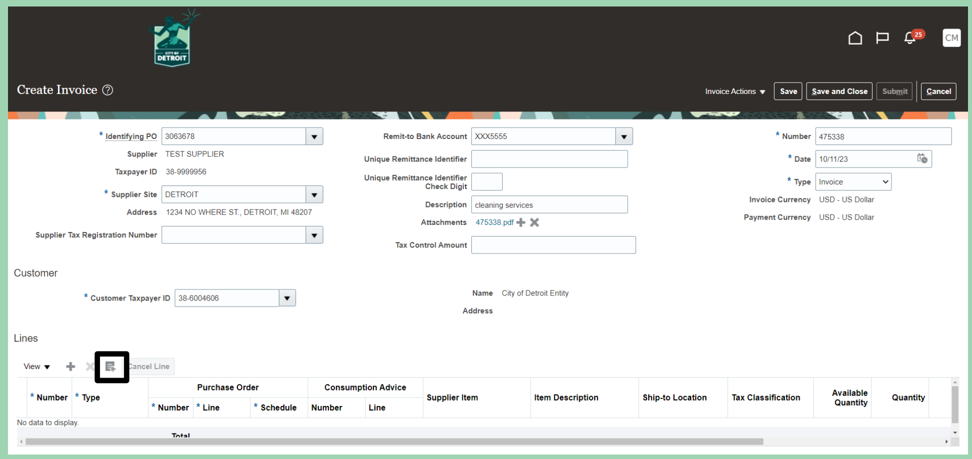
In the Description box, type a brief description of the invoice you are attaching. Then click the **+** icon next just below the description.



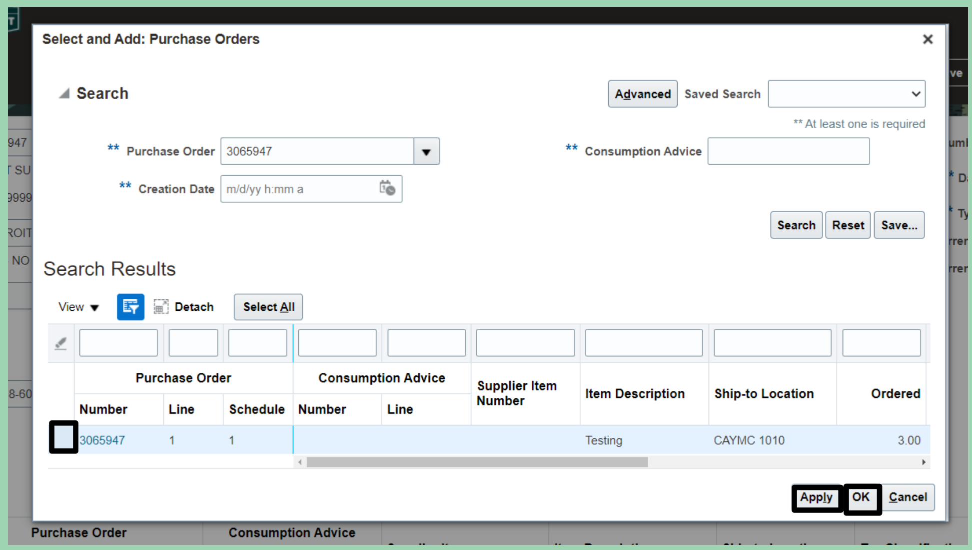
Click the **Choose File** button and select the invoice file from your computer. The Title will automatically populate. Click **OK**.

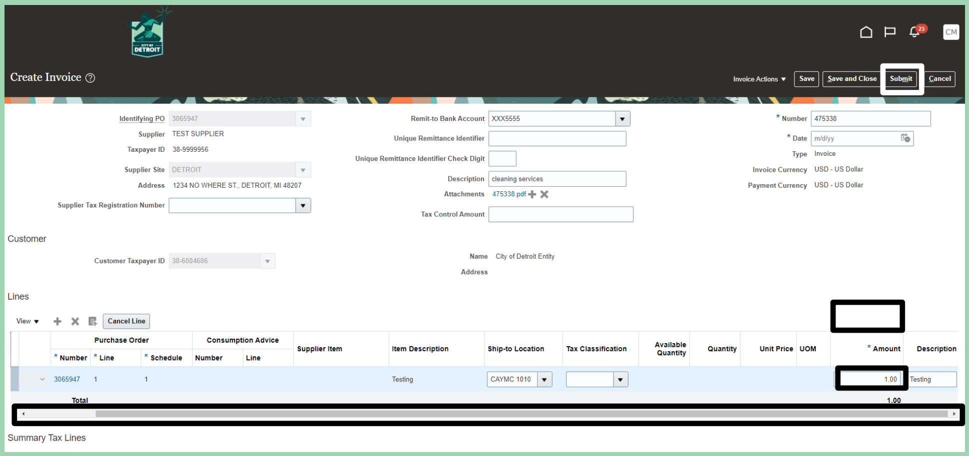
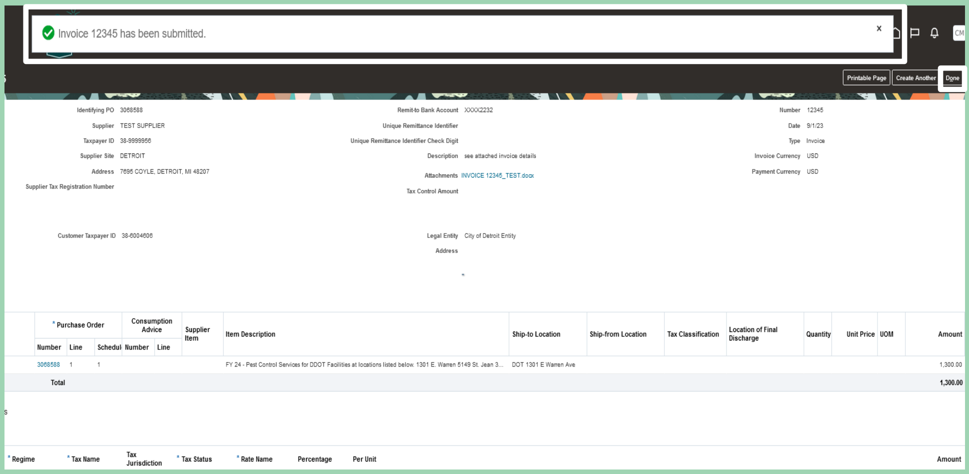


Scroll down to the <u>Lines</u> section of the form. Click on the **icon** that looks like a page with a plus sign, which is labeled “Select and Add” if you move your cursor over it. This is different from the icon that is a plus sign alone.



At the bottom left of the pop-up window, find your purchase order number. Click to the left of that number (not on the number itself) to turn the entire line blue. Next, click **Apply**. Then click **OK** to close the pop-up window.



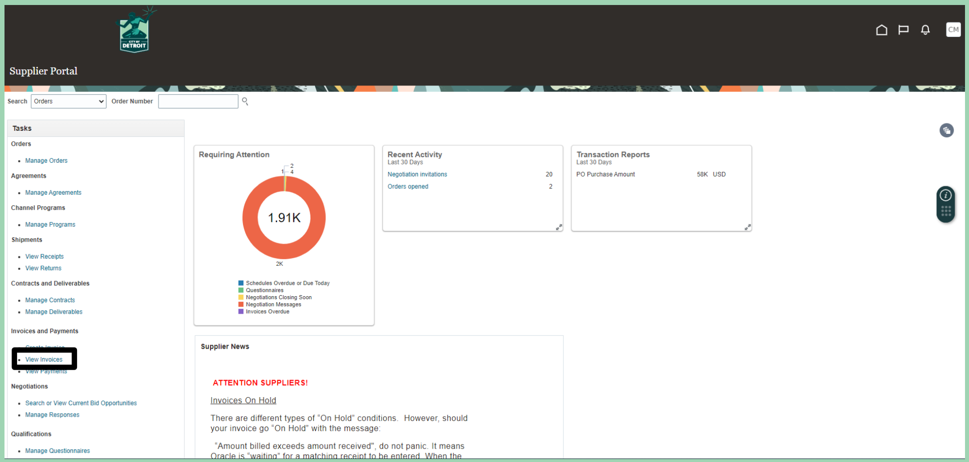
Use the horizontal scroll bar under the <u>Lines</u> section to reveal the <u>Amount</u> and <u>Description</u> fields at the far right. The <u>Amount</u> field defaults to the total amount remaining on the purchase order. If this matches the amount on your invoice, you do not need to change it. If your invoice is for a lower amount, type that amount into the box under <u>Amount</u>. Then click in the white space above <u>Amount</u>. The bolded number under the box will now match what you typed into the box. Click **Submit** at the top right of the page.	
At the top of the page, a confirmation will appear. Click **Done** at the top right to exit.	

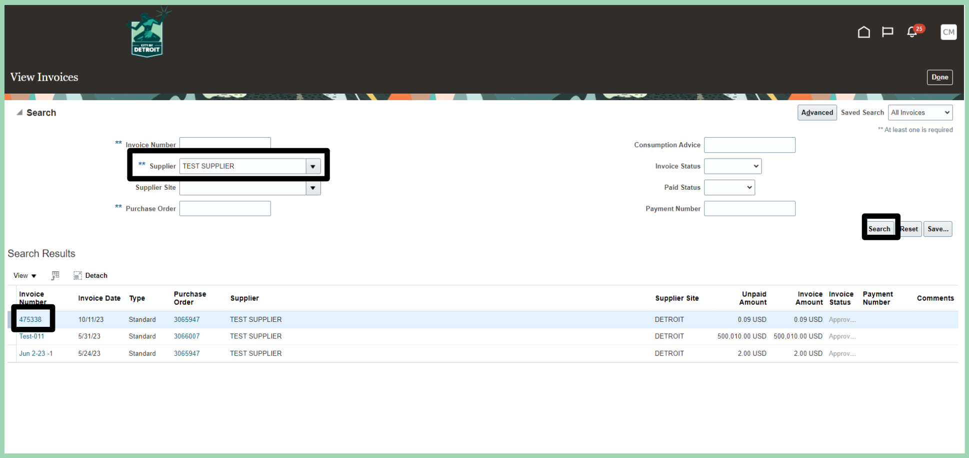
Seeing Submitted Invoices Later

Follow steps 1 and 2 on page 2 of these instructions to navigate to the Supplier Portal. Click **View Invoices** under the Invoices and Payments heading.

Click the dropdown arrow in the Supplier field and select your business' name. Then click **Search**.

A list of submitted invoices will appear. If you want to see the details of an invoice, click on the linked invoice number in the left-hand column.





Contact the E-Procurement Team

Supplier Procurement Support Hotline (Technical Assistance)

(313) 670-6604

procurementinthecloud@detroitmi.gov

E-Procurement Open Assistance Sessions: Learning How to Navigate Oracle Click the links at the indicated times to join E-Procurement experts for Oracle demonstrations and Q&A.		
Virtual Learning Session (30 min. each)	**Day & Time Option 1**	**Day & Time Option 2**
Supplier Registration	Mondays, 10:30a	Thursdays, 1:00p
Supplier Profile Updates	Mondays, 11:30a	Thursdays, 1:30p
Responding to Bids	Mondays, 9:30a	Fridays, 9:30a
Invoicing	Tuesdays, 1:30p	Fridays, 11:30a
Online Office Hours (General)	Tuesdays, 3:00p	Wednesdays, 9:30a

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Fill out a quick survey

We would love to hear how this document has help you and where we can improve on relaying this information.