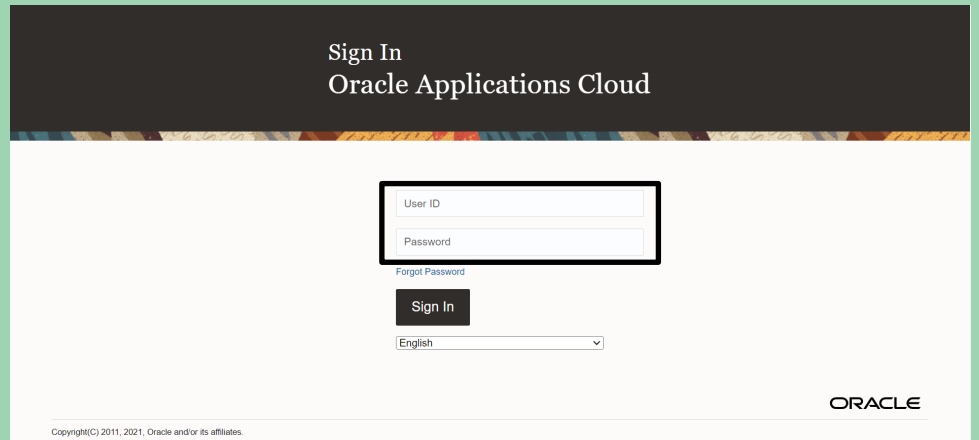


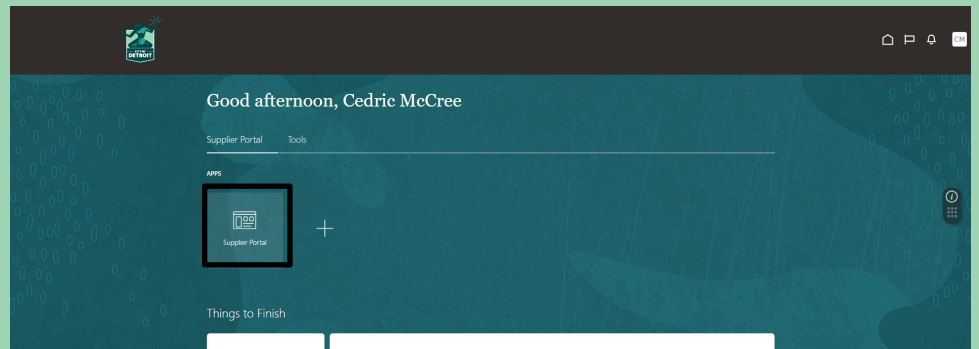
# **Supplier Portal Guide: How to Submit Invoices for Services**

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.

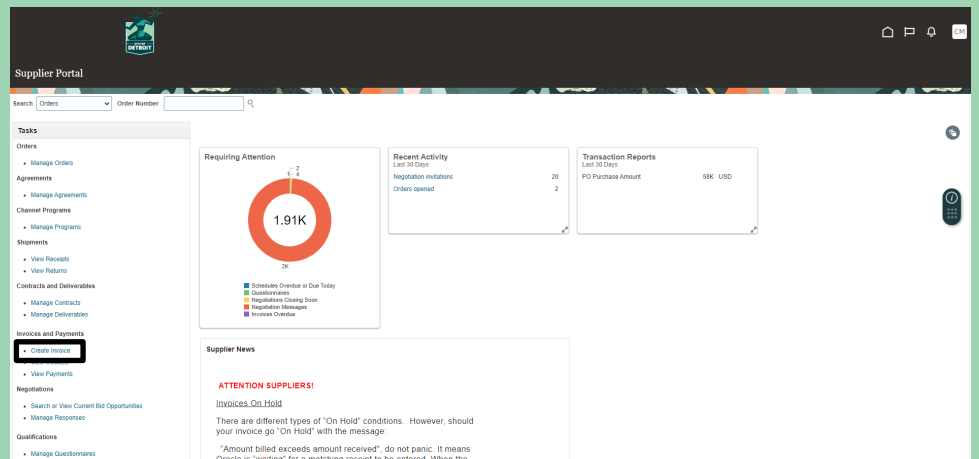
(If you have not yet registered, start [here](#).)



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 Lines 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.

The screenshot shows the 'Create Invoice' form with various fields for supplier, customer, and invoice details. The 'Lines' section at the bottom contains a table with columns for Number, Type, Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, and Quantity. A red box highlights the 'Select and Add' icon (a page with a plus sign) in the 'Lines' section.

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.

The screenshot shows the 'Select and Add: Purchase Orders' pop-up window. It has search fields for Purchase Order (3065947) and Consumption Advice. Below the search results, a table shows one result for Purchase Order 3065947, Line 1, Schedule 1, with Item Description 'Testing' and Ship-to Location 'CAYMC 1010'. The 'Apply' and 'OK' buttons at the bottom right are highlighted with red boxes.

Purchase Order		Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line			
3065947	1	1			Testing	CAYMC 1010	3.00

Use the horizontal scroll bar under the Lines section to reveal the Amount and Description fields at the far right. The Amount 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 Amount. Then click in the white space above Amount. 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.

The screenshot shows the Supplier Portal dashboard. On the left, there is a navigation menu with sections like Orders, Agreements, Channel Programs, Shipments, Contracts and Deliverables, Invoices and Payments, Negotiations, and Qualifications. Under 'Invoices and Payments', the 'View Invoices' button is highlighted with a red box. The main content area features a 'Requiring Attention' donut chart showing 1.91K items, a 'Recent Activity' box with 20 negotiation milestones and 2 orders opened, and a 'Transaction Reports' box. A 'Supplier News' section contains an 'ATTENTION SUPPLIERS!' alert about 'Invoices On Hold'.

The screenshot shows the 'View Invoices' search results page. The search criteria include: Invoice Number, Supplier (TEST SUPPLIER), Supplier Site, and Purchase Order. There are also fields for Consumption Advice, Invoice Status, Paid Status, and Payment Number. The 'Search' button is highlighted with a red box. Below the search criteria, there is a 'Search Results' section with a table of invoices.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
475330	10/11/23	Standard	3055947	TEST SUPPLIER	DETROIT	0.00 USD	0.00 USD	Approved		
468-011	5/31/23	Standard	3055007	TEST SUPPLIER	DETROIT	500,010.00 USD	500,010.00 USD	Approved		
Jun 2, 23 - 1	5/24/23	Standard	3055947	TEST SUPPLIER	DETROIT	2.00 USD	2.00 USD	Approved		

## Contact the E-Procurement Team

Supplier Procurement Support Hotline (Technical Assistance)

(313) 670-6604

[procurementinthecloud@detroitmi.gov](mailto: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	<a href="#">Mondays, 10:30a</a>	<a href="#">Thursdays, 1:00p</a>
Supplier Profile Updates	<a href="#">Mondays, 11:30a</a>	<a href="#">Thursdays, 1:30p</a>
Responding to Bids	<a href="#">Mondays, 9:30a</a>	<a href="#">Fridays, 9:30a</a>
Invoicing	<a href="#">Tuesdays, 1:30p</a>	<a href="#">Fridays, 11:30a</a>
Online Office Hours (General)	<a href="#">Tuesdays, 3:00p</a>	<a href="#">Wednesdays, 9:30a</a>

## We value your feedback!

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