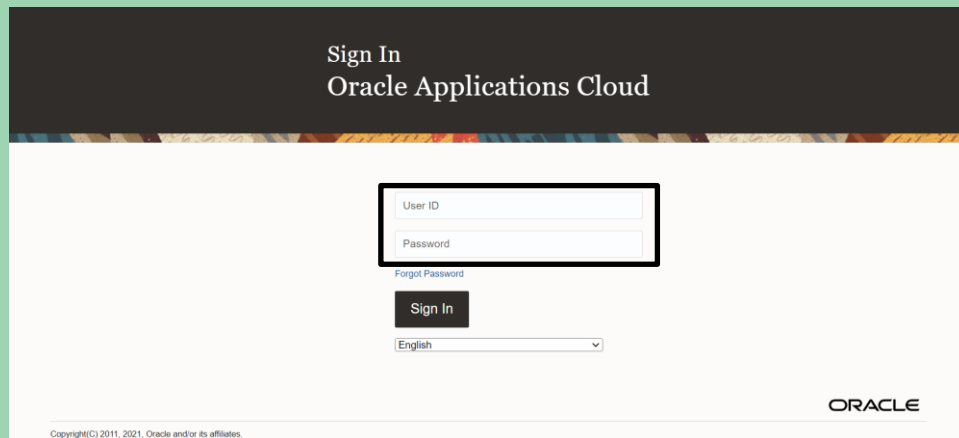


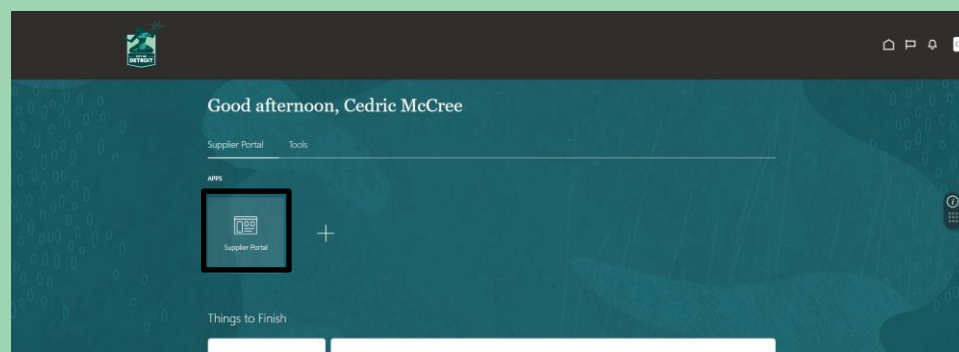
# **Supplier Portal Guide: How to Correct Incomplete Invoices**

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.

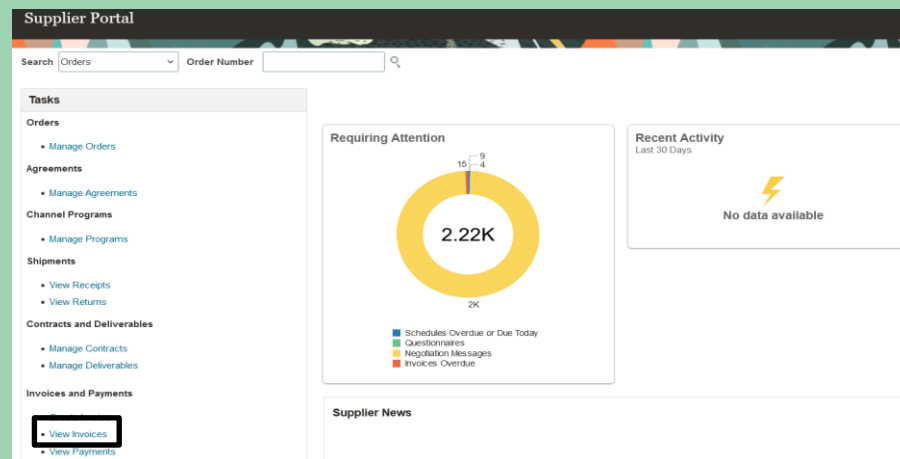
(If you have not yet registered, start [here](#).)



Click the **Supplier Portal** icon.



Click on the **View Invoices** link in the left-hand column under **Invoices and Payments**.



Select the dropdown menu for Supplier field and click on your company name. In the Invoice Status field, select the dropdown menu and choose **Incomplete**. Then click **Search**.

All incomplete invoice(s) will appear under Search Results. To open the incomplete invoice to edit, click on the **Invoice Number** (hyperlink), which will then open to the Edit Invoice screen.

View Invoices

Search

Supplier: TEST SUPPLIER

Invoice Status: Incomplete

Search

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
TEST INVOICE	5/5/24	Standard	3071650	TEST SUPPLIER	DETROIT	USD 90,000.00	USD 90,000.00	complete		

On the Edit Invoice screen, confirm that all data are correct and add any missing banking details, attachments, dates, etc. Once everything is accurate, add a letter after your invoice number in the Number field (e.g., change “113” to “113a”) so that Oracle does not reject your submission as a duplicate.

Edit Invoice

Identifying PO: 3071650

Supplier: TEST SUPPLIER

Remit to Bank Account: XXX5555

Number: TEST INVOICE\_12a

Unique Remittance Identifier: [Empty]

Date: 5/5/24

Supplier Site: DETROIT

Address: 1234 NO WHERE ST, DETROIT, MI 48207

Description: Consulting Services

Attachments: TEST INVOICE\_12.docx

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer Taxpayer ID: 38-0004605

Name: City of Detroit Entity

Address: [Empty]

Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount	Description
1	Item	3071650	1		FY 24- GSD, CONTRACT AMEN.	GSD Admin						90,000.00	FY 24, GSD, C
Total												90,000.00	

Number: TEST INVOICE\_12a

Date: 5/5/24

Description: Consulting Services

Scroll down to the Lines section and review the line items displayed. If all information is correct, click **Submit** at the top right of the page. You will receive confirmation that your invoice was submitted. You can now skip to page 6 of this document.

If you need to adjust a line item in any way, click the line to highlight it in blue and then click the **Cancel Line** button to reduce the amount invoiced to 0.

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.

**Edit Invoice**

Supplier: TEST SUPPLIER  
 Taxpayer ID: 38-9999999  
 Supplier Site: DETROIT  
 Address: 1234 NO WHERE ST, DETROIT, MI 48207  
 Supplier Tax Registration Number: [ ]

Remit to Bank Account: XXXX5555  
 Unique Remittance Identifier: [ ]  
 Unique Remittance Identifier Check Digit: [ ]  
 Description: Consulting Services  
 Attachments: TEST INVOICE\_12.docx  
 Tax Control Amount: [ ]

Number: TEST INVOICE\_12A  
 Date: 5/2/24  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer Taxpayer ID: 38-6004806  
 Name: City of Detroit Entity  
 Address: [ ]

**Lines**

* Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount	Description
* Number	* Line	* Schedule	Number	Line									
1	Item	3071659	1	1	FY 24 GSD CONTRACT ADMIN...	GSD Admin						96,000.00	24 GSD, C
<b>Total</b>												96,000.00	

**Cancel Line**

* Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount	Description
* Number	* Line	* Schedule	Number	Line									
1	Item	3071659	1	1	FY 24 GSD CONTRACT ADMIN...	GSD Admin						0.00	24 GSD, C
<b>Total</b>												0.00	

**Create Invoice**

Supplier: TEST SUPPLIER  
 Taxpayer ID: 38-9999999  
 Supplier Site: DETROIT  
 Address: 1234 NO WHERE ST, DETROIT, MI 48207  
 Supplier Tax Registration Number: [ ]

Remit to Bank Account: XXXX5555  
 Unique Remittance Identifier: [ ]  
 Unique Remittance Identifier Check Digit: [ ]  
 Description: cleaning services  
 Attachments: 475338.pdf  
 Tax Control Amount: [ ]

Number: 475338  
 Date: 10/11/23  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer Taxpayer ID: 38-6004806  
 Name: City of Detroit Entity  
 Address: [ ]

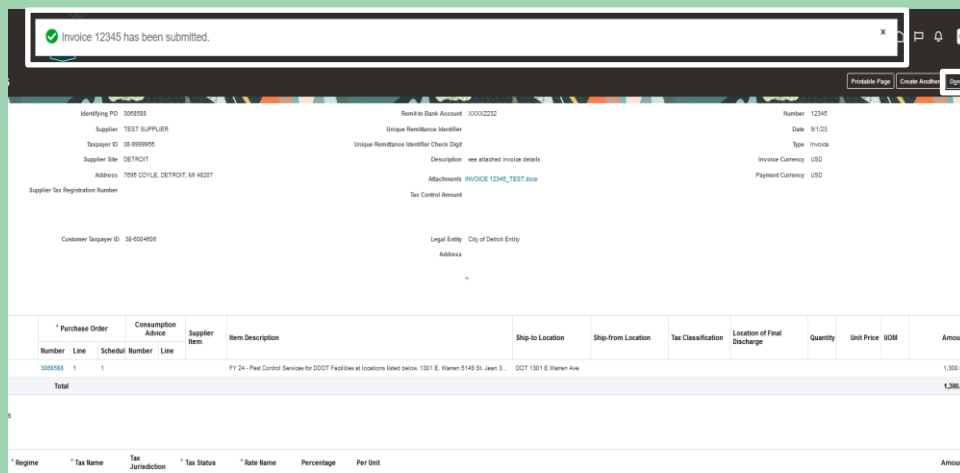
**Lines**

**Select and Add**

* Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
* Number	* Line	* Schedule	Number	Line					
No data to display									
<b>Total</b>									

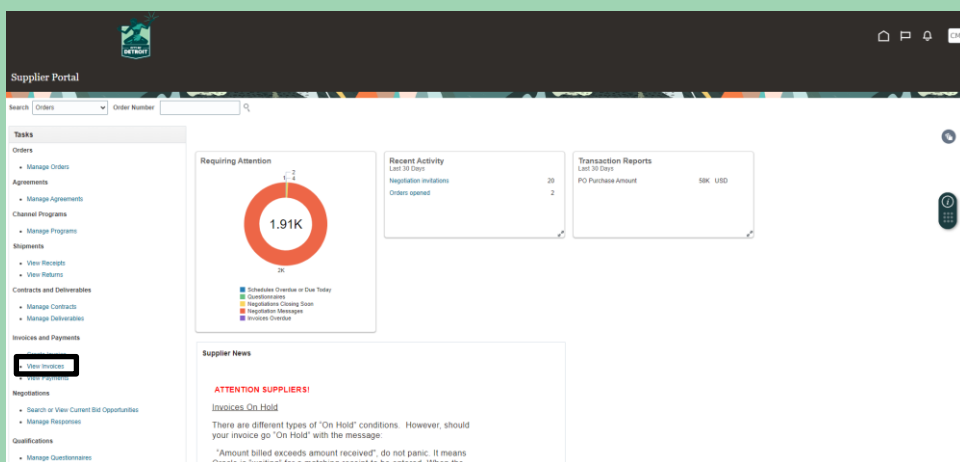


At the top of the page, a confirmation will appear. Click **Done** at the top right to exit.

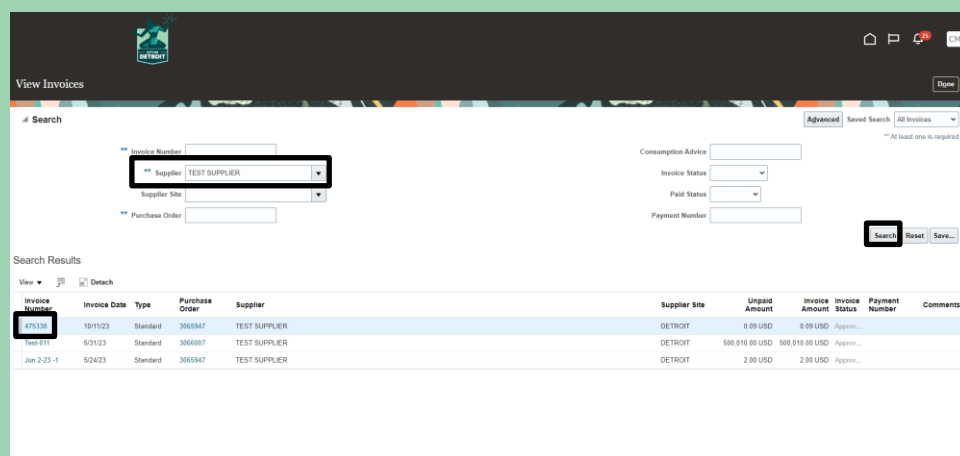


## Seeing Submitted Invoices Later

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](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!

[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.