



CPS Supplier Portal Manage Invoice Upload

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CPS Supplier Portal Manage Invoice Upload

Introduction

CPS is testing a feature that allows suppliers to submit their invoice against a specific PO online through the CPS Supplier Portal. If your organization has access to this feature, then your “Billing Administrator” users and “Business Administrator” users will be able to use the “Upload Invoice” feature. This feature can also be used to upload Credit Memos in case any adjustments need to be made.

After you submit an invoice through, you cannot change that invoice. If you need to make adjustments to a submitted invoice, you can create a credit memo against the same purchase order or contact the CPS department which requested that Purchase Order.

Once the invoice is submitted, CPS requesting department will review the invoice and either approve or reject it based on the supporting document and other available information provided. Until the review is complete, the invoice will be kept on “Payment Approval” Hold. If the invoice is approved, the Invoice Hold will be released. If the invoice is rejected, you will be notified about the cancellation of the invoice and the reason for rejection.

Prerequisites

- The user should have an account for the portal with “Billing Administrator” or “Business Administrator” access.

Navigation

CPS Supplier Portal (Supplier Access) → Home Page → Accounts (Tab) → Upload Invoice (Sub-tab)



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Invoice Upload

Upon clicking on the 'Go' button below the 'Invoice Status' field, the **Upload Invoices** page displays all invoices uploaded earlier through the Supplier Portal, if any exist.

To proceed with uploading a new invoice against a PO, follow the below steps.

Step	Action
1.	Click the Go button next to 'Create Invoice' field.

You should see the screen below.

Step	Action
2.	Type in the Purchase Order Number, and click the Go button.



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Step	Action
3.	Type in the Purchase Order Number, and click the Go button so that system lists down the PO.
4.	Select the Purchase Order by checking the check box and click on the 'Next' button to land on the 'Create Invoice – Details' page.

The screenshot shows the Oracle iSupplier Portal interface. The search results table is as follows:

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	3746058	1	1	<input type="checkbox"/>	Consultant	Consultant	20	0	0	Each	160	USD	Procurement	CPS Business Group		

A red arrow points to the 'Next' button in the bottom right corner of the search results area.

Step	Action
5.	<p>The following fields must be entered in 'Create Invoice: Details' page, and the fields with an asterisk are mandatory:</p> <ul style="list-style-type: none"> • Remit To* – Choose your Organization Payment Address. • Remit To Bank Account – Choose the bank account if you are receiving payments through ACH. Skip this field if you receive payments through checks. • Invoice Number* – Enter your Invoice number as an alphanumeric uppercase value. • Invoice Date* – Enter Invoice Date as the current or a past date. • Invoice Type* – Select the type as 'Invoice' for payment or 'Credit memo' for adjusting an already paid Invoice. • Invoice Description* – Enter a description for your invoice. • Add* – Click on Add button to attach PDF copy of your invoice file and other necessary supporting documents in PDF format (timesheets in case IT consulting services). <p>You will receive a confirmation message saying "Attachment <title> has been added successfully but not committed; it would be committed when you commit the rest of the current transaction." upon successful file attachment.</p>



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	<ul style="list-style-type: none"> • Quantity* – Enter the quantity of units that you are billing for.
6.	Click on the 'Next' button.

Step	Action
7.	The system will take you to the Manage Tax page. Click on the 'Next' button.
8.	On the 'Review & Submit' Page, you are required to read and accept the agreement message displayed at the bottom of the page. Check the Agreement box, and click on the 'Submit' button.



CPS Supplier Portal Manage Invoice Upload

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

View Invoices | Upload Invoices | View Payments

Purchase Orders | Details | **Manage Tax** | Review and Submit

Create Invoice: Manage Tax

Supplier: XYZ Corp, Tax Payer ID 45-9878906, Remit To BUSINESS, Address 123 S Clark St Chicago IL 60602

Invoice: Invoice Number INV2321, Invoice Date 02-Feb-2021, Invoice Type Standard, Currency USD, Invoice Description Invoice for the consulting service of weeks 02/01/2021 - 2/13/2021

Customer: CPS Business Group, Address 125 South Clark Street Chicago 60603 US

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
3746058	1	1	Consultant	Consultant	Procurement	20	2.00 Each	160.00	320.00

Cancel Save Back Step 3 of 4 Next

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

View Invoices | Upload Invoices | View Payments

Purchase Orders | Details | Manage Tax | **Review and Submit**

Create Invoice: Review and Submit

Supplier: XYZ Corp, Tax Payer ID 45-9878906, Remit To BUSINESS, Address 123 S Clark St Chicago IL 60602

Invoice: Invoice Number INV2321, Invoice Date 02-Feb-2021, Invoice Type Standard, Currency USD, Invoice Description Invoice for the consulting service of weeks 02/01/2021 - 2/13/2021

Customer: CPS Business Group, Address 125 South Clark Street Chicago 60603 US

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
3746058	1	1	Consultant	Consultant	Procurement	20	2.00 Each	160.00	320.00

Invoice Summary

Items	320.00
Total (USD)	320.00

By checking this box you confirm the products delivered and/or services performed shall be in accordance with the terms, prices, delivery time, specifications, and conditions as recorded on this order. No substitution of products or change of any nature shall be made without prior written authorization of the school or originating unit. If you cannot fill this order as specified, please notify the school or originating unit as soon as possible.

Cancel Save Back Step 4 of 4 Submit

Step	Action
9.	A confirmation message will be displayed upon successful invoice submission.



CPS Supplier Portal Manage Invoice Upload

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin | Navigator | Favorites | Home | Logout | Preferences | Help | Diagnostics

View Invoices | **Upload Invoices** | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation
Invoice INV2321 was submitted to our Accounts Payable department on 02-Feb-2021. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INV2321 Printable Page Create Another

Supplier
* Supplier: XYZ Corp
* Tax Payer ID: 45-9878906
* Remit To: BUSINESS
Address: 123 S Clark St Chicago IL 60602
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice
* Invoice Number: INV2321
* Invoice Date: 02-Feb-2021
* Invoice Type: Standard
* Currency: USD
Invoice Description: Invoice for the consulting service of weeks 02/01/2021 - 2/13/2021
Attachment: Attachment List...

Customer
* Customer Tax Payer ID: CPS
Customer Name: CPS Business Group
Address: 125 South Clark Street Chicago 60603 US

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
3746058	1	1	Consultant	Consultant	Procurement	20	2.00 Each	160.00	320.00

Invoice Summary

Items	320.00
Subtotal	320.00
Total (USD)	320.00

By checking this box you confirm the products delivered and/or services performed shall be in accordance with the terms, prices, delivery time, specifications, and conditions as recorded on this order. No substitution of products or change of any nature shall be made without prior written authorization of the school or originating unit. If you cannot fill this order as specified, please notify the school or originating unit as soon as possible.

[Return to Invoices](#) Printable Page Create Another

Search for an Uploaded Invoice

As a user with the 'Billing Administrator' or 'Business Administrator' role, you will be able to access the 'Upload Invoices' page and look for invoices uploaded online through the CPS Supplier Portal. The 'Upload Invoices' page will list only the invoices uploaded online through the Supplier Portal and NOT other invoices submitted through email.

Navigate to CPS Supplier Portal (Supplier Access) -> Home Page -> Accounts (Tab) -> Upload Invoice (Sub-tab)

Step	Action
1.	Optionally enter information for any of the search fields such as Invoice Number, Purchase Order Number etc and click on <input type="button" value="Go"/> button.



CPS Supplier Portal Manage Invoice Upload

ORACLE

Home Orders Shipments Accounts Admin Navigator Favorites Home Logout Preferences Help Diagnostics

View Invoices Upload Invoices View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier **XYZ Corp**

Invoice Number

Invoice Date From

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
123456	02-Feb-2021	USD	320.00	32746058	In Process				
			160.00	32746058	Unsubmitted				

Create Invoice With a PO Go

Home Orders Shipments Accounts Admin Home Logout Preferences Help Diagnostics

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