Submitting Invoices on a Purchase Order

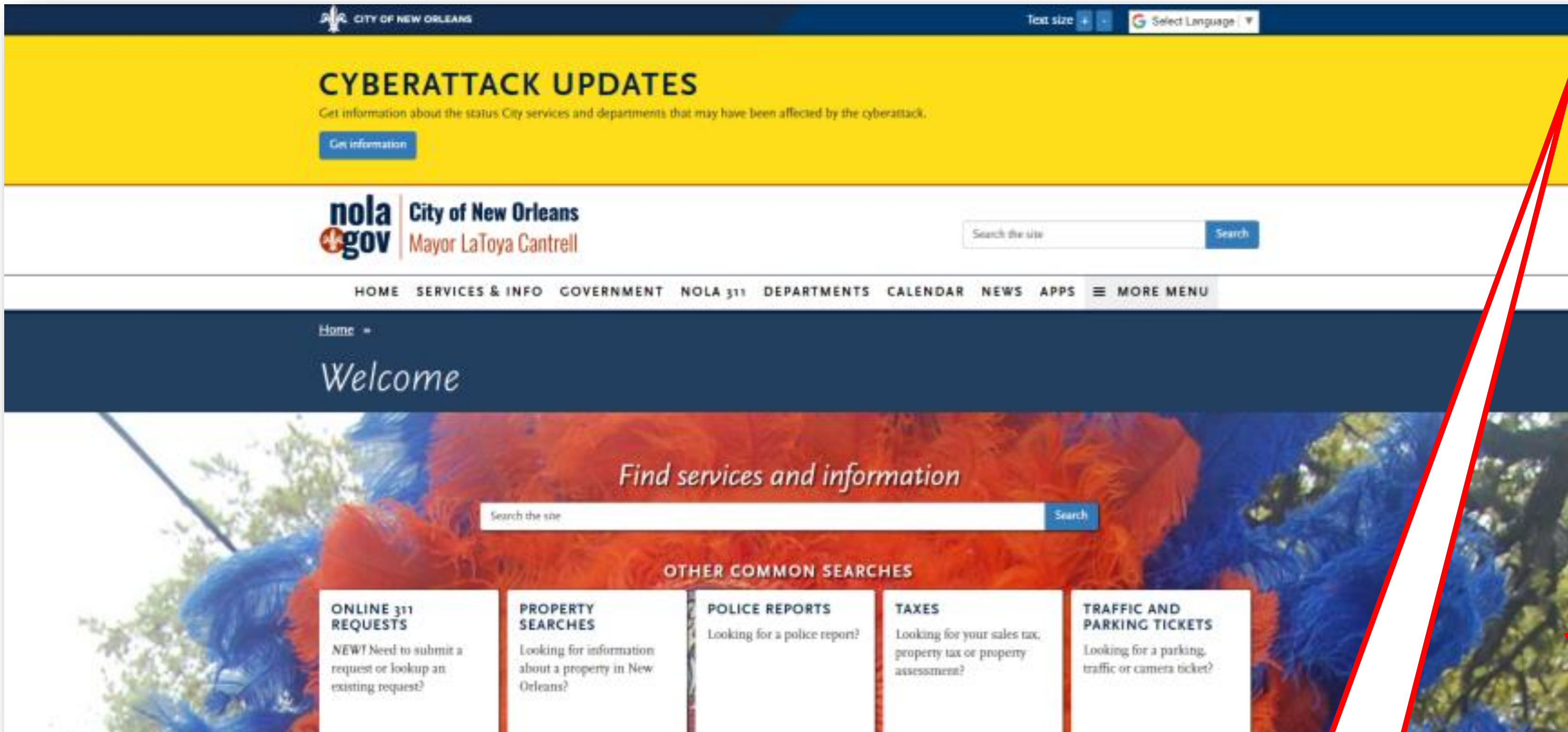
BRASS Supplier Portal

Bureau of Purchasing

Department of Finance

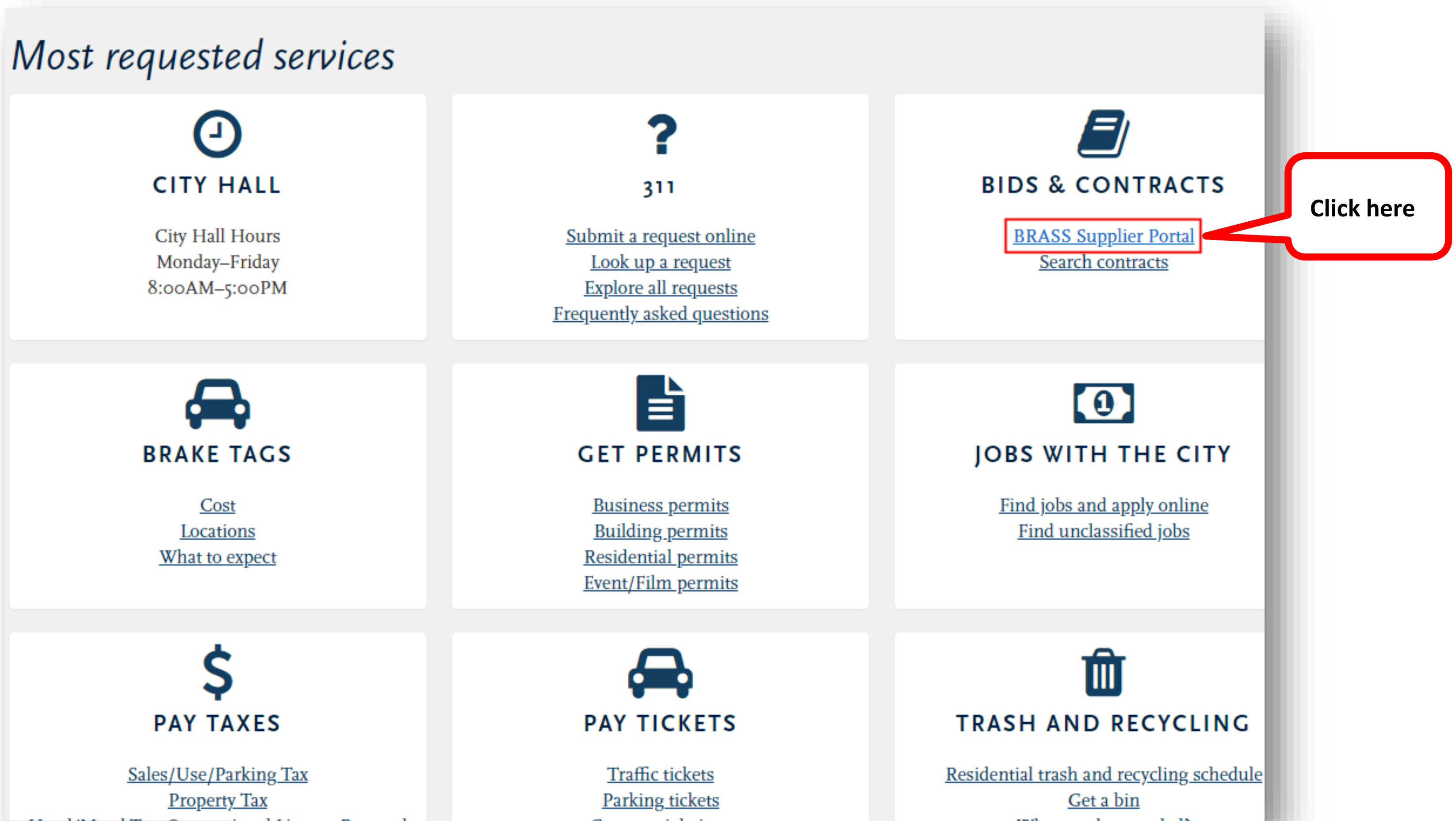
City of New Orleans

Navigate to Nola.gov, then use the scroll bar to scroll to the ***Most Requested Services***.

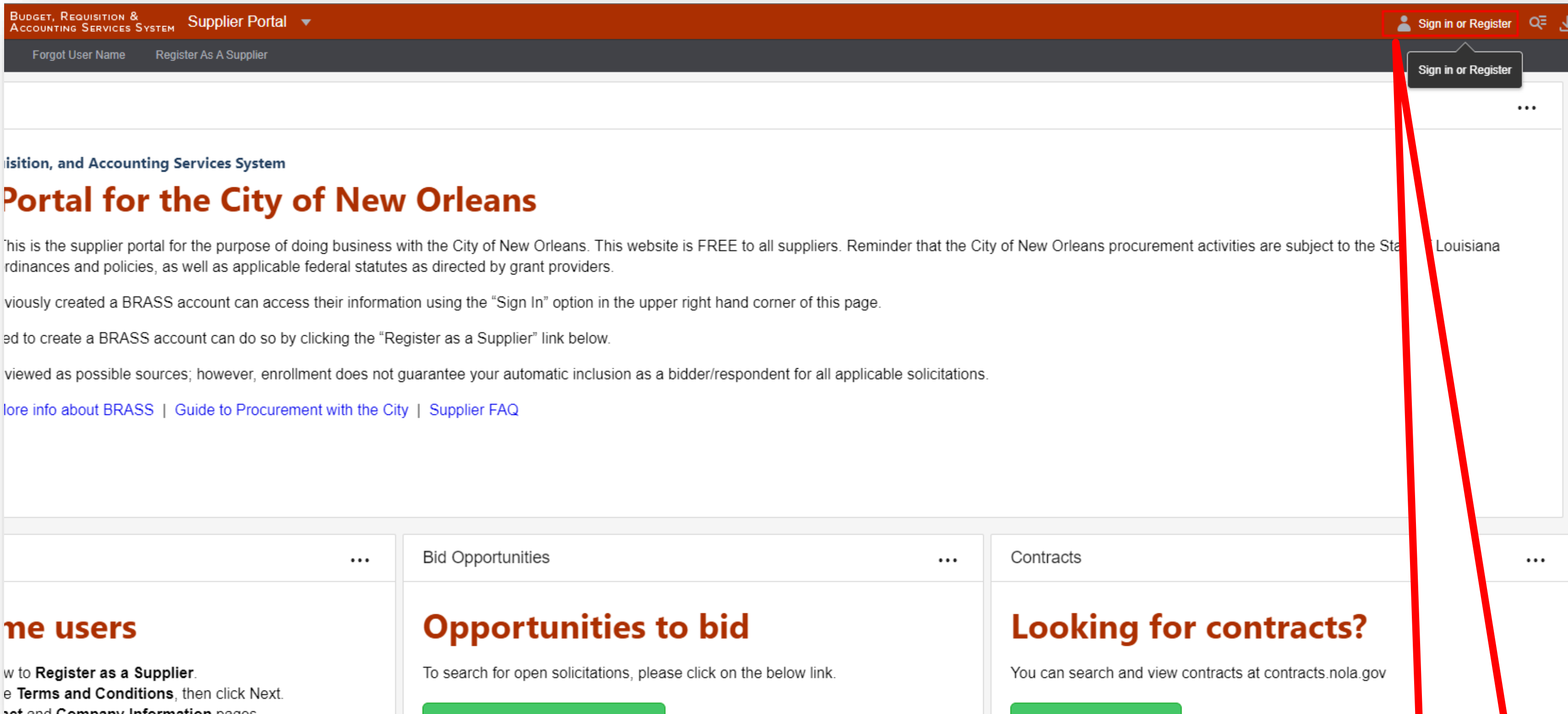


Drag scroll bar down

Click ***BRASS Supplier Portal.***

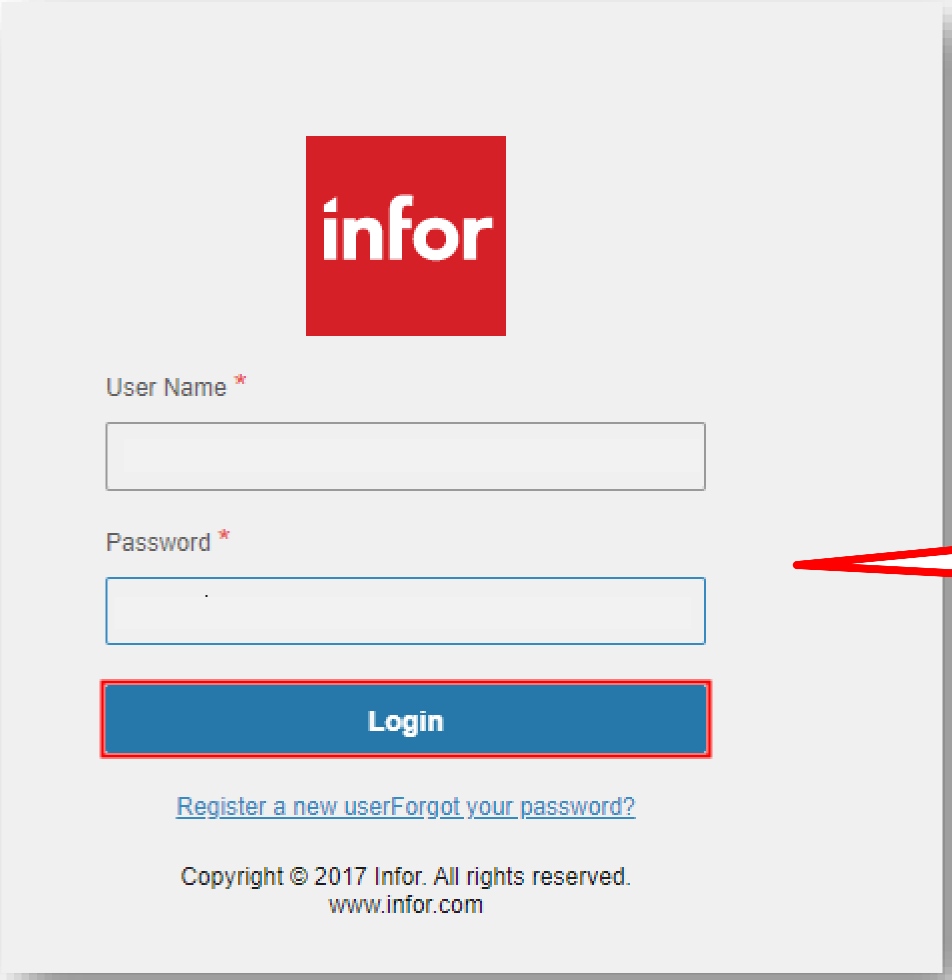


Click ***Sign in or Register***, then click **Sign In**

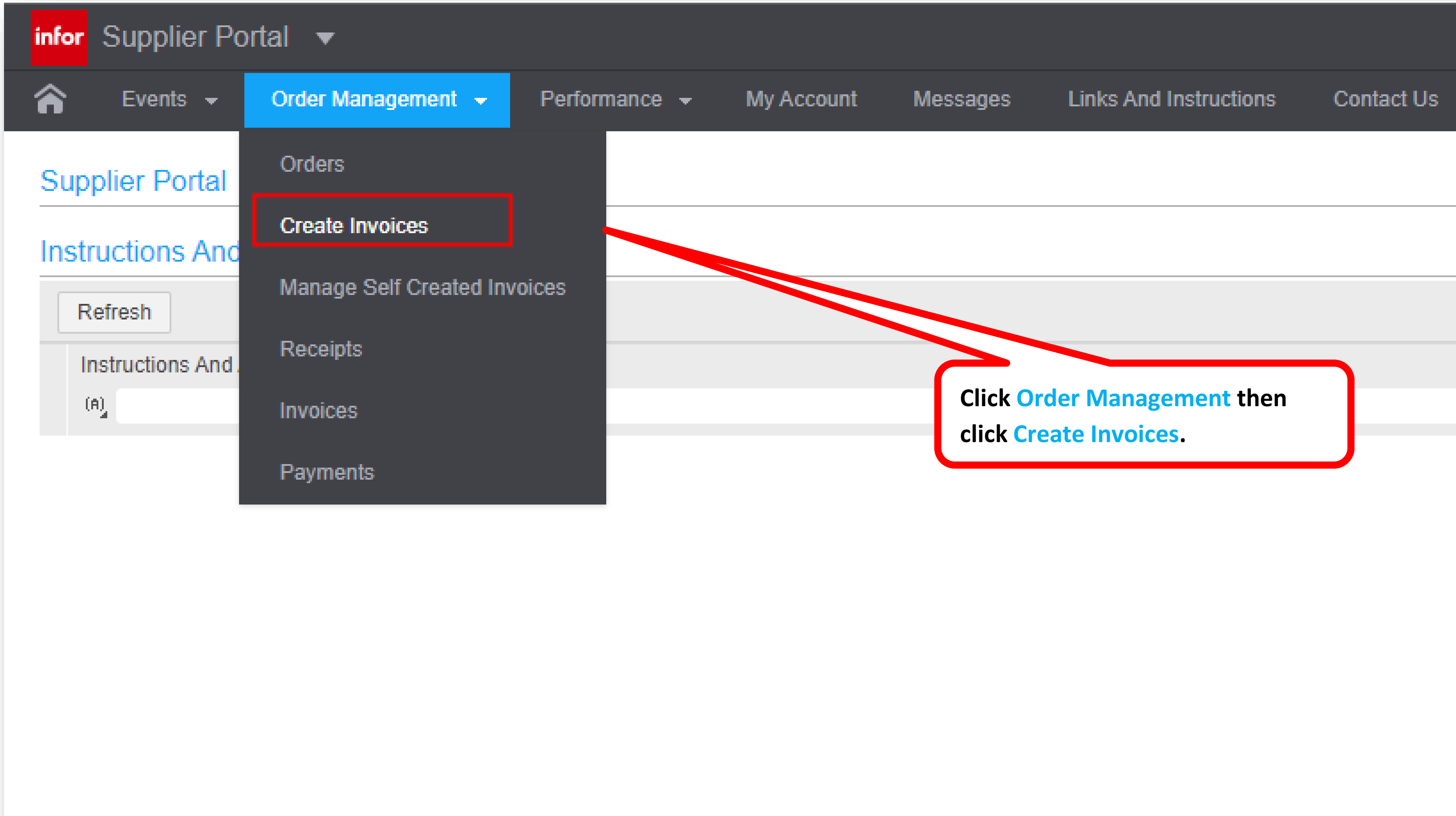


Click here. When the drop down menu appears, click Sign In

Enter your log in information, then click ***Login***.



Enter your login information



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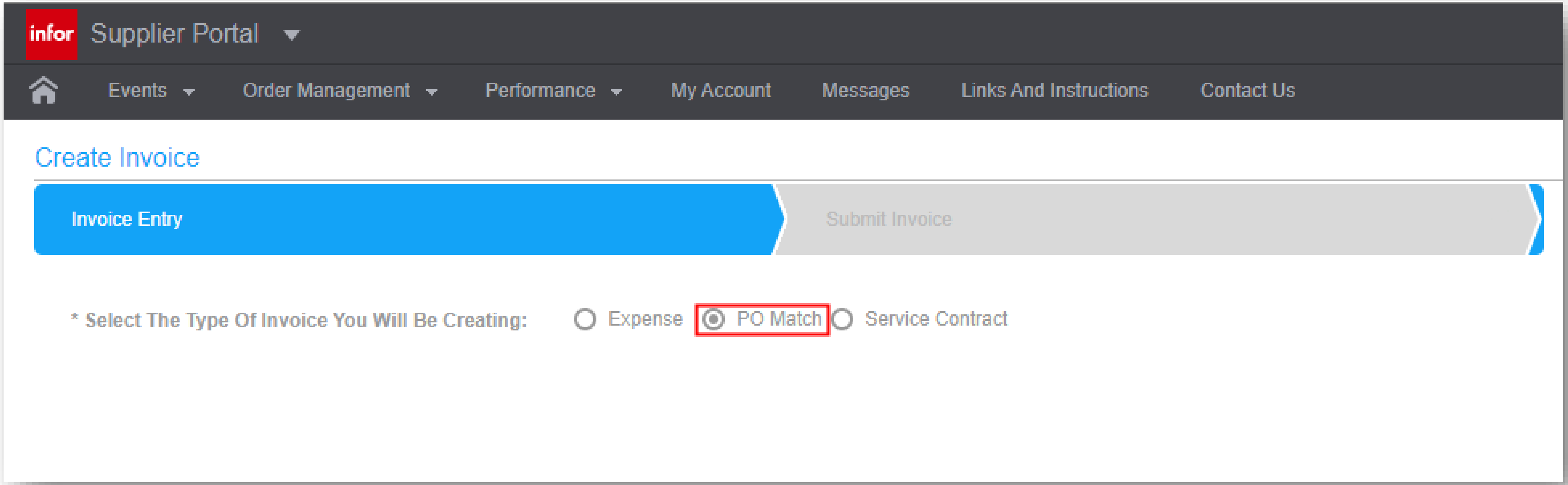
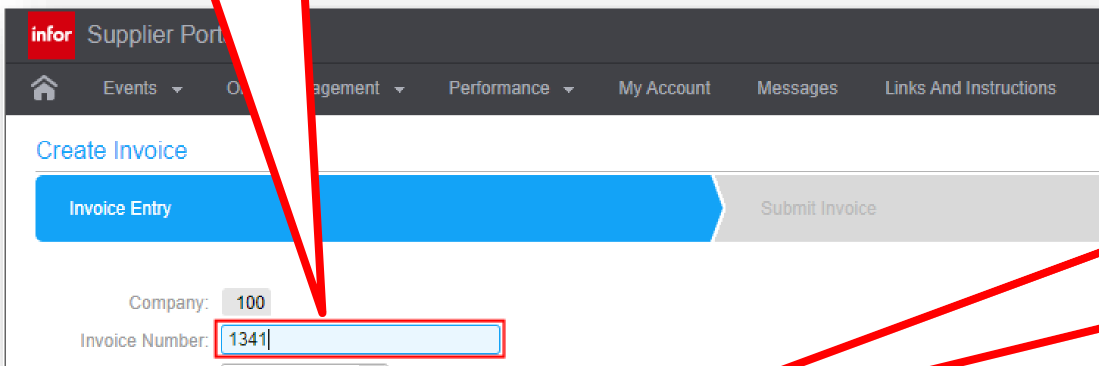
Supplier Portal
Events
Order Management
Performance
My Account
Messages
Links And Instructions
Contact Us
Supplier Portal
Instructions And
Refresh
Instructions And
Orders
Create Invoices
Manage Self Created Invoices
Receipts
Invoices
Payments
Click Order Management then click Create Invoices.

Select the ***PO Match*** radio dial.



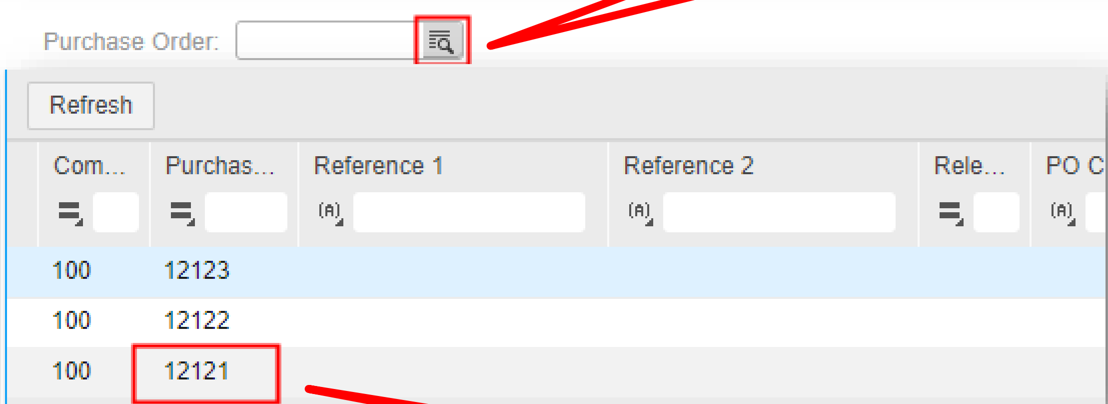
Complete all fields on the ***Create Invoices*** page.

Enter your Invoice Number



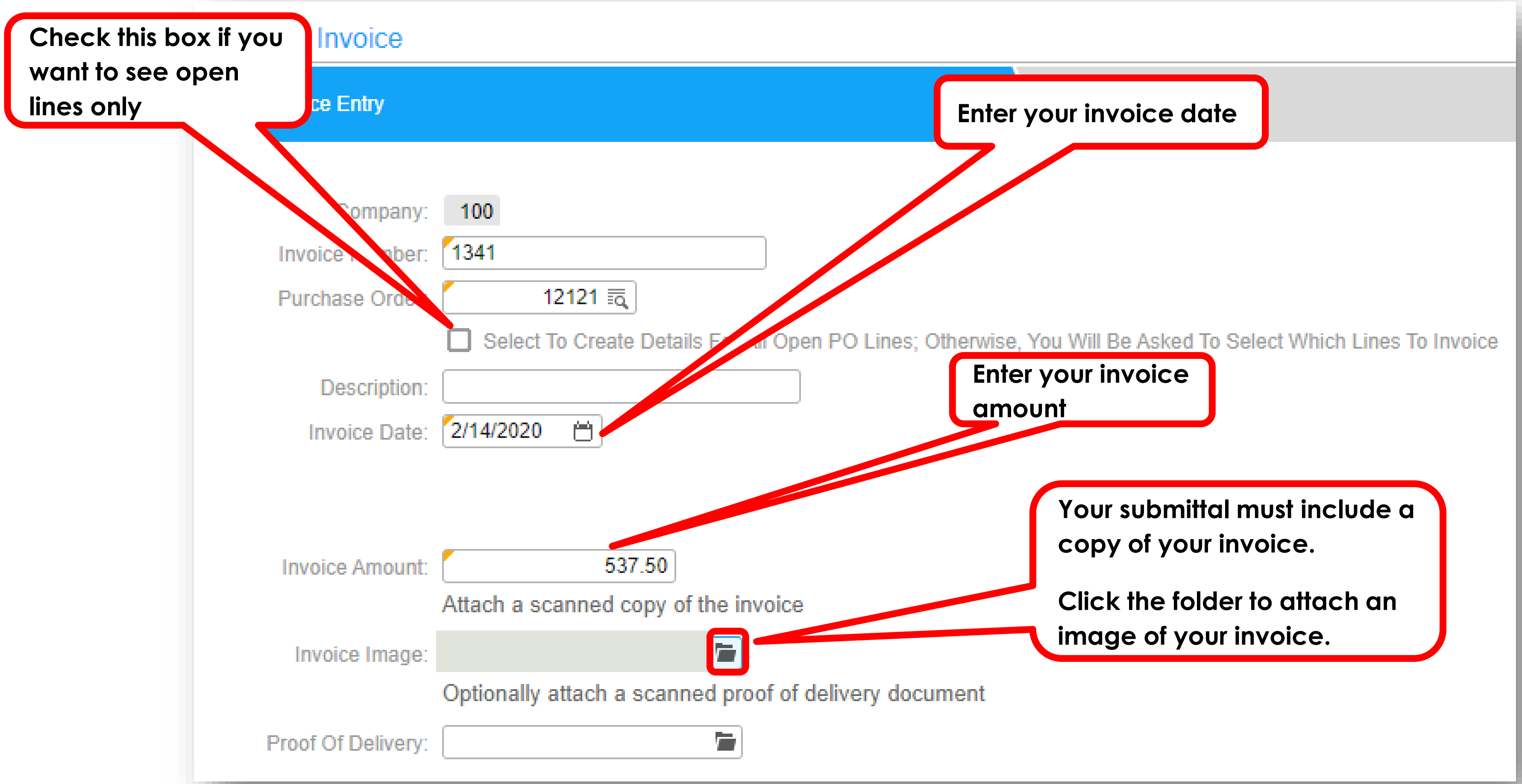
Click the Purchase Order look-up button to select your PO. DO NOT type in the PO number.

If you enter your PO manually, the system will not properly link your invoice to the correct purchase order, and our Accounts Payable team will not be able to see your invoice.



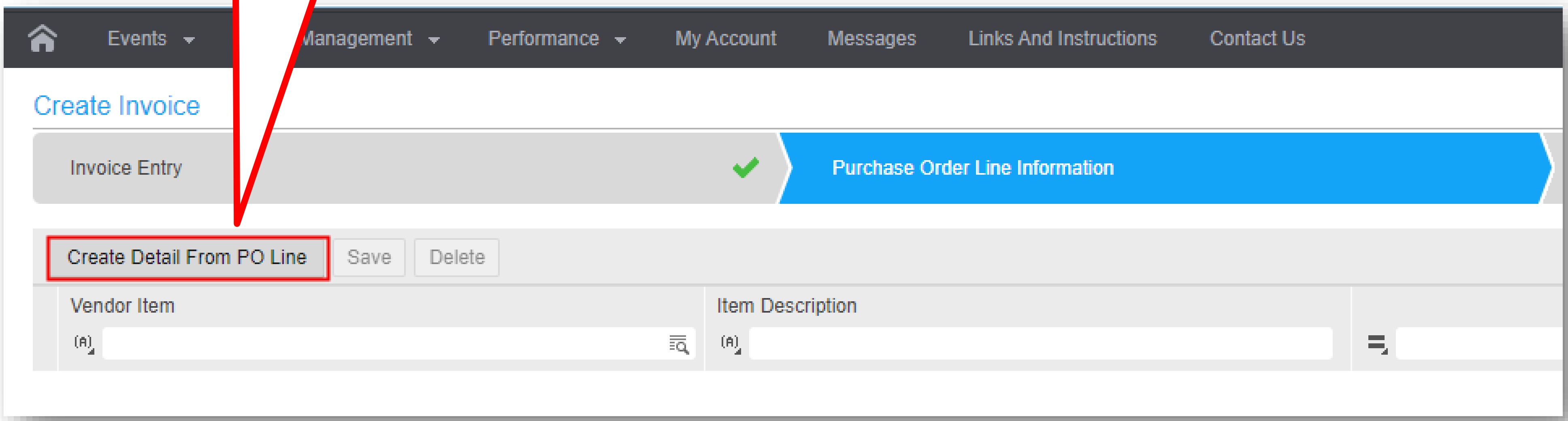
Select your PO from the list that displays.

Continue completing the ***Create Invoice*** page.



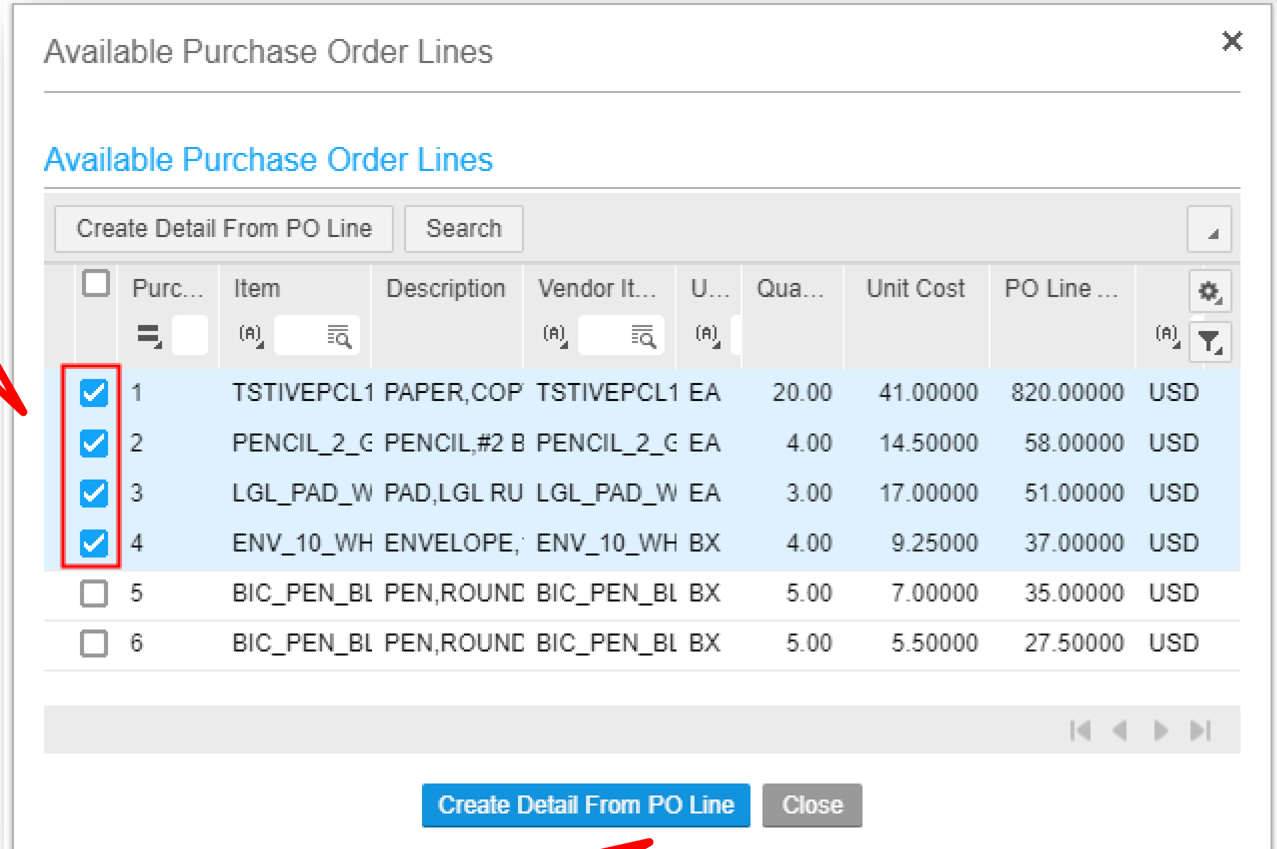
The Portal advances you to the ***Purchase Order Line Information*** page.

Click the Create Detail From PO Line button.



The Portal displays your ***Available Purchase Order Lines***.

Check the lines you want to invoice.



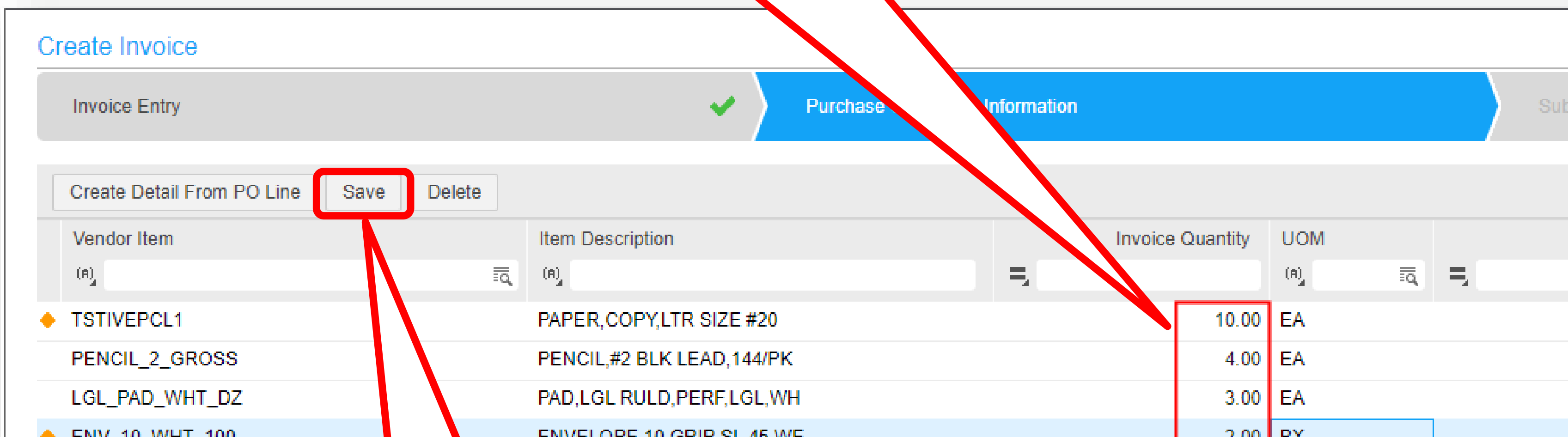
Click Create Detail From PO Line after selecting your lines.

A message box indicating that you completed the task will appear. It will disappear on its own, but you can click the **X** *to remove it.*

Click Close when you're done.

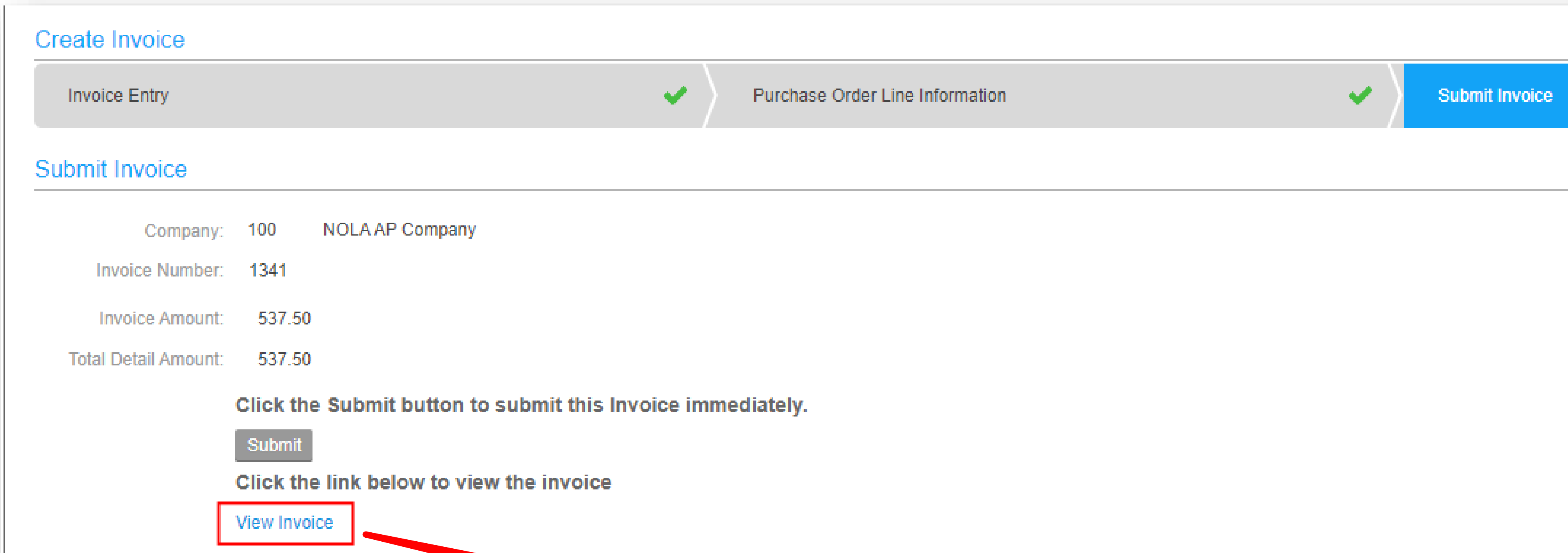
The Portal now displays your only the ***Purchase Order Lines*** you selected.

If you want to change the Invoice Quantity, click the amount and enter the new quantity.



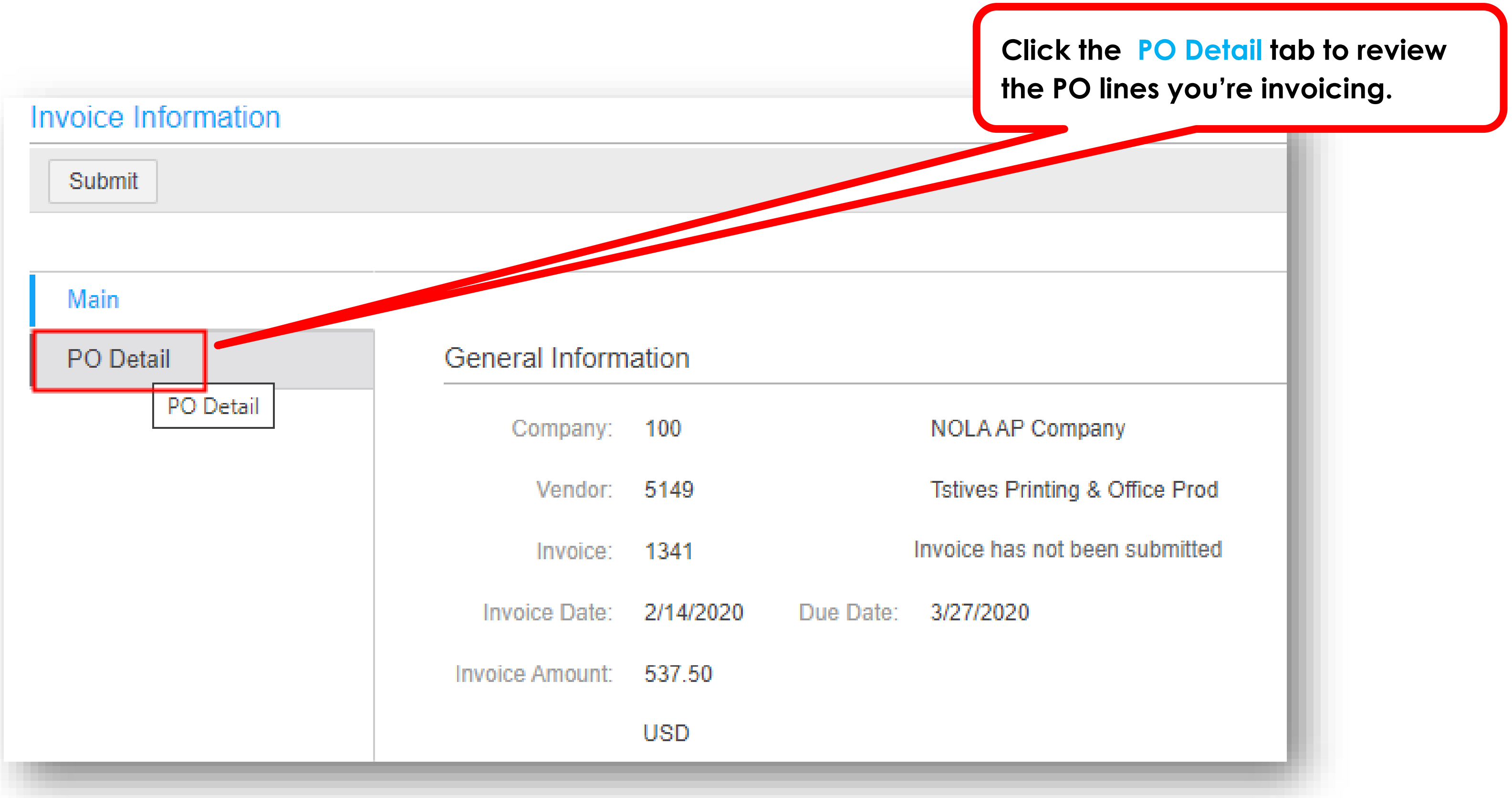
Click the Save button when you're done, then click Next.

The Portal now advances you to the ***Submit Invoice*** section.

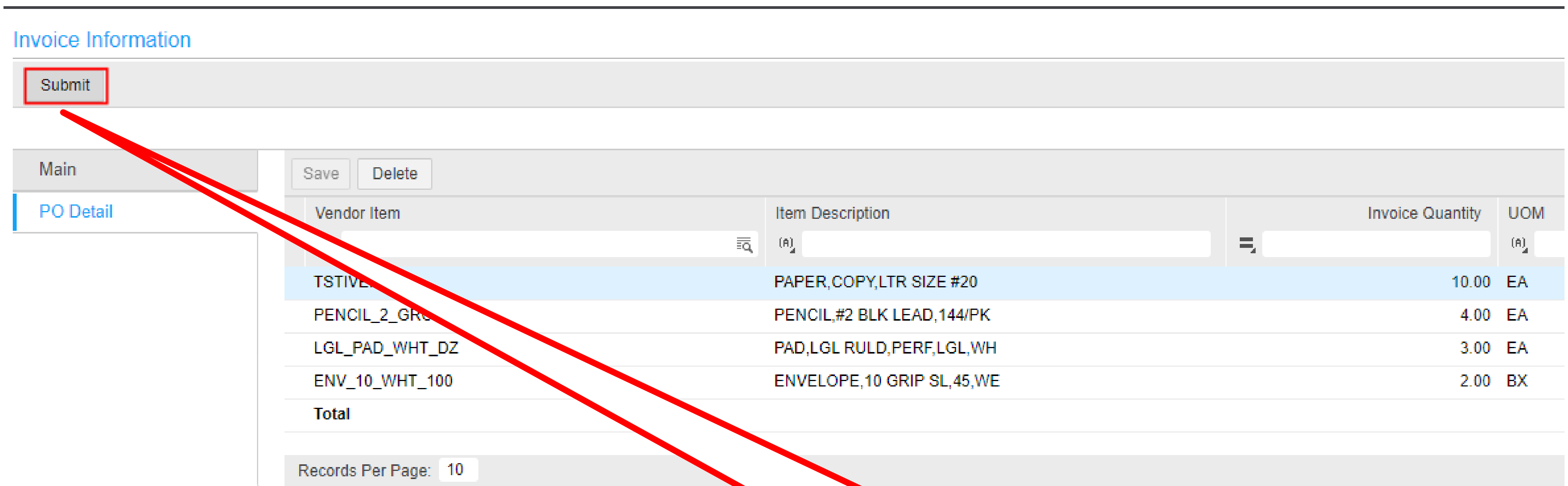


Click the View Invoice link to review the information you entered.

The Portal now advances to the ***Invoice Information*** section. The **Main** tab is displayed and it shows general information about your invoice.

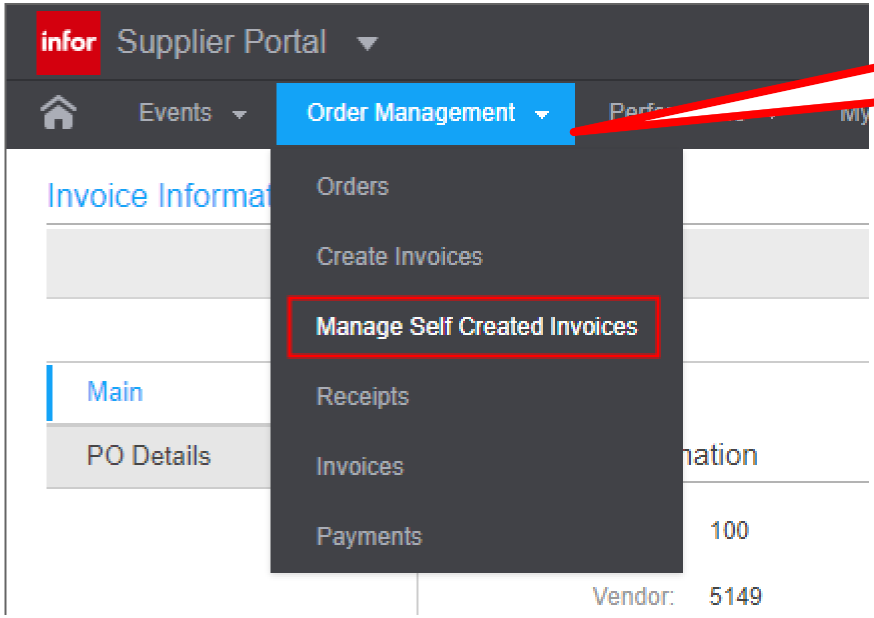


The Portal changes to the ***PO Detail*** section.



Review the information presented. If you need to make corrections, you can do so here. Click Submit when you're done.

You just submitted an invoice to the City. You can now review invoices you've submitted or continue working on invoices you have not yet submitted.



Click Order Management then click Manage Self Created Invoices.

Do you want to continue working on invoices or review invoices you previously submitted?

The Unsubmitted tab is displayed Click Submitted invoices to review invoices you've already submitted.