



Submitting Invoices on a Purchase Order

BRASS Supplier Portal

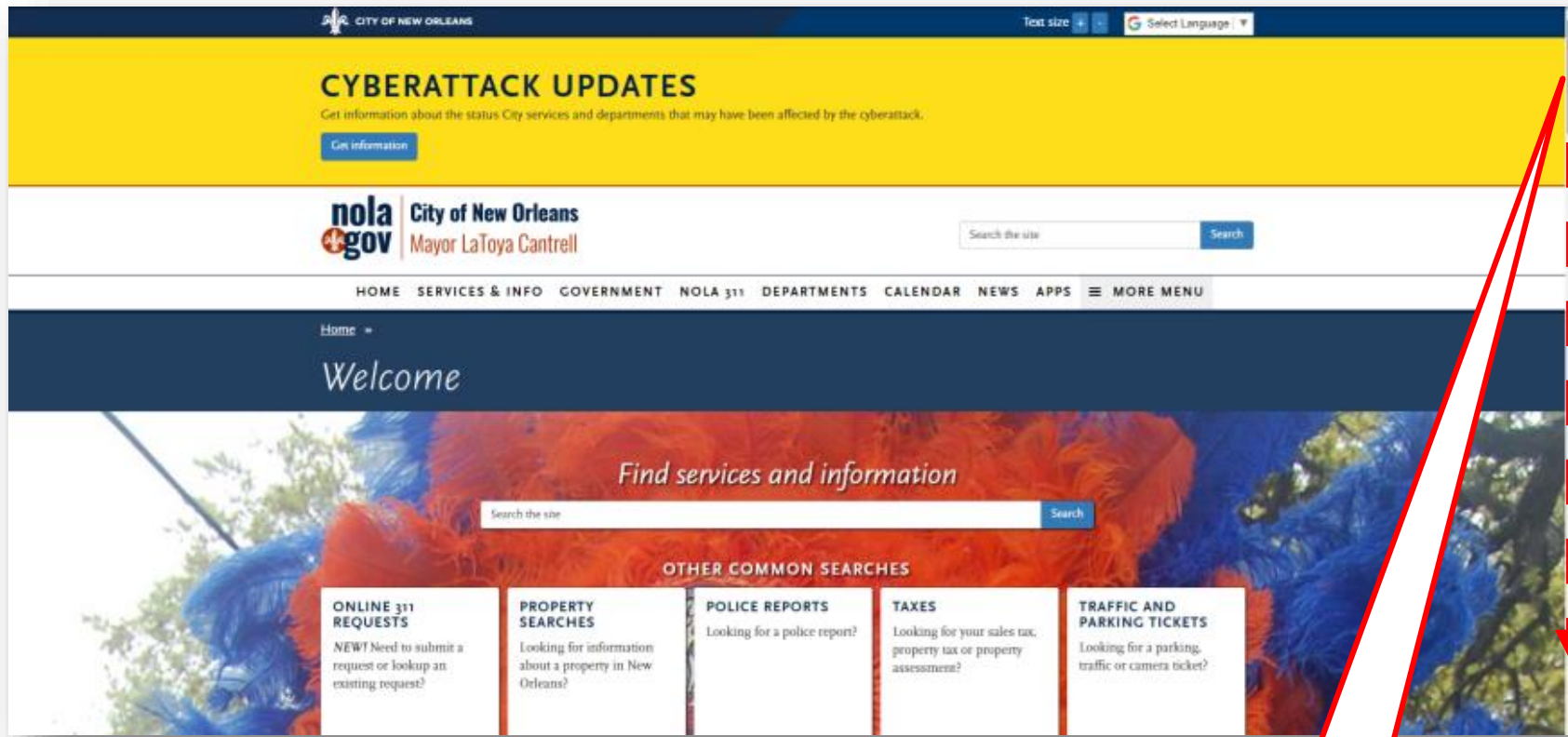


BUREAU OF PURCHASING

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

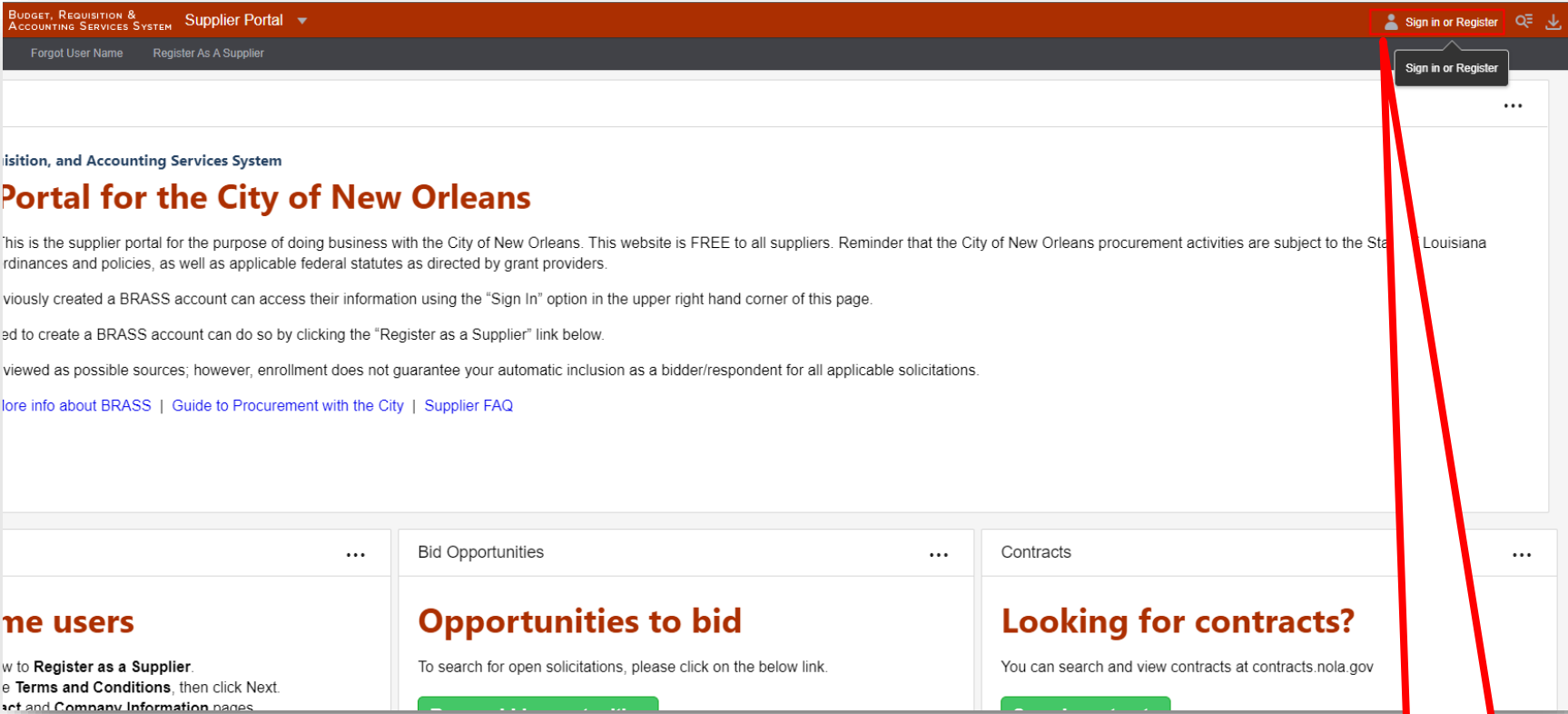
Click **BRASS Supplier Portal**.

Most requested services

 CITY HALL City Hall Hours Monday–Friday 8:00AM–5:00PM	 311 Submit a request online Look up a request Explore all requests Frequently asked questions	 BIDS & CONTRACTS BRASS Supplier Portal Search contracts
 BRAKE TAGS Cost Locations What to expect	 GET PERMITS Business permits Building permits Residential permits Event/Film permits	 JOBS WITH THE CITY Find jobs and apply online Find unclassified jobs
 PAY TAXES Sales/Use/Parking Tax Property Tax Motor Vehicle License Renewal	 PAY TICKETS Traffic tickets Parking tickets Camera violations	 TRASH AND RECYCLING Residential trash and recycling schedule Get a bin What you should do

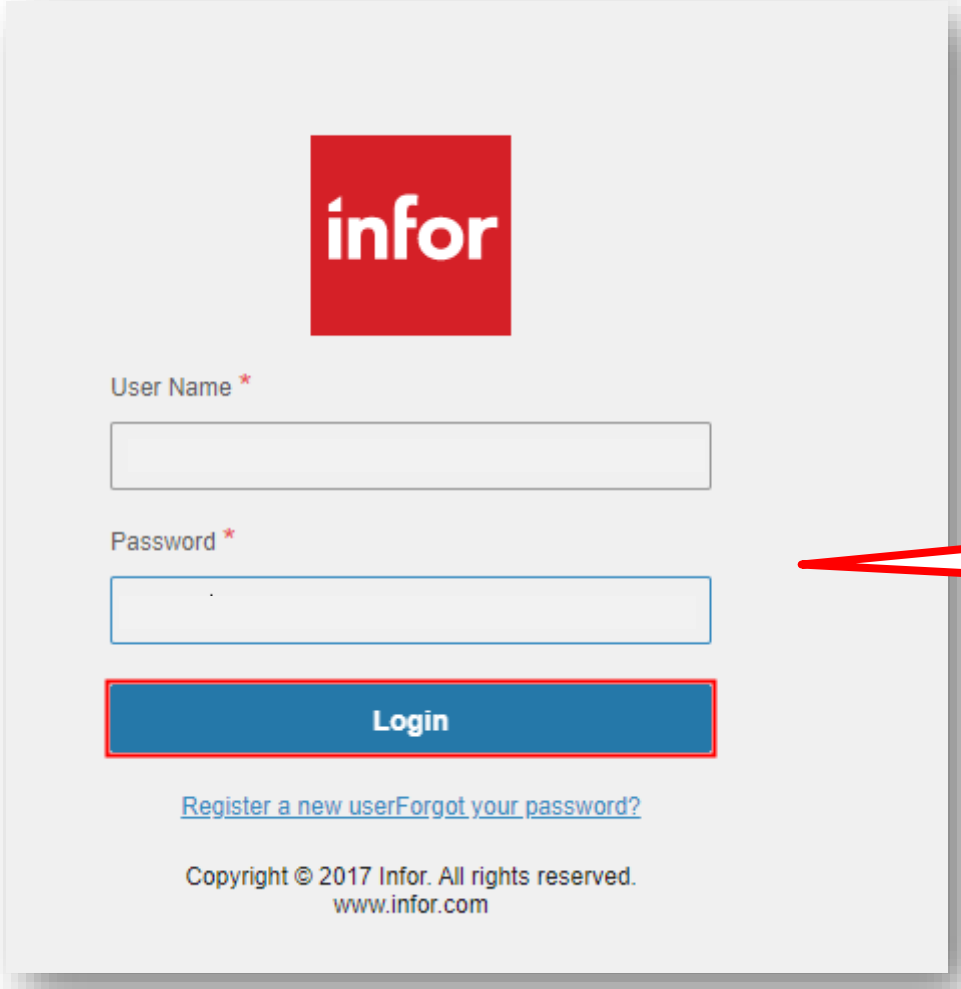
Click here

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**.



The image shows a login form for Infor. At the top center is the Infor logo, which consists of a red square with the word "infor" in white lowercase letters. Below the logo are two input fields: "User Name" and "Password", both with red asterisks indicating they are required. The "User Name" field is a simple white box with a grey border. The "Password" field is a white box with a blue border. Below these fields is a blue button with the word "Login" in white text. At the bottom of the form, there are two links: "Register a new user" and "Forgot your password?". At the very bottom, there is a copyright notice: "Copyright © 2017 Infor. All rights reserved. www.infor.com".

User Name *

Password *

Login

[Register a new user](#)[Forgot your password?](#)

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www.infor.com

Enter your login information



Supplier Portal

Instructions And

Refresh

Instructions And

(A)

Orders

Create Invoices

Manage Self Created Invoices

Receipts

Invoices

Payments

Click **Order Management** then
click **Create Invoices**.

Select the **PO Match** radio dial.

The screenshot shows the Infor Supplier Portal interface. At the top, there is a dark navigation bar with the Infor logo and 'Supplier Portal' dropdown. Below this is a secondary navigation bar with links for Home, Events, Order Management, Performance, My Account, Messages, Links And Instructions, and Contact Us. The main content area is titled 'Create Invoice' and features a progress bar with two steps: 'Invoice Entry' (active, blue) and 'Submit Invoice' (disabled, grey). Below the progress bar, a label reads '* Select The Type Of Invoice You Will Be Creating:'. There are three radio button options: 'Expense', 'PO Match', and 'Service Contract'. The 'PO Match' option is selected, indicated by a filled radio button and a red rectangular highlight box around the text.

infor Supplier Portal ▾

Home Events ▾ Order Management ▾ Performance ▾ My Account Messages Links And Instructions Contact Us

Create Invoice

Invoice Entry Submit Invoice

* Select The Type Of Invoice You Will Be Creating: Expense PO Match Service Contract

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

Enter your **Invoice Number**

infor Supplier Portal

Events Management Performance My Account Messages Links And Instructions

Create Invoice

Invoice Entry Submit Invoice

Company: 100

Invoice Number: 1341

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.

Purchase Order:

Refresh

Com...	Purchas...	Reference 1	Reference 2	Rele...	PO C
		(A) <input type="text"/>	(A) <input type="text"/>		(A) <input type="text"/>
100	12123				
100	12122				
100	12121				

Select your **PO** from the list that displays.

Continue completing the **Create Invoice** page.

Check this box if you want to see open lines only

Invoice

Invoice Entry

Company: 100

Invoice Number: 1341

Purchase Order: 12121

Select To Create Details For Open PO Lines; Otherwise, You Will Be Asked To Select Which Lines To Invoice

Description:

Invoice Date: 2/14/2020

Invoice Amount: 537.50

Attach a scanned copy of the invoice

Invoice Image:

Optionally attach a scanned proof of delivery document

Proof Of Delivery:

Enter your invoice date

Enter your invoice amount

Your submittal must include a copy of your invoice.
Click the folder to attach an image of your invoice.

Click Next when you're done.

< Previous **Next** >

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

Click the [Create Detail From PO Line](#) button.

The screenshot displays a web portal interface. At the top, there is a navigation bar with a home icon and several menu items: Events, Management, Performance, My Account, Messages, Links And Instructions, and Contact Us. Below the navigation bar, the page title is 'Create Invoice'. There are two main sections: 'Invoice Entry' (grey) and 'Purchase Order Line Information' (blue). The 'Purchase Order Line Information' section is active and contains a 'Create Detail From PO Line' button, which is highlighted by a red callout box. To the right of this button are 'Save' and 'Delete' buttons. Below the buttons, there are two input fields: 'Vendor Item' and 'Item Description', both with '(A)' and a search icon. The 'Vendor Item' field has a dropdown arrow, and the 'Item Description' field has a search icon and a dropdown arrow.

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

Check the lines you want to invoice.

<input type="checkbox"/>	Purc...	Item	Description	Vendor It...	U...	Qua...	Unit Cost	PO Line ...	
<input checked="" type="checkbox"/>		TSTIVEPCL1	PAPER,COP	TSTIVEPCL1	EA	20.00	41.00000	820.00000	USD
<input checked="" type="checkbox"/>		PENCIL_2_G	PENCIL,#2 B	PENCIL_2_G	EA	4.00	14.50000	58.00000	USD
<input checked="" type="checkbox"/>		LGL_PAD_W	PAD,LGL RU	LGL_PAD_W	EA	3.00	17.00000	51.00000	USD
<input checked="" type="checkbox"/>		ENV_10_WH	ENVELOPE,	ENV_10_WH	BX	4.00	9.25000	37.00000	USD
<input type="checkbox"/>		BIC_PEN_BI	PEN,ROUND	BIC_PEN_BI	BX	5.00	7.00000	35.00000	USD
<input type="checkbox"/>		BIC_PEN_BI	PEN,ROUND	BIC_PEN_BI	BX	5.00	5.50000	27.50000	USD

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.

Create Invoice

Invoice Entry ✓ Purchase Information Subm



Create Detail From PO Line Save Delete

Vendor Item	Item Description	Invoice Quantity	UOM
(A) []	(A) []	[]	(A) []
◆ TSTIVEPCL1	PAPER,COPY,LTR SIZE #20	10.00	EA
PENCIL_2_GROSS	PENCIL,#2 BLK LEAD,144/PK	4.00	EA
LGL_PAD_WHT_DZ	PAD,LGL RULD,PERF,LGL,WH	3.00	EA
◆ ENV_10_WHT_100	ENVELOPE.10 GRIP SL.45.WE	2.00	BX

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

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

Create Invoice

Invoice Entry  Purchase Order Line Information  [Submit Invoice](#)

Submit Invoice

Company: 100 NOLA.AP Company
Invoice Number: 1341
Invoice Amount: 537.50
Total Detail Amount: 537.50

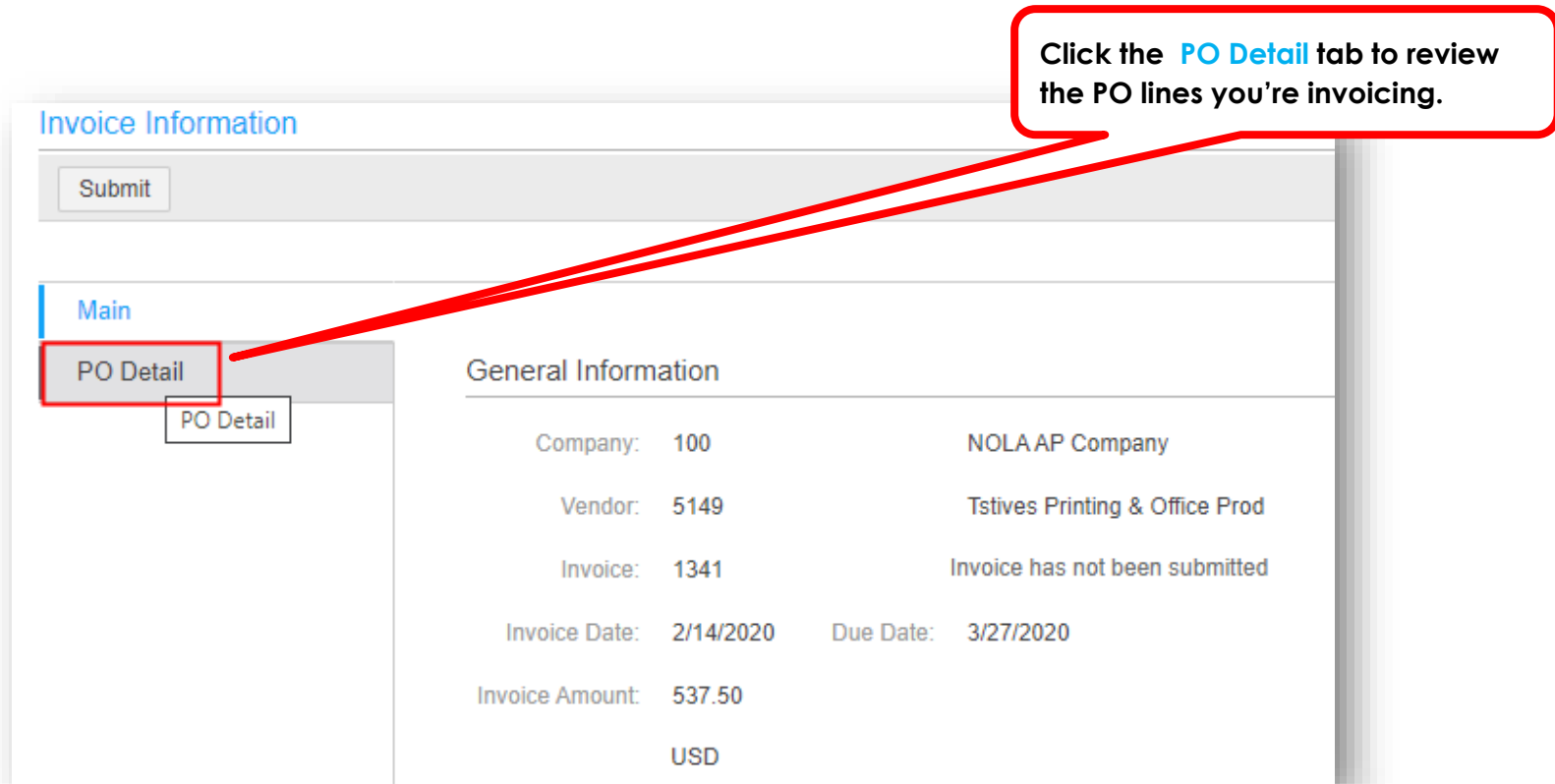
Click the **Submit** button to submit this Invoice immediately.

Click the link below to view the invoice

[View Invoice](#)

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 screenshot shows a web interface for 'Invoice Information'. At the top left is a 'Submit' button. Below it is a navigation menu with 'Main' and 'PO Detail' tabs. The 'PO Detail' tab is highlighted with a red box, and a red callout box points to it with the text: 'Click the PO Detail tab to review the PO lines you're invoicing.' The main content area is titled 'General Information' and contains the following data:

General Information	
Company:	100 NOLAAP Company
Vendor:	5149 Tstives Printing & Office Prod
Invoice:	1341 Invoice has not been submitted
Invoice Date:	2/14/2020
Due Date:	3/27/2020
Invoice Amount:	537.50
	USD

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

Invoice Information

Submit

Main

PO Detail

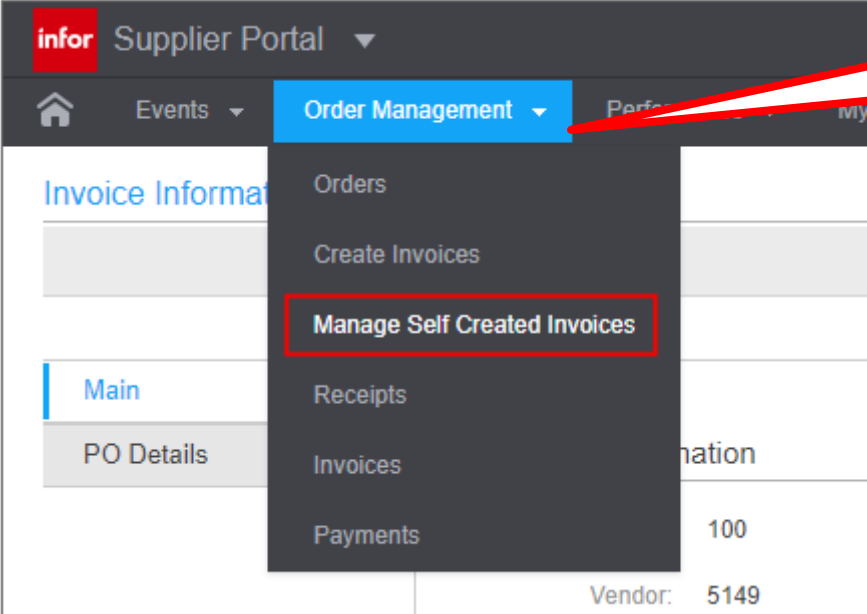
Save Delete

Vendor Item	Item Description	Invoice Quantity	UOM
TSTIVE	PAPER,COPY,LTR SIZE #20	10.00	EA
PENCIL_2_GRO	PENCIL,#2 BLK LEAD,144/PK	4.00	EA
LGL_PAD_WHT_DZ	PAD,LGL RULD,PERF,LGL,WH	3.00	EA
ENV_10_WHT_100	ENVELOPE,10 GRIP SL,45,WE	2.00	BX
Total			

Records Per Page: 10

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.

The screenshot shows the Infor Supplier Portal interface. At the top, there is a dark navigation bar with the Infor logo and 'Supplier Portal' text. Below this is a secondary navigation bar with a home icon and several menu items: 'Events', 'Order Management', 'Performance', 'My Account', 'Messages', 'Links And Instructions', and 'Contact Us'. Below the navigation bars, there are two tabs: 'Unsubmitted Invoices' (highlighted in blue) and 'Submitted Invoices' (highlighted with a red box). Below the tabs, the 'Unsubmitted Invoices' section is active, showing a header 'Unsubmitted Invoices' and a row of buttons: 'Create Invoice For Supplier', 'Update Invoice', 'View Invoice', and 'Delete'. Below the buttons is a table with three columns: 'Invoice Number', 'Invoice Date', and 'Due Date'. Each column has a search icon and a calendar icon next to its input field.

Invoice Number	Invoice Date	Due Date
(A) <input type="text"/>	<input type="text"/>	<input type="text"/>