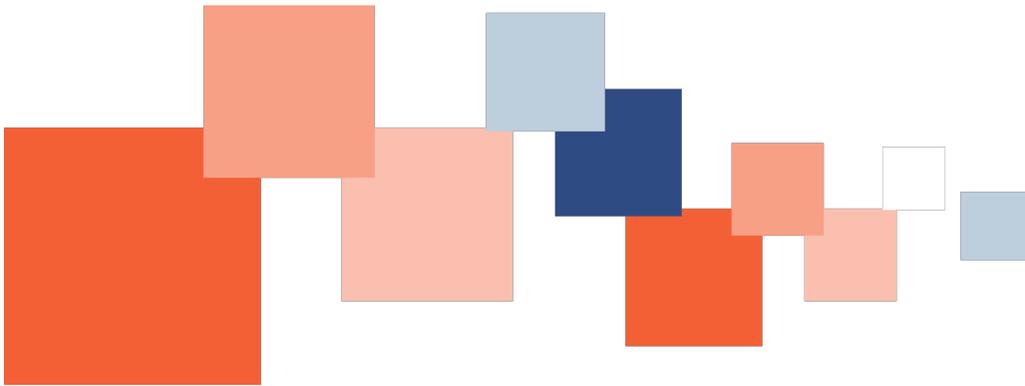


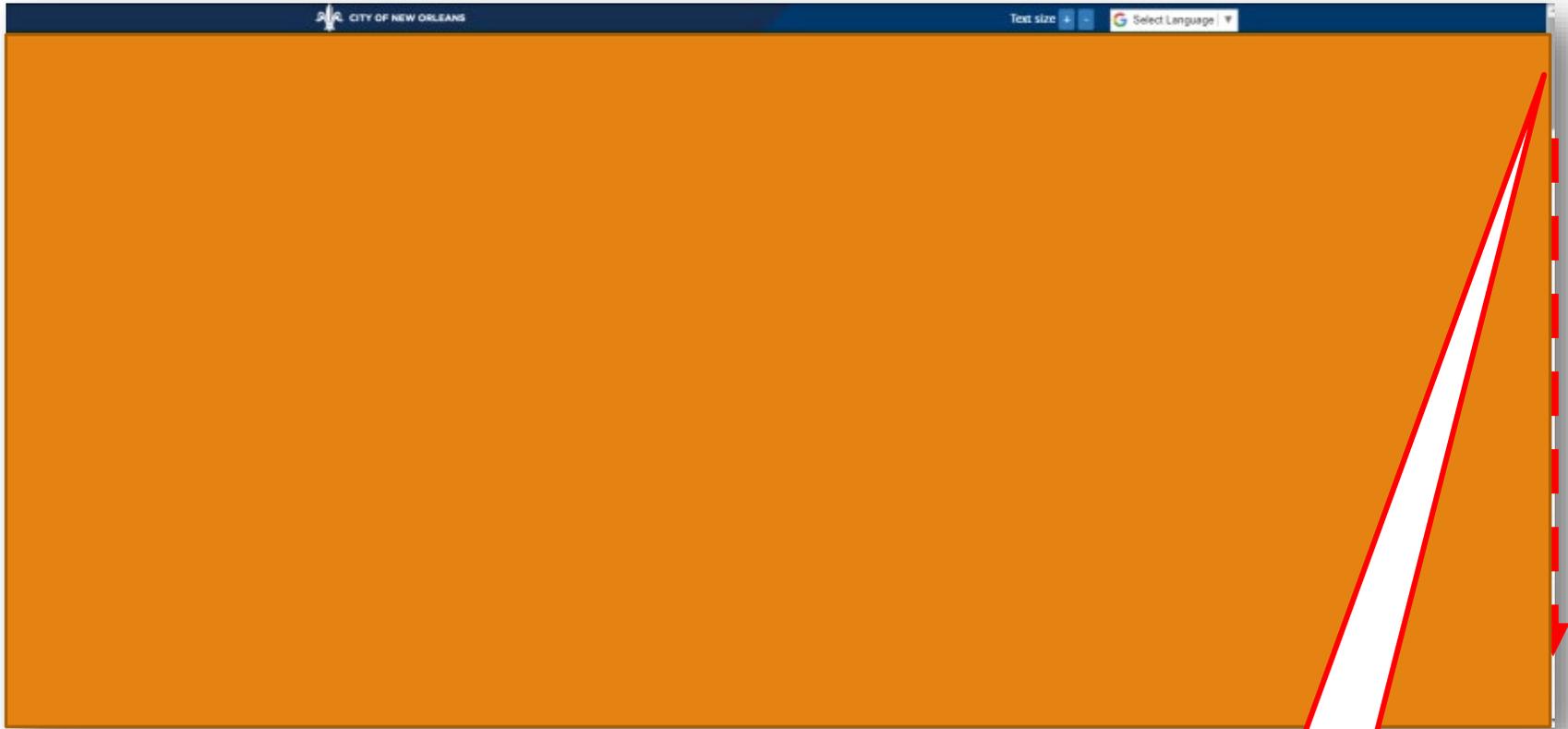
Submitting Invoices on a Purchase Order

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](#)



PAY TICKETS

[Traffic tickets](#)
[Parking tickets](#)



TRASH AND RECYCLING

[Residential trash and recycling schedule](#)
[Get a bin](#)

Enter your login information, then click **Login**



User Name *

Password *

Login

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

Copyright © 2017 Infor. All rights reserved.
www.infor.com

Click the **Toggle Menu** button to reveal side menu options

Toggle Menu button.

The screenshot shows the 'Supplier Portal' header in a blue bar. A red callout box points to a hamburger menu icon (three horizontal lines) on the left. Below the header, a dark grey tooltip displays 'Toggle Menu - Ctrl + Shift + K'. The main content area is divided into two columns. The left column is titled 'Profile' and contains information for 'Milwaukee Brewers', including contact details for Lorenzo Cain. The right column is titled 'Quick Links' and lists five options: Sign Out, Contact Us, Instructions, Evaluations, and Event Metrics. At the bottom, there is a section for 'Open Events' with a right-pointing arrow.

Supplier Portal

Toggle Menu - Ctrl + Shift + K

Profile

Milwaukee Brewers

Contact: Lorenzo Cain

Phone: 5045687612

Email: MyAccountContactTile@nola.gov

Address: 1313 Mockingbird Lane
Ground floor
New Orleans, LA 70112

Registration Status: Complete

Quick Links

- Sign Out
- Contact Us
- Instructions
- Evaluations
- Event Metrics

Open Events →

Click *Order Management*

Lorenzo Cain

Print, Notifications, Download, Copy, Checkmark

Search

Home

Events

My Responses

+ Contracts

+ **Order Management**

Profile

 Milwaukee Brewers

Contact: Lorenzo Cain

Phone: 5045687612

Email: MyAccountContactTile@nola.gov

Address: 1313 Mockingbird Lane
Ground floor
New Orleans, LA 70112

Registration Status: Complete

Click *Create Invoice*

The image shows a screenshot of a web application interface for a 'Supplier Portal'. On the left is a dark sidebar menu with a user profile icon at the top, followed by the name 'Lorenzo Cain'. Below the name are icons for print, notifications, download, copy, and checkmark. A search bar is present. The menu items are: Home, Events, My Responses, + Contracts, - Order Management, Alerts, and Create Invoices (highlighted with a red border). The main content area has a blue header with a hamburger menu icon and the text 'Supplier Portal'. Below the header is a 'Profile' card for 'Milwaukee Brewers' with contact information: Lorenzo Cain, phone 5045687612, email MyAccountContactTile@, and address 1313 Mockingbird Lane, Ground floor, New Orleans, LA 7011. Below the profile card are sections for 'Open Events' and 'Test event'.

Supplier Portal

Profile

Milwaukee Brewers

Contact: Lorenzo Cain

Phone: 5045687612

Email: MyAccountContactTile@

Address: 1313 Mockingbird Lane
Ground floor
New Orleans, LA 7011

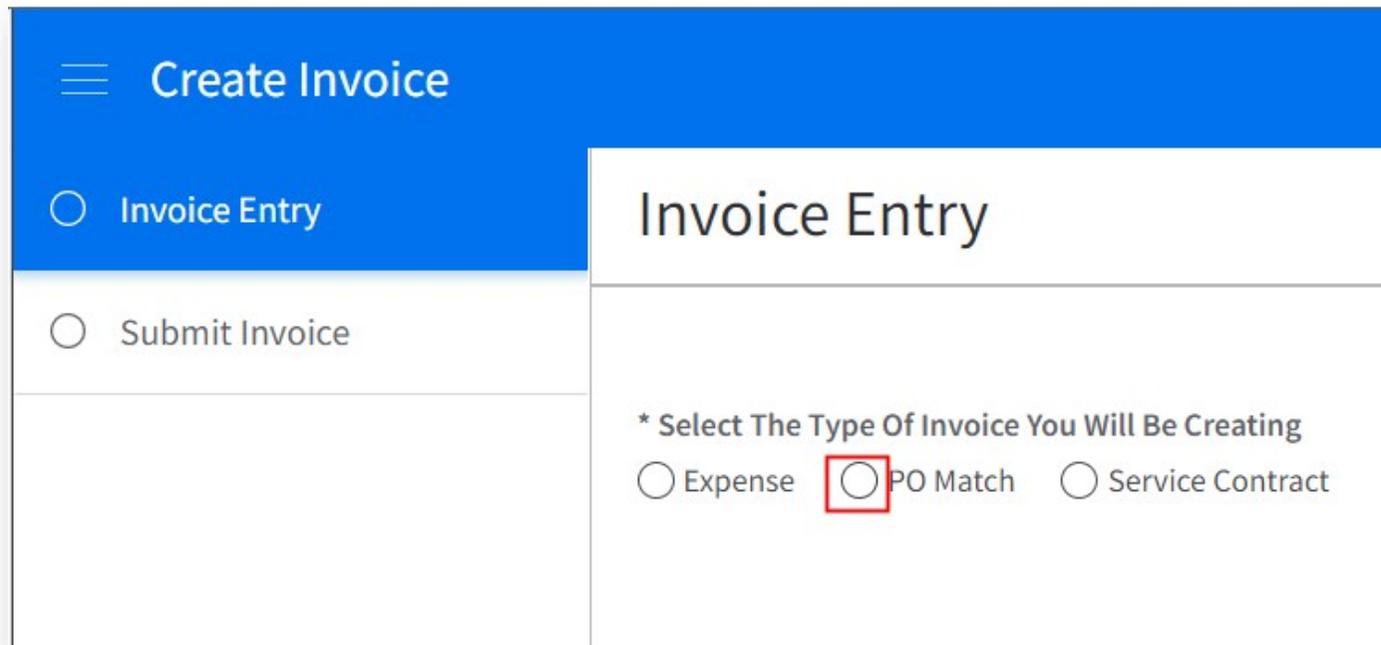
Registration Status: Complete

Open Events

Test event

Create Invoices

Click **PO Match**



The image shows a software interface for creating an invoice. It features a blue header bar with a hamburger menu icon and the text 'Create Invoice'. Below the header is a sidebar with two radio button options: 'Invoice Entry' (which is selected) and 'Submit Invoice'. The main content area is titled 'Invoice Entry' and contains a required field instruction: '* Select The Type Of Invoice You Will Be Creating'. Underneath this instruction are three radio button options: 'Expense', 'PO Match', and 'Service Contract'. The 'PO Match' option is highlighted with a red square, indicating it is the correct selection.

☰ Create Invoice

Invoice Entry

Submit Invoice

Invoice Entry

* Select The Type Of Invoice You Will Be Creating

Expense PO Match Service Contract

Complete the *Invoice Entry* page

Invoice Entry

Company ^{*}

100

Invoice Number

Enter your invoice number

Purchase Order

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

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

Description

Enter a description for your invoice

Invoice Date

Enter your invoice date

Due Date

If entered, due date will be used instead of terms agreements

Invoice Amount

Enter your invoice amount

Note: It is crucial that you **select** your PO. **Do not** type it.

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

Attach an image of your invoice

Invoice Entry

Invoice Amount

Attach a scanned copy of the invoice

Invoice Image

Optionally attach a scanned proof of delivery document

Proof Of Delivery

Your submittal must include a copy of your invoice.

Click the folder to find and select a copy of your invoice.

Click Next, after attaching a copy of your invoice.

Click the **Create Detail From PO Line** icon to select lines from your PO

To add a line, use Create Detail. If making changes to a line, click the Save button.

Invoice Details

 Create Detail From PO Line  Save  Delete ...

<input type="checkbox"/>	Vendor Item	Item Description	Quantity	UOM	Unit Cost	Total Functional A...

Check boxes to select lines from your PO

Select

Available Purchase Order Lines ☰ ...

<input type="checkbox"/>	Purchase Order Line	Item	Description	Vendor Item	UOM	Quantity To Invoice	Unit Cost	PO Line Amount	
<input checked="" type="checkbox"/>	1	I100	Item	I100	EA	2.00	99.99000	199.98000	USD
<input type="checkbox"/>	2	I100	Item	I100	EA	101.00	99.99000	10,098.99000	USD

|< < > >| 20 ▼

Close Create Detail From PO Line

Click **Create Detail From PO Line** after selecting your lines.
Click **Close** when you are done, then click **Next**.

Click **View Invoice** for review your invoice before submitting.

<input type="radio"/> Purchase Order Line Information	Company 100 NOLA AP Company
<input checked="" type="radio"/> Submit Invoice	Invoice Number TRN1234
	Invoice Amount 100.00
	Click the Submit button to submit this Invoice immediately.
	<input type="button" value="Submit"/>
	Click the link below to view the invoice
	View Invoice
	<i>The invoice can also be viewed any time in manage self created invoices</i>

The **Invoice Information Main** tab displays. Click **PO Detail** to review your invoice details.

The screenshot shows a software interface for 'Invoice Information'. At the top is a blue header with a hamburger menu icon and the text 'Invoice Information'. Below this is a left-hand navigation pane with two tabs: 'Main' (highlighted in blue) and 'PO Detail' (highlighted in grey and outlined with a red box). The main content area on the right is titled 'General Information' and displays the following data:

Company	
100	NOLA AP Company
Vendor	
5803	Milwaukee Brewers
Invoice	
TRN1234	Invoice has not been submitted
Invoice Date	Due Date
12/10/2021	1/9/2022
Invoice Amount	
100.00	
USD	

Click **Submit** after reviewing your invoice details

☰ Invoice Information Submit ...

Main

PO Detail

Invoice Details ...

<input type="checkbox"/>	Vendor Item	Item Description	Quantity	UOM	Unit Cost	Total Functional ...
<input type="checkbox"/>	I100	Item	2.00	EA	99.99000	199.98
	Total					199.98