


**Supplier Portal**

**Create Invoice**

Good afternoon, XYZ Supplier

Me    **Supplier Portal**    Projects    Cash Management    Procurement    Tools    Other >

APPS



Supplier Portal

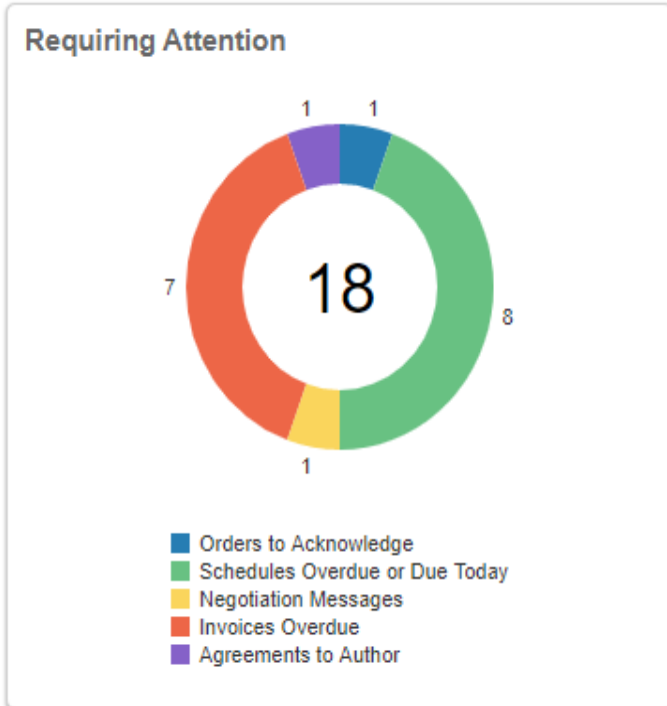
Click **Supplier Portal**

Things to Finish

## Supplier Portal

Search  Order Number

- Tasks**
- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Shipments**
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Contracts and Deliverables**



### Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	3
Orders changed or canceled	1
Orders opened	21

### Transaction Reports

Last 30 Days

PO Purchase Amount	195974	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Scroll Down

# Create Invoice

- Manage Agreements

### Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

### Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

### Consigned Inventory

- Review Consumption Advices

### Invoices and Payments

- **Create Invoice**
- Create Invoice Without PO
- View Invoices
- View Payments

### Negotiations

- View Active Negotiations
- Manage Responses

### Qualifications

Manage Qualifications



### Transaction Reports

Last 30 Days

PO Purchase Amount	195974	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Supplier News

Click **Create Invoice**

# Create Invoice

\* Identifying PO

Click the drop down for your purchase order

Supplier XYZ Supplier

Taxpayer ID 444555666

\* Supplier Site

Address

Supplier Tax Registration Number

Unit

Unit Identifier

Description

\* Attachments None +

Tax Control Amount

\* Number

\* Date m/d/yy

\* Type Invoice ▾

Invoice Currency

Payment Currency

## Customer

Customer Taxpayer ID

Name

Address

## Lines

View ▾ + × Cancel Line

* Number	* Type	Purchase Order			

Create Invoice page is displayed

# Create Invoice

## Create Invoice ?

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

\* Identifying PO PO100408  
Supplier XYZ Supplier  
Taxpayer ID 444555666  
\* Supplier Site 0050  
Address 123, West St., San Jose, CA 95000  
Supplier Tax Registration Number

Gets Auto Filled

Remit-to Bank Account  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description  
\* Attachments None +  
Tax Control Amount

\* Number  
\* Date m/d/yy  
\* Type Invoice  
Invoice Currency USD - US Dollar  
Payment Currency USD - US Dollar

Gets Auto Filled

### Customer

\* Customer Taxpayer ID 46-0872435

Gets Auto Filled

Name McGraw Hill LLC  
Address

Gets Auto Filled

### Lines

View + X Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Consumption /

# Create Invoice



Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO

Supplier XYZ Supplier

Taxpayer ID 444555666

\* Supplier Site

Address 123, West St., San Jose, CA 95000

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

\* Attachments None +

Tax Control Amount

1. Enter the Invoice **Number**

\* Number

\* Date

2. Enter Invoice **Date**

\* Type

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

## Customer

\* Customer Taxpayer ID

Name McGraw Hill LLC

Address

## Lines

View + - Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number

User will be able to create back dated invoice by entering the date in past.



# Create Invoice

Create Invoice ?

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

\* Identifying PO

Supplier XYZ Supplier

Taxpayer ID 444555666

\* Supplier Site

Address 123, West St., San Jose, CA 95000

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

\* Attachments None **+**

Tax Control Amount

\* Number

\* Date

\* Type

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Click "+" to upload documents

## Customer

\* Customer Taxpayer ID

Name McGraw Hill LLC

Address

## Lines

View **+** **x** **≡** Cancel Line

* Number	* Type	Purchase Order						Consumption /
* Number	* Line	* Schedule	* Dates	* Dates	* Dates	* Dates	Number	



# Create Invoice

**Attachments** [X]

Actions [v] View [v] + -

Type	Category	* File Name or URL	Title	Description	Attached By
File [v]	From Supplier [v]	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	agate publish

Rows Selected 1

[OK] [Cancel]

1. Click to upload file

2. Click OK

All file types are acceptable

# Create Invoice



Create Invoice ?

Invoice Actions ▾ **Save** Save and Close Submit Cancel

1. Click **Save**

Identifying PO PO100408  
Supplier XYZ Supplier  
Taxpayer ID 444555666  
Supplier Site 0050 ▾  
Address 123, West St., San Jose, CA 95000  
Supplier Tax Registration Number ▾

Remit-to Bank Account ▾  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description  
\* Attachments Sample.docx + X  
Tax Control Amount

Number P12345  
\* Date 10/29/21 📅  
Type Invoice ▾  
Invoice Currency USD - US Dollar  
Payment Currency USD - US Dollar

## Customer

Customer Taxpayer ID 46-0872435 ▾

Name McGraw Hill LLC  
Address

2. Click the **Select and add** icon

## Lines

View ▾ + X  Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Consumption /
Purchase Order									

# Create Invoice

Select and Add: Purchase Orders

Search Advanced Saved Search

\*\* At least one is required

\*\* Purchase Order

\*\* Consumption Advice

\*\* Creation Date

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PO100408	1	1				Clipping Video	MH_US_USD_COR...	9

1. Select the line

2. Click **Apply**

3. Click **OK**

# Create Invoice

Create Invoice ?

Invoice Actions ▾

Save

Save and Close

Submit

Cancel

Identifying PO PO100803  
Supplier TEST P2P US SUPPLIER (DO NOT SELECT)  
Taxpayer ID  
Supplier Site 0000  
Address MCGRAW-HILL EDUCATION, 104 WINDSOR CENTER DRIVE, EAST WINDSOR, MERCERNJ 08520  
Supplier Tax Registration Number

Remit-to Bank Account XXXXXXXX2561  
Description  
\* Attachments None +

\* Number AmountTest123  
\* Date 02-May-2023  
Type Invoice  
Invoice Currency USD - US Dollar  
Payment Currency USD - US Dollar

## Customer

Customer Taxpayer ID 80-0885860

Name McGraw Hill LLC  
Address

Scroll to the right to enter the Invoice **Amount**.  
  
NOTE: The portal does not support invoicing above the PO quantity and amount.

## Lines

View ▾ + × 📄 Cancel Line

Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Number	Line									
			Internal testing for Supplier ...	USA-NJ-Red Ba ▾	▾					250.00
										250.00

# Create Invoice

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO PO100803  
Supplier TEST P2P US SUPPLIER (DO NOT SELECT)  
Taxpayer ID

Remit-to Bank Account XXXXXXXX2561  
Description  
\* Attachments

Calculate Tax Ctrl+Alt+K  
Cancel Invoice  
Delete Invoice

AmountTest123  
May-2023

Type  
Invoice Currency US Dollar  
Payment Currency US Dollar

**To add Tax:**  
1. Choose **US-SALES TAX** from the **Tax Classification** drop down

**To add Tax:**  
3. Drop down **Invoice Actions** and choose **Calculate Tax**

**To add Tax:**  
2. Click **Save**

US-SALES TAX	US-SALES TAX
1	1
9314 GR - REV CHARGE	9314 GR - REV CHARGE
9314 GR - REV CHARGE - NEW	9314 GR - REV CHARG...
9314 GR - REV CHG OFFSET	9314 GR - REV CHG O...
9314 GR - REDUCED RATE 1	9314 GR - REDUCED R...
9314 GR - REDUCED RATE 2	9314 GR - REDUCED R...
9314 GR - STANDARD RATE	9314 GR - STANDARD ...

Name McGraw Hill LLC  
Address

Number	Line	Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		Internal testing for Supplier ...	USA-NJ-Red Ba						250.00
									250.00

# Create Invoice

The screenshot shows the 'Summary Tax Lines' section of an invoice creation tool. It features a table with columns for Line, Regime, Tax Name, Tax Jurisdiction, Tax Status, Rate Name, Percentage, Per Unit, and Amount. A single tax line is visible with the following details:

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	US USE TAX_MH	ARIBA-TAX	ARIBA-TAX	ARIBA-TAX	MHE_ARIBA	1		

Below the table is a 'Totals' section with the following values:

Items	1,000.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	10.00	Retainage	0.00	Invoice Amount	1,010.00	Due	1,000.00
-------	----------	---------	------	---------------	------	---------------	------	---------------	-------	-----------	------	----------------	----------	-----	----------

Callout boxes provide the following instructions:

- To add Tax: 4. Choose your Rate Name from the drop down** (points to the 'MHE\_ARIBA' dropdown menu)
- To add Tax: 5. Enter a Percentage OR Amount** (points to the '1' in the Percentage field)
- To add Tax: 6. Click Save** (points to the 'Save' button in the top right)
- To add Tax: 7. Drop down Invoice Actions and choose Calculate Tax, again, to recalculate the tax** (points to the 'Invoice Actions' dropdown menu and the 'Calculate Tax' option)



# Create Invoice

1. Click **Save**

**Save** **Save and Close** **Submit** **Cancel**

2. Click **Submit**

Create Invoice ?

**Identifying PO** PO100803  
**Supplier** TEST P2P US SUPPLIER (DO NOT SELECT)  
**Taxpayer ID**  
**Supplier Site** 0000  
**Address** MCGRAW-HILL EDUCATION, 104 WINDSOR CENTER DRIVE, EAST WINDSOR, MERCERNJ 08520  
**Supplier Tax Registration Number**

**Remit-to Bank Account** XXXXXXXX2561  
**Description**  
**\* Attachments** None +

**\* Number**   
**Amount**   
**Type** Invoice  
**Invoice Currency** USD - US Dollar  
**Payment Currency** USD - US Dollar

## Customer

**Customer Taxpayer ID** 80-0885860  
**Name** McGraw Hill LLC  
**Address**

## Lines

View + X Cancel Line

Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Number	Line									
			Internal testing for Supplier ...	USA-NJ-Red Ba						250.00
										250.00

# Create Invoice



Invoice: P12345

Printable Page Create Another Done

Click Done

Identifying PO PO100408  
 Supplier XYZ Supplier  
 Taxpayer ID 444555666  
 Supplier Site 0050  
 Address 123, West St., San Jose, CA  
 95000  
 Supplier Tax Registration Number

Remit-to Bank Account  
 Unique Remittance Identifier  
 Unique Remittance Identifier  
 Check Digit  
 Description  
 Attachments [Sample.docx](#)  
 Tax Control Amount

Number P12345  
 Date 10/29/21  
 Type Invoice  
 Invoice Currency USD  
 Payment Currency USD

## Customer

Customer Taxpayer ID 46-0872435  
 Legal Entity McGraw Hill LLC  
 Address

## Lines

View ▼

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge
		Number	Line	Schedule	Number	Line						
1	ITEM	PO100408	1	1				Clipping Video	MH_US_USD_CORP_LOC			

Total

Invoice gets created

End of Create Invoice