

Create an Invoice in Supplier Portal

As a Supplier for the City of Virginia Beach you now have a quick and fully automated way to submit your organization's invoices. All invoices that have a corresponding City of Virginia Beach issued purchase order can be created directly in the Supplier Portal.

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1 Sign into Supplier Portal

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Copyright(C) 2011, 2016, Oracle	and/or its affliates. All rights reserved.	

Enter your user ID in the User ID field. Enter your password in the Password field.

- Your user ID was sent to you in an email from the City of Virginia Beach when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the Forgot Password link.
- 1 Click the Sign In button.

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On the Home page, click the **Supplier Portal** icon.

page 2 of 11



2 View Orders for which to Create Invoices

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² Click the **Orders opened** link in the **Recent Activity** infolet. This will enable you to identify the purchase order(s) for which to create invoices.



3 View Order Details

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	CITY OF V	P100129	4/29/20	Replacement Parts	HQ	Jane Doe	Thompson, Mik	a 80.00	USD	Open	0			
<	CITY OF V	P100128	4/28/20	Consulting	HQ	Jane Doe	Kee, Rebecca	500.00	USD	Open	Ç.			>

3 To view the purchase order, click on the **Order number** link.

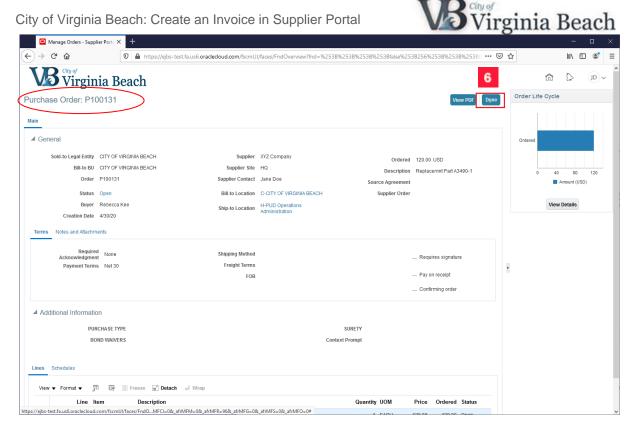
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- You are now viewing the **Purchase Order page**. In this example, it is the Purchase Order page for PO P100129.
- Notice the **Order Life Cycle** graph in the top right corner. In this example, you can see an invoice was already issued as indicated by the bottom blue bar on the bottom.

4 Click Done.

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c	TTY OF VIRGINIA	P100128	4/28/20	Consulting	HQ	Jane Doe	Kee, Rebecca	500.00	USD	Open	0			
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⁵ Once again, click the **Order number link** to determine if this is the order for which to create an invoice.



- Once again, refer to the **Order Life Cycle** graph. In this example, an invoice has not yet been created as indicated by the absence of an invoiced blue bar.
- Take note of the Order number. You will need it to create the invoice.

⁶ Click Done.

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7 Click Done.



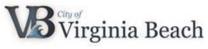
4 Create Invoice

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⁸ Click the **Create Invoice** link from the **Tasks** menu.

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- Enter the purchase order Number in the **Identifying PO** field. Some fields will autofill.
- Fill in all applicable fields such as **Remittance** information, **Invoice number**, **Date**, and **Invoice Type**. All fields with an asterisk * are mandatory.



⁹ In the Lines section, click the **Select and Add** icon which will pull the line information from the purchase order.

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Select the line so it is highlighted in blue and review the line detail for Ordered, Received, Invoiced, etc.

If no lines are displayed, the purchase order does not have any lines to invoice against.

¹⁰ Select the appropriate line so it is highlighted in blue.

¹¹ Click the **OK** button.

City of Virginia Beach: Create an Invoice in Supplier Portal 'irginia Beach Create Invoice - Supplier Portal × + ← → ♂ ŵ II\ 🗉 🔹 ≡ WB Virginia Beach JD ~ Create Invoice Invoice Actions 🔻 Save Save 12 Identifying PO P100131 Remit-to Bank Account XXXX1234 • Number 0139 Supplier XYZ Company Unique Remittance Identifier * Date 4/30/20 ie. Taxpayer ID 81-1234587 Type Invoice Unique Remittance Identifier Check Supplier Site HQ v Invoice Currency USD - US Dollar 123 Main Street, Suite 100, VIRGINIA Address BEACH, VA 23450, Virginia Beach (Ind City) Description Replacement part Payment Currency USD - US Dollar Attachments None + • Supplier Tax Registration Number Customer Name CITY OF VIRGINIA BEACH Customer Taxpayer ID 54-0722061 👻 Address Lines X 🖪 Cancel Line View 🔻 Purchase Order Consumption Advice Locatio Discha Supplier Item Ship-to Location Ship-from Location Tax Classification Item Description Туре * Schedule * Number * Line Number Line P100131 1 Replacement Part A3490-1 H-PUD Operation 👻 • ٠ Total < Summary Tax Lines View 🔻 Line * Regime * Tax Name Tax Jurisdiction * Tax Status * Rate Name Percentage Per Unit Amount No data to display tps://ejbs-test.fa.us6.

12 Click the **Submit** button.

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¹³ Click the **Printable Page** button if you wish to print a copy for your own records. The invoice will open in a new browser tab for printing. Do not print the invoice to mail to the City of Virginia Beach. The invoice is electronically sent to the City when the **Submit** button is clicked as demonstrated in Step 12.

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If you have another invoice to create, click Create Another.

When you are finished creating invoices, click **Done**.



5 Supplier Portal Support

You have successfully created an invoice in Supplier Portal. If you have questions or need additional assistance, please contact us at SupplierPortal@vbgov.com or (757) 385-4438.