

This aid is a guide on Managing Invoices within the Supplier Portal and assumes you have the proper system privileges to access the Supplier Portal.

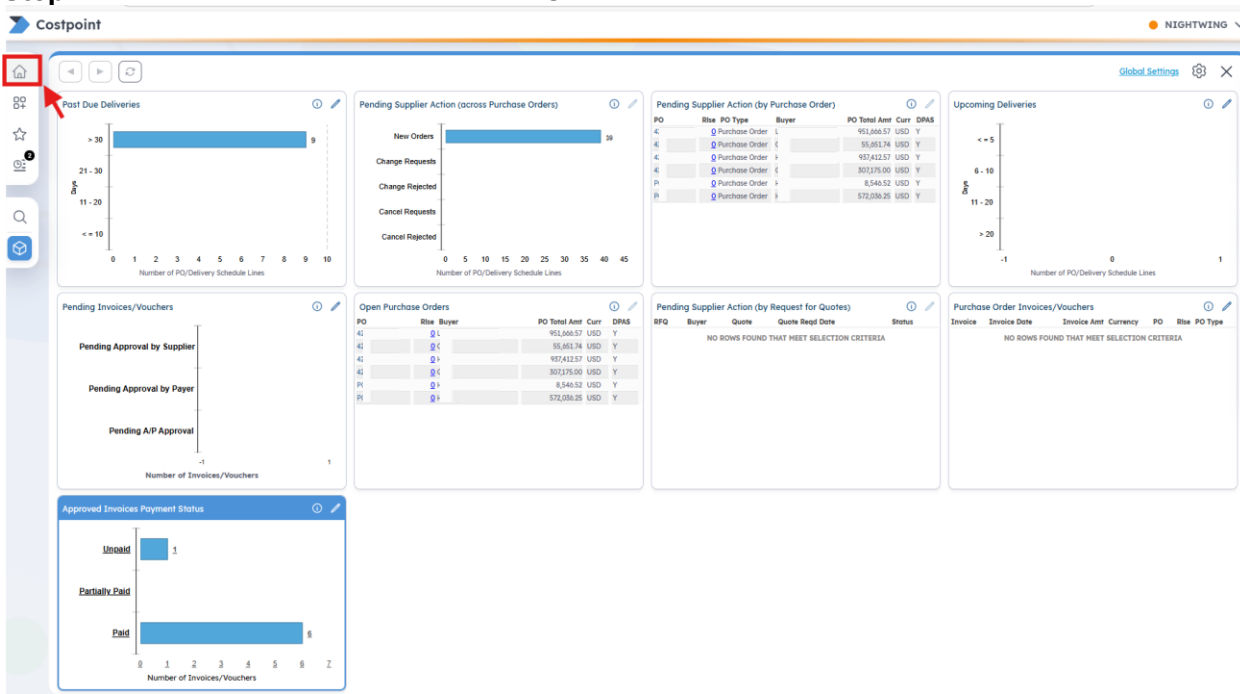
This aid includes instructions for:

- Getting Started
- Creating a New Invoice
- Editing / Deleting an Invoice
- Viewing Previously Attached Documents

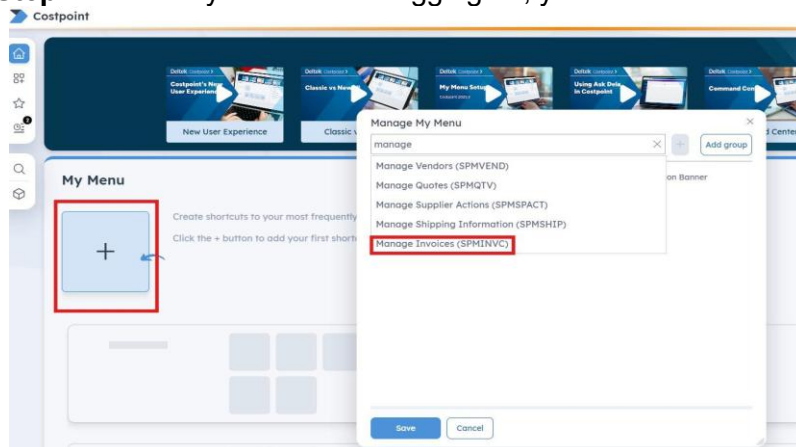
Managing Invoices

Getting Started

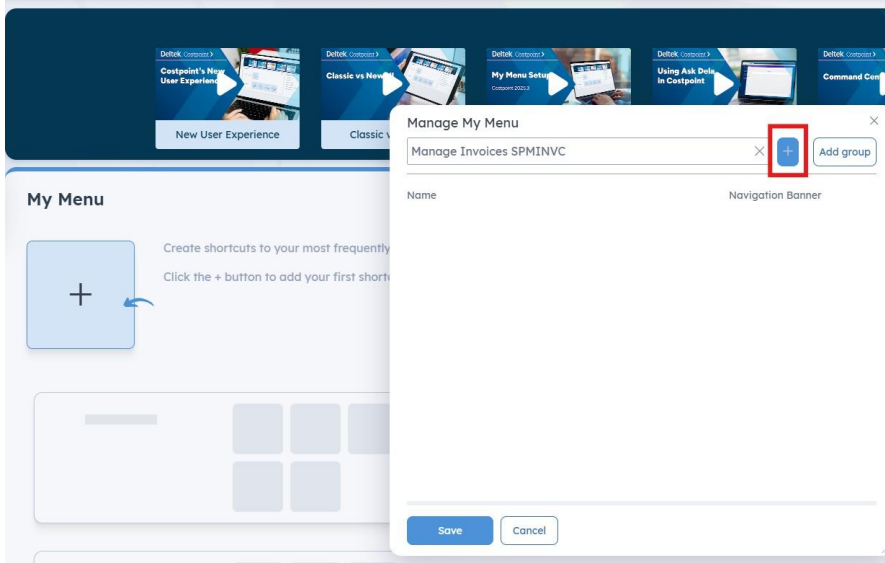
Step 1: Dashboard is the default screen. Click on the Welcome Screen



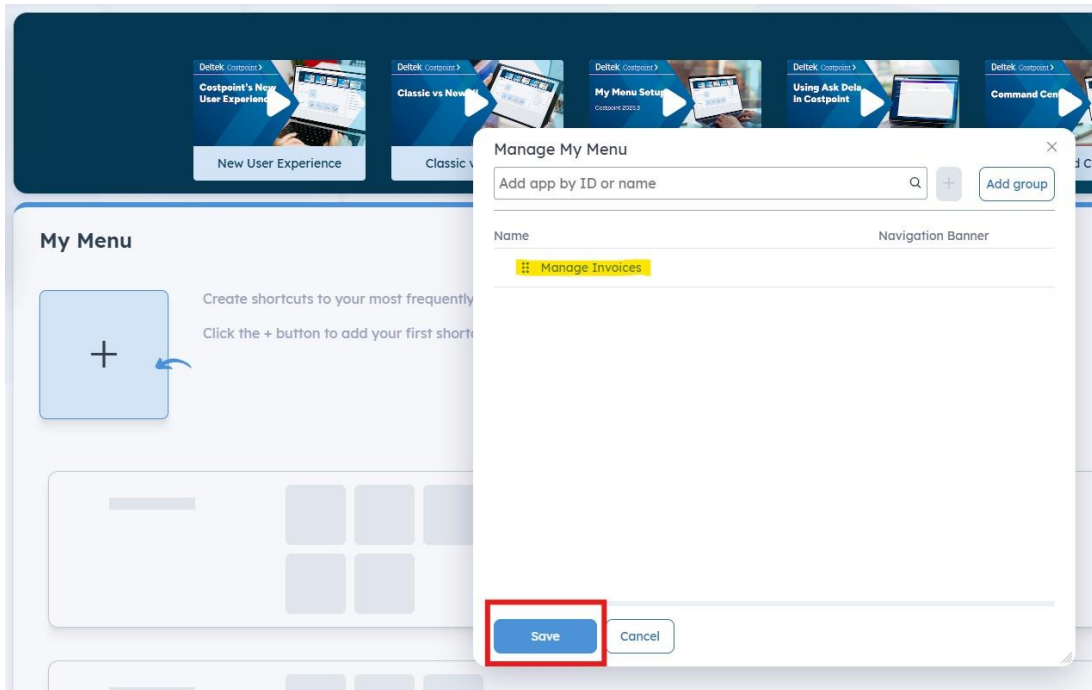
Step 2: If this is your first time logging on; you will need to add Manage Invoices to your “My Menu”



- Type Manage Invoices
- Select Manage Invoices (SPMINVC)
- Click on Manage Invoices

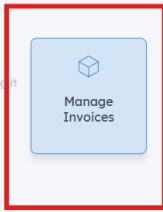


- Click the plus button



- Click Save

My Menu



- Select Manage Invoices

Creating a New Invoice

Step 1: Click Magnifying glass to find the PO Number that the invoice is being submitted against

The screenshot shows the 'Manage Invoices' form. The 'PO Number' field is highlighted with a red box. The form includes fields for 'PO Number', 'Rise', 'Change Order', 'PO Type', 'Trans Currency' (set to USD), 'Terms', 'Shipment Number', and 'Vendor Address'. Below these are 'Invoice' details like 'Number', 'Date' (12/05/2025), 'Amount', 'Invoice Control No', and 'Payment Status' (Pending). There are also sections for 'Payer Approval' and 'Supplier Approval'.

Step 2: Select applicable Purchase Order

The screenshot shows the 'Manage Invoices' form with a 'Lookup' dialog box open. The dialog box contains a table with the following columns: PO, Rel, Vendor, Order Date, PO Total Amount, Change Order, RMA, and Customer. The first row is highlighted with a red box. Below the table, the 'Select' button is also highlighted with a red box and an arrow pointing to it.

PO	Rel	Vendor	Order Date	PO Total Amount	Change Order	RMA	Customer
1	0	V	07/30/2025	951,666.57	0		
4	0	V	08/03/2025	55,651.74	0		
4	0	V	08/03/2025	937,412.57	0		
4	0	V	08/03/2025	307,175.00	0		
4	0	V	07/30/2025	25,176.30	0		
P	0	V	08/23/2025	8,546.52	2		
P	0	V	09/09/2025	1,271,239.00	1		
P	0	V	09/10/2025	572,036.25	0		
P	0	V	10/13/2025	23,310.36	0		

Step 3: Click the Autoload button – This will load all applicable PO lines

The top screenshot shows the 'Manage Invoices' form with the 'Autoload' button highlighted in a red box. The form includes fields for PO Number, Rise, Change Order, PO Type (Purchase Order), Trans Currency (USD), Terms (NET 60), Invoice Number, Date (12/03/2025), Invoice Control No, and Payment Status (Pending). There are also sections for Payer and Supplier Approvals.

The bottom screenshot shows the 'Invoice Lines' table with the following data:

Invoice Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Inv Abbrev	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount*	Line Charge Cost Amount	Total Before Discount Amt	Discount Amount	Total After Discount Amount	PO Line Status
1	100	094XX	-		YEAR 3 SW	G		3	TOTAL			0	780,401.55	0.00	0.00	0.00	0.00	0.00	O
2	110	054XX	-		YEAR 3 SERVICES	S		2	TOTAL			0	171,265.02	0.00	0.00	0.00	0.00	0.00	O

Step 4: Enter Invoice Details

- **Number** – Enter invoice number
- **Date** – Enter invoice date (invoice date must be in the current month; default date will be the date of submission)
- **Amount** – Will auto calculate based on invoice line entries

The screenshot shows the 'Manage Invoices' form with the 'Number' field containing 'INV-5501' and the 'Date' field containing '12/03/2025'. Both fields are highlighted with red boxes. The 'Invoice Lines' table below shows the same data as in the previous screenshot.

Step 5: Invoice Lines – Enter the invoice details by Purchase Order Line

- Tip for Services – Quantity (0) on Purchase Order means lump sum funding. Skip the Quantity and enter the Invoice Extended Amount for your invoice. In this example we are billing \$171,265.02 against Line 2.

The screenshot shows the 'Manage Invoices' interface. At the top, there are fields for PO Number (4), Rise (0), Change Order (0), PO Type (Purchase Order), Trans Currency (USD), Terms (NET 60), and Vendor Address. Below this, the Invoice Number is INV00001, Date is 12/03/2025, Invoice Control No. is blank, and Payment Status is Pending. The Invoice Amount is 171,265.02. There are sections for Payer Approval and Supplier Approval, both with 'Approved' checkboxes and fields for Approver, Date/Time, and Notes. At the bottom, there is a table of Invoice Lines. The table has columns: Invoice Line, PO Line, Item, Item Rev, Misc Type, Description, Line Type, Work Assignment, Charge Line, Match Type, Match Option, Inv Abbrev, Invoice Quantity, Invoice Unit Cost, Invoice Ext Amount*, Line Charge Cost Amount, Total Before Discount Amt, Discount Amount, Total After Discount Amount, and PO Line Status. Line 2 is highlighted in yellow, with a red box around the 'Invoice Ext Amount*' value of 171,265.02.

Invoice Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Inv Abbrev	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount*	Line Charge Cost Amount	Total Before Discount Amt	Discount Amount	Total After Discount Amount	PO Line Status
1	100	094XX	-		YEAR 3 SW	G		3	TOTAL			0	780,401.55	0.00	0.00	0.00	0.00	0.00	O
2	110	054XX	-		YEAR 3 SERVICES	S		2	TOTAL			0	171,265.02	171,265.02	0.00	171,265.02	0.00	171,265.02	O

- Upon completion of entering all invoice line-item details, review amounts to confirm CP invoice entry matches Supplier's invoice backup

Step 6: Attach invoice backup. Click the Attach button; a drop-down screen will appear. Select Attach

The screenshot shows the 'Manage Invoices' interface with the 'Attach' button highlighted by a red box and a red arrow. The button is located in the top right corner of the interface, next to the 'New', 'Delete', and 'Attach' buttons. The rest of the interface is the same as in the previous screenshot.

- Select Choose File. This will open your local file drive.

The screenshot shows the 'Manage Invoices' interface with a 'Choose File' dialog box open. The dialog box has a title bar 'Choose File' and a close button. It contains the following text: 'Please select the source from which you would like to attach an image or document. You can either use your device camera (Camera), upload a file from your device (Local File), or provide a link to the document (Alternate File Location). After processing is complete, you can access the linked content files in the Linked Content Files subtask.' Below this text are three radio buttons: 'Camera', 'Local File' (selected), and 'Alternate File Location'. There is a 'Choose File' button with a red box around it and a red arrow pointing to it. Below the radio buttons are fields for 'File Name' (No file chosen), 'Target Location' (Alt File Location 1955CML1955), and 'Notes'. There is also an 'Overwrite' checkbox. At the bottom of the dialog are 'Attach' and 'Cancel' buttons.

- Select the Invoice that you would like to attach (Attachment file should include invoice and all required backup as one attachment. Preferred file type is PDF.) Click Attach

- NOTE: The Target Location will auto-populate, you do not need to edit this
- Upon completion you will receive the message below confirming that your invoice has been successfully attached. Click Close to move to the next step.

Manage Invoices

PO Number * [] Rise * [] 0 Change Order [] 0 PO Type Purchase Order Autoload

Trans Currency USD Terms NET 60 Shipment Number [] Vendor Address []

Invoice Number INV00001 Date * 12/03/2025 Invoice Control No [] Amount 171,265.02 Amount Paid [] Payment Status Pending

Invoice Approvals Details

Payer Approval Approved Approver [] Date/Time [] Notes []

Supplier Approval Approved Approver [] Date/Time [] Notes []

Invoice Lines

Invoice Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Inv Abbrev	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount *	Line Charge Cost Amount	Total Before Discount Amt	Discount Amount	Total After Discount Amount	PO Line Status
1	100	094XX	-		YEAR 3 SW	G		3	TOTAL			0	780,401.55	0.00	0.00	0.00	0.00	0.00	O
2	110	054XX	-		YEAR 3 SERVICES	S		2	TOTAL			0	171,265.02	171,265.02	0.00	171,265.02	0.00	171,265.02	O

Message(s)

Message(s)
The following file was successfully uploaded: Invoice Backup.docx

Close

- Review attachment for accuracy before completing final submission.

Manage Invoices > Linked Content Files

PO Number: [] PO Release No: 0

Content Type *	Content File Name *	CMS File Status	Notes	Modified
CMI_1935	Invoice Backup.docx	OK		

View

Step 7: Submit Invoice for Approval

Costpoint Actions Save

Manage Invoices New Delete Attach 1 of 1 New Find Query

PO Number * PO Type Purchase Order
Trans Currency USD Rise * 0 Terms NET 60 Shipment Number Vendor Address
Invoice Number INVD00001 Date * 12/03/2025 Invoice Control No
Amount 171,265.02 Amount Paid Payment Status Pending

Invoice Approvals Details

Payer Approval
 Approved
Approver
Date/Time
Notes

Supplier Approval
Approved
Approver
Date/Time 12/03/2025 09:53:54 AM
Notes

Timesheet Information | Expense Information | Timesheet Exclusions | More

Invoice Lines New Copy Delete Query

Invoice Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Inv Abbrev	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount *	Line Charge Cost Amount	Total Before Discount Amt	Discount Amount	Total After Discount Amount	PO Line Status
1	100	094XX	-		YEAR 3 SW	G			3	TOTAL		0	780,401.55	0.00	0.00	0.00	0.00	0.00	O
2	110	054XX	-		YEAR 3 SERVICES	S			2	TOTAL		0	171,265.02	171,265.02	0.00	171,265.02	0.00	171,265.02	O

Receipts | Vendor Labor | Vendor Expense Reports | More

- Click approved* and then Click Save*

- **Tip for submittal**

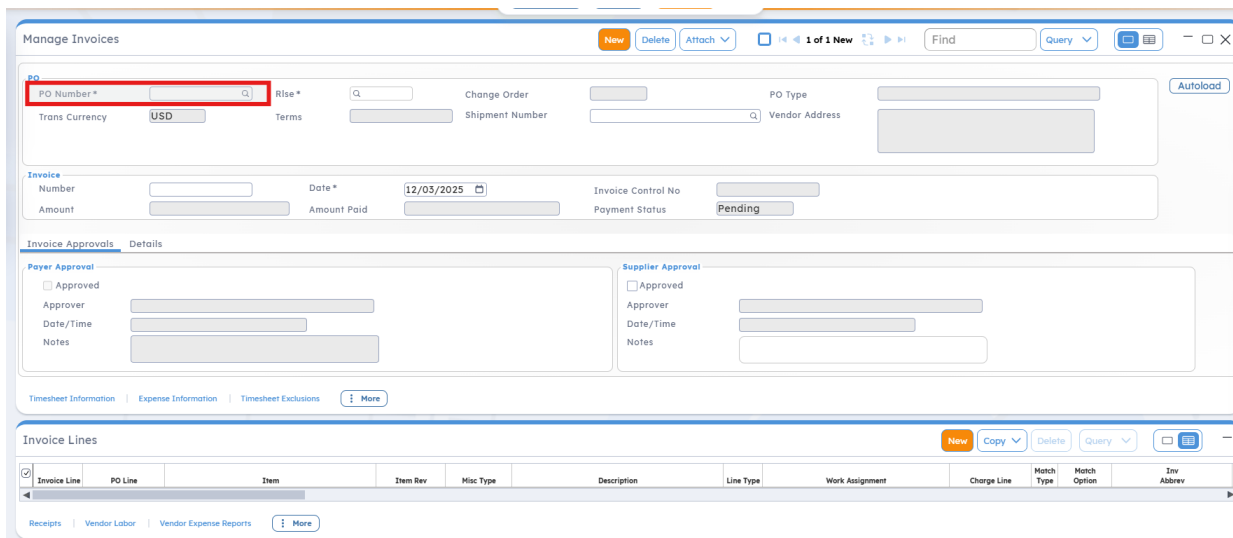
- If not billing for all line items; there will be a warning error prior to submission letting you know that not all line items have been billed. This warning will delete lines not being billed. Click Ok to Continue.
- If billing for a Service with a (0) Quantity, you will get a warning error prior to the submission indicating that you have not entered a quantity against the line item being billed. This is ok if your PO has (0) that is auto-loaded from the PO lines. Click Ok to Continue.

- Below confirmation message will appear confirming invoice has been officially submitted to Nightwing.

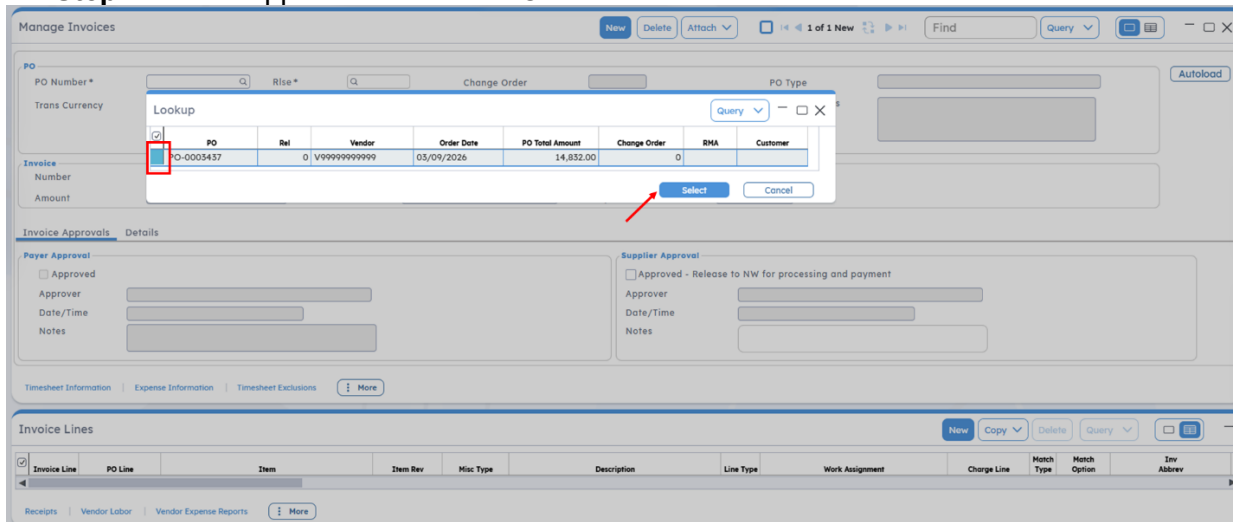


Editing an Invoice (when still in a pending status)

- **Step 1:** Click Magnifying glass to find the PO Number that the invoice is being submitted against



- **Step 2:** Select applicable Purchase Order



- **Step 3:** Uncheck the Supplier Approved box

The screenshot shows the 'Manage Invoices' window with the following details:

- PO Section:** PO Number * PO-0003437, Rise * 0, Change Order 0, PO Type Purchase Order, Trans Currency USD, Terms NET 30, Vendor Address 1234 Demo Lane, Suite 1D, DemoTown, VA, 11111 USA.
- Invoice Section:** Number TTTTTTT, Date * 03/11/2026, Invoice Control No 175646, Amount 12.33, Amount Paid, Payment Status Pending.
- Invoice Approvals Section:** Payer Approval (Approved checkbox unchecked), Supplier Approval (Approved checkbox checked, highlighted with a red arrow).

- **Step 4:** Edit as necessary and re-submit the invoice per the above instruction steps #4-#7 for “Creating a New Invoice”

Deleting an Invoice

If you need to change a previously submitted invoice, you will need to delete the previous submission and re-submit a new invoice

- **Step 1:** Click Magnifying glass to find the PO Number that the invoice is being submitted against

The screenshot shows the 'Manage Invoices' window with the following details:

- PO Section:** PO Number * (highlighted with a red box), Rise * (magnifying glass icon), Change Order, PO Type, Trans Currency USD, Terms, Shipment Number, Vendor Address.
- Invoice Section:** Number, Date * 12/03/2025, Invoice Control No, Amount, Amount Paid, Payment Status Pending.
- Invoice Approvals Section:** Payer Approval (Approved checkbox unchecked), Supplier Approval (Approved checkbox unchecked).
- Invoice Lines Section:** Table with columns: Invoice Line, PO Line, Item, Item Rev, Misc Type, Description, Line Type, Work Assignment, Charge Line, Match Type, Match Option, Inv Abbrev.

- **Step 2:** Select applicable Purchase Order

Lookup

PO	Rel	Vendor	Order Date	PO Total Amount	Change Order	RMA	Customer
PO-0003437	0	V99999999999	03/09/2026	14,832.00	0		

Select **Cancel**

• **Step 3: Click Delete**

Manage Invoices **Delete**

PO Number * PO-0003437 Rise * 0 Change Order 0 PO Type Purchase Order
 Trans Currency USD Terms NET 30 Shipment Number Vendor Address 1234 Demo Lane Suite 1D DemoTown, VA, 11111 USA

Invoice Number TTTTTTT Date * 03/11/2026 Invoice Control No 175646
 Amount 12.36 Amount Paid Payment Status Pending

Invoice Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Inv Abbrev	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount *	Line Charge Cost Amount	Total Before Discount Amt	Discount Amount	Total After Discount Amount	PO Line Status	Ordered Quantity
1	1	02820	-		Giant Magnet	G		3	TOTAL			1	12.36	12.36	0.00	12.36	0.00	12.36	O	1.20

• **Step 4: Click Save**

Manage Invoices **Save**

PO Number * PO-0003437 Rise * 0 Change Order 0 PO Type Purchase Order
 Trans Currency USD Terms NET 30 Shipment Number Vendor Address 1234 Demo Lane Suite 1D DemoTown, VA, 11111 USA

Invoice Number TTTTTTT Date * 03/11/2026 Invoice Control No 175646
 Amount 12.36 Amount Paid Payment Status Pending

Invoice Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Inv Abbrev	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount *	Line Charge Cost Amount	Total Before Discount Amt	Discount Amount	Total After Discount Amount	PO Line Status	Ordered Quantity
1	1	02820	-		Giant Magnet	G		3	TOTAL			1	12.36	12.36	0.00	12.36	0.00	12.36	O	1.20

• **Step 5: Re-submit the invoice per the above instructions for "Creating a New Invoice"**

Viewing Previously Attached Documents

- **Step 1:** Click Magnifying glass to find the PO Number that the invoice is being submitted against

The screenshot shows the 'Manage Invoices' window. The 'PO' section has a 'PO Number*' field with a magnifying glass icon. The 'Invoice' section shows 'Date*' as 12/03/2025 and 'Payment Status' as Pending. The 'Invoice Approvals' section has 'Payer Approval' and 'Supplier Approval' sub-sections, each with 'Approved' checkboxes and input fields for 'Approver', 'Date/Time', and 'Notes'.

- **Step 2:** Select applicable Purchase Order

The screenshot shows the 'Manage Invoices' window with a 'Lookup' dialog box open. The dialog has a table with the following data:

PO	Rel	Vender	Order Date	PO Total Amount	Change Order	RMA	Customer
PO-0005437	0	V99999999999	05/09/2026	14,832.00	0		

A red arrow points to the 'Select' button at the bottom of the dialog.

- **Step 3:** Click “View Linked Content Files” from the Attach drop-down button

The screenshot shows the 'Manage Invoices' window with the 'Attach' dropdown menu open. The 'View Linked Content Files' option is highlighted with a red box and a red arrow. The 'Purchase Order' section shows details for PO-0005437, including the vendor address: 1234 Demo Lane, Suite 1D, DemoTown, VA, 11111 USA.

- The “Linked Content Files” section will show at the bottom of the screen with

- **Step 4:** Choose the attachment from the list shown and click the “View” button on the right to open the attachment

