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.

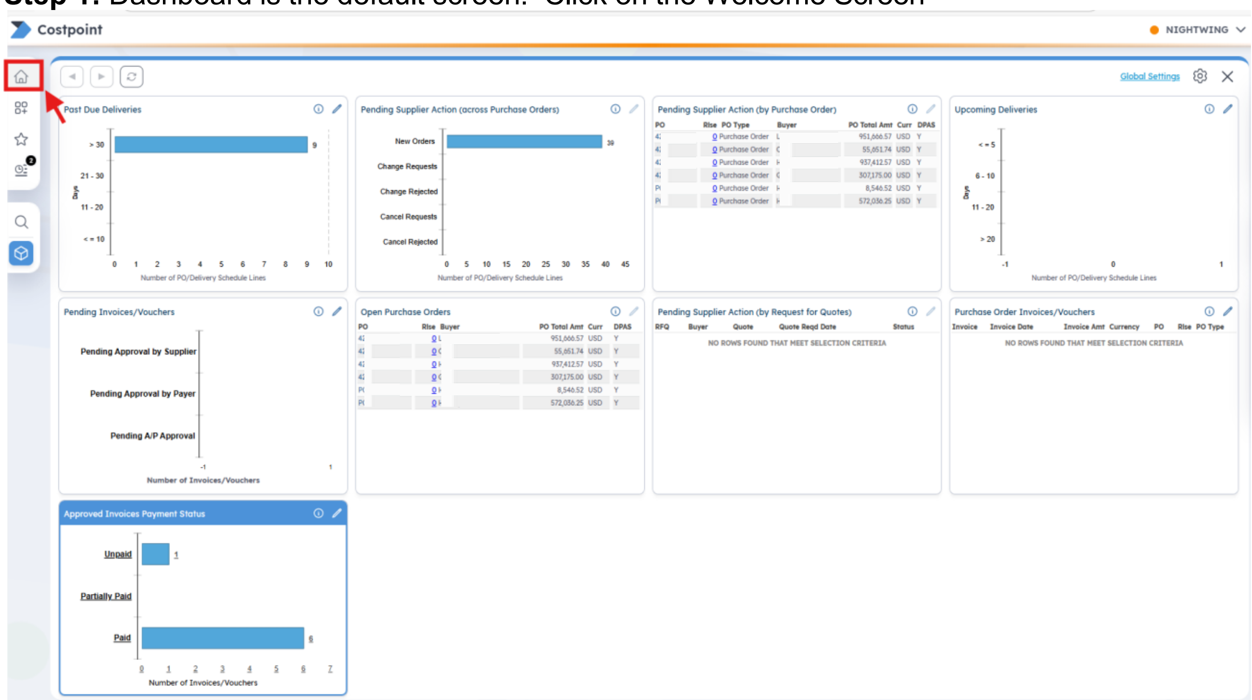
This aid includes instructions for:

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

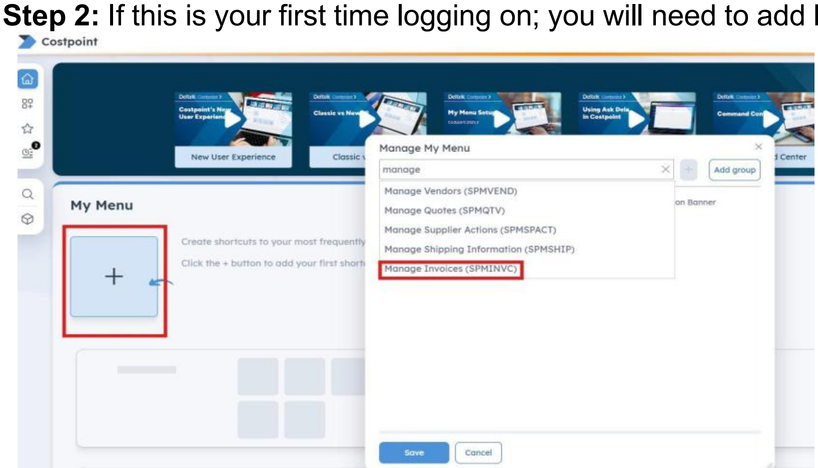
Managing Invoices

Getting Started

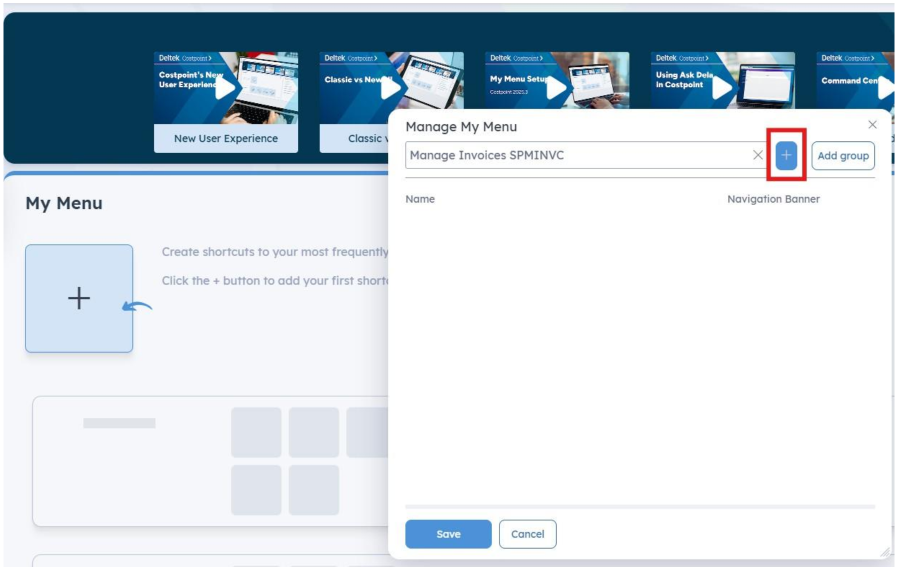
Step 1: Dashboard is the default screen. Click on the Welcome Screen



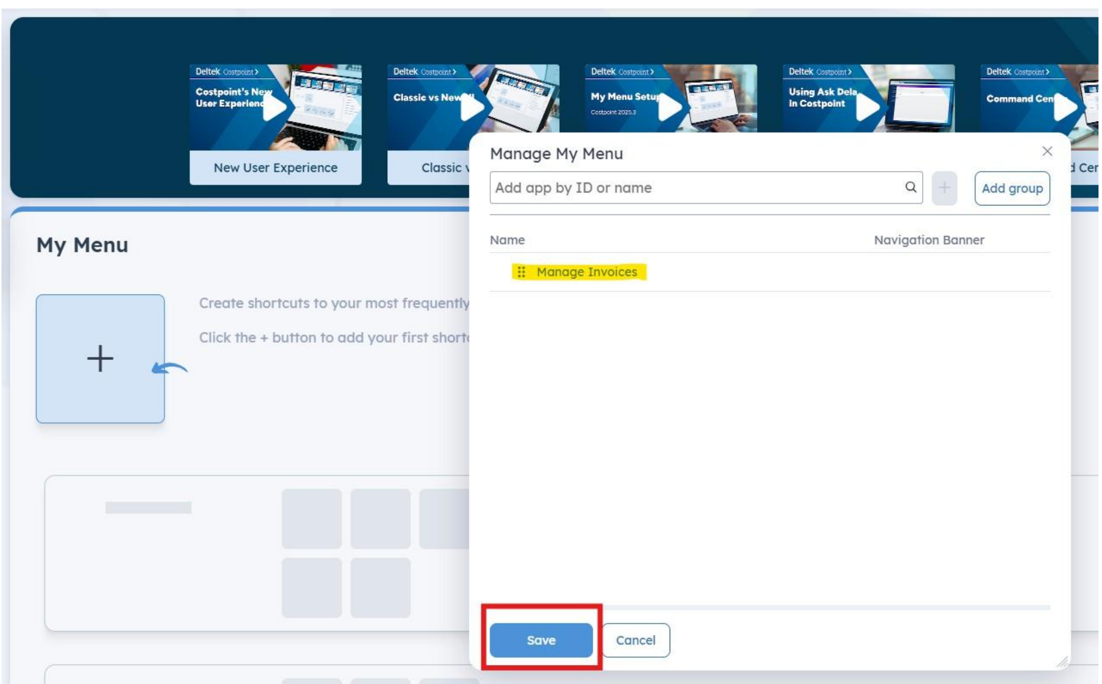
Step 2: If this is your first time logging on; you will need to add Manage Invoices to your "My Menu"



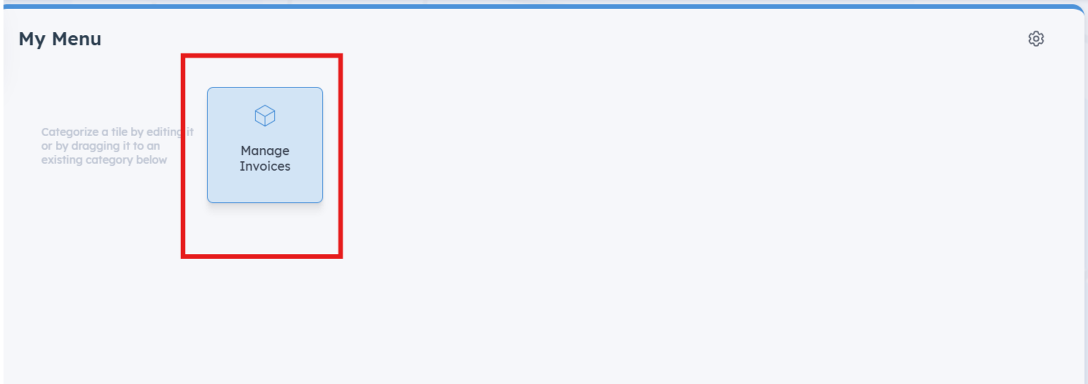
- Type Manage Invoices
- Select Manage Invoices (SPMINVC)
- Click on Manage Invoices



- Click the plus button



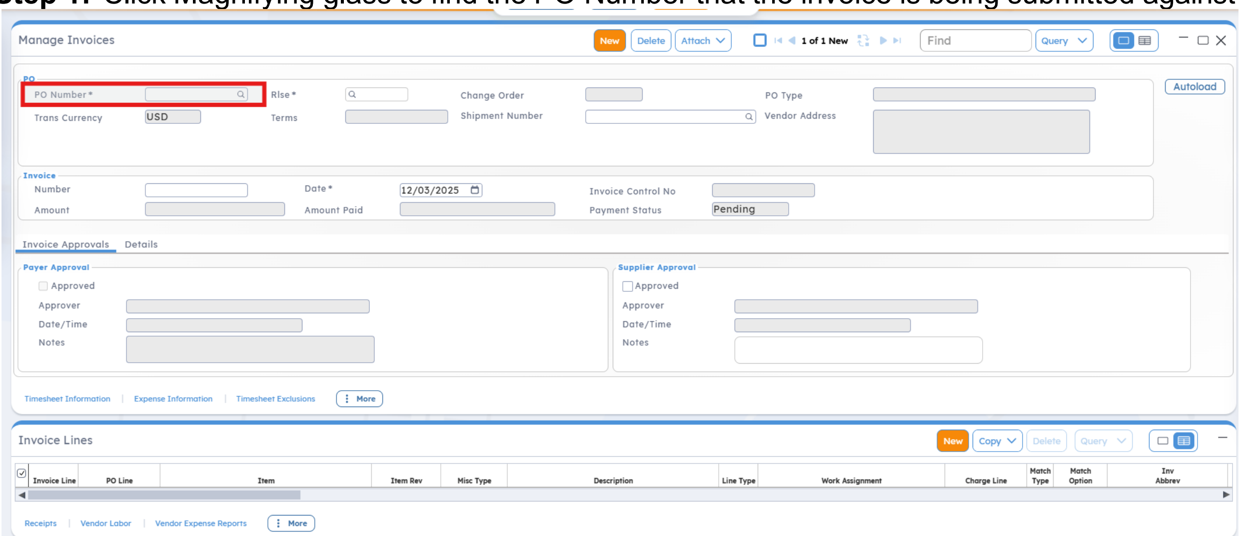
- Click Save



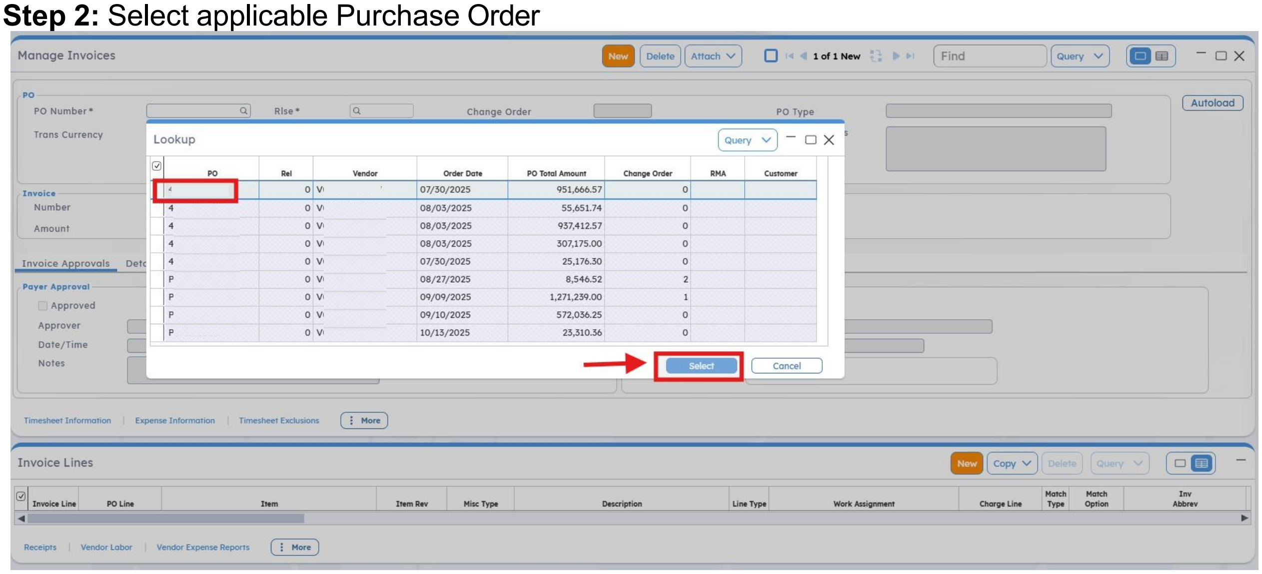
- Select Manage Invoices

Creating a New Invoice

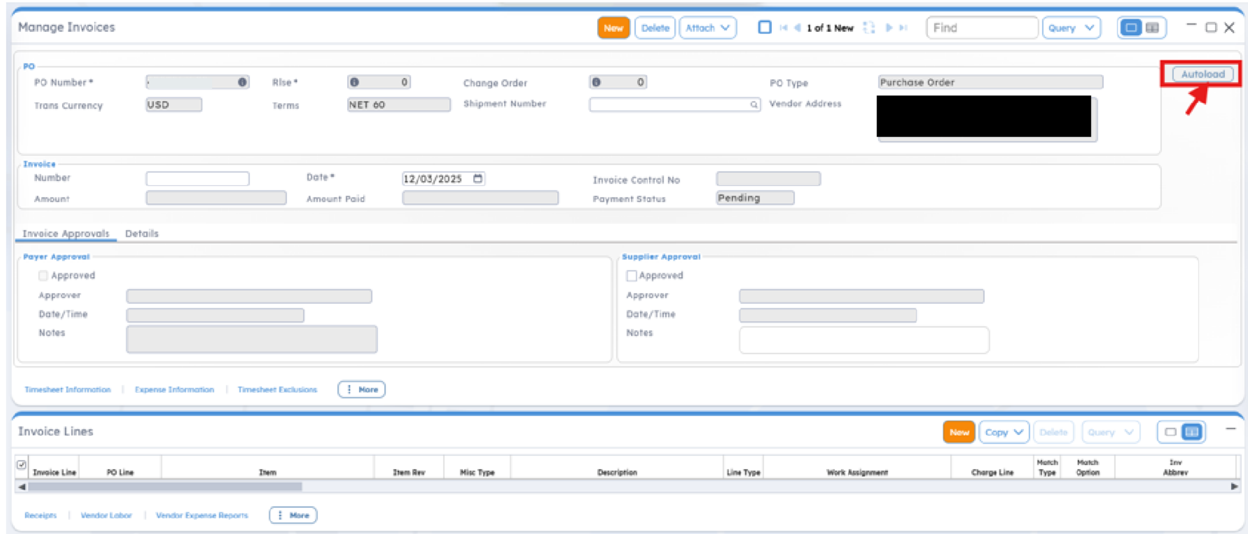
Step 1: Click Magnifying glass to find the PO Number that the invoice is being submitted against

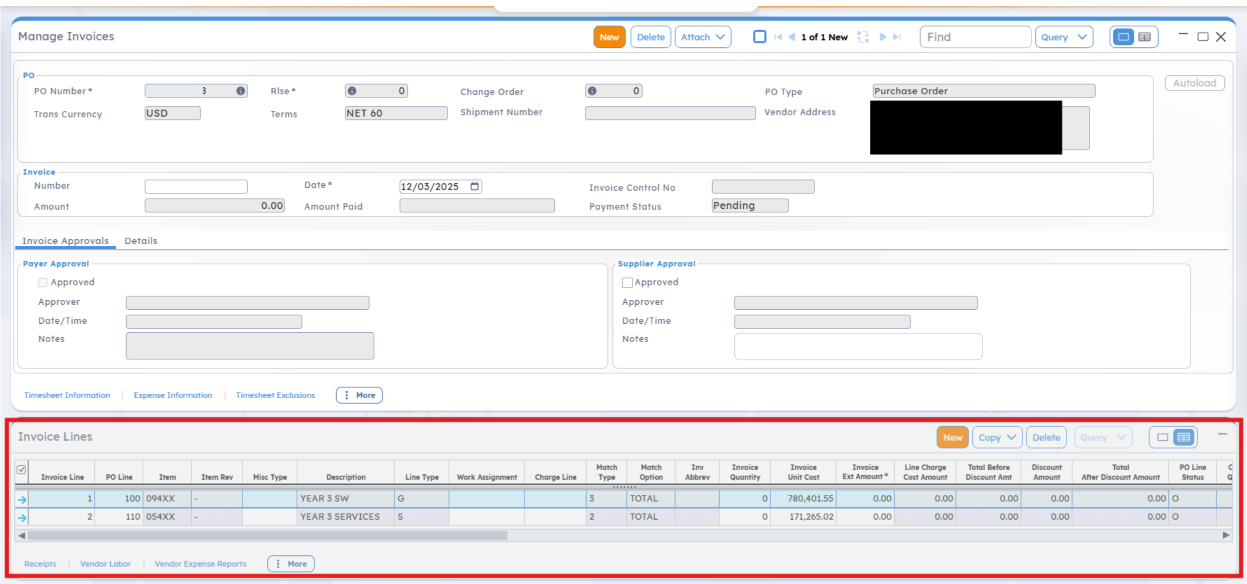


Step 2: Select applicable Purchase Order



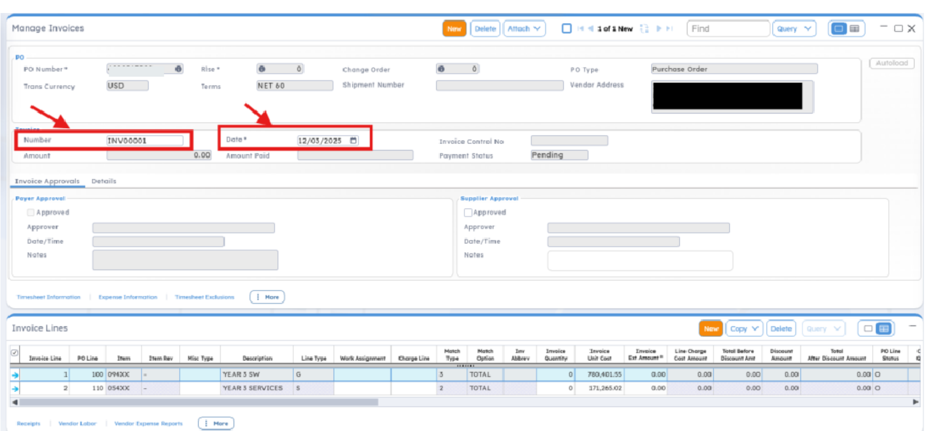
Step 3: Click the Autoload button – This will load all applicable PO lines





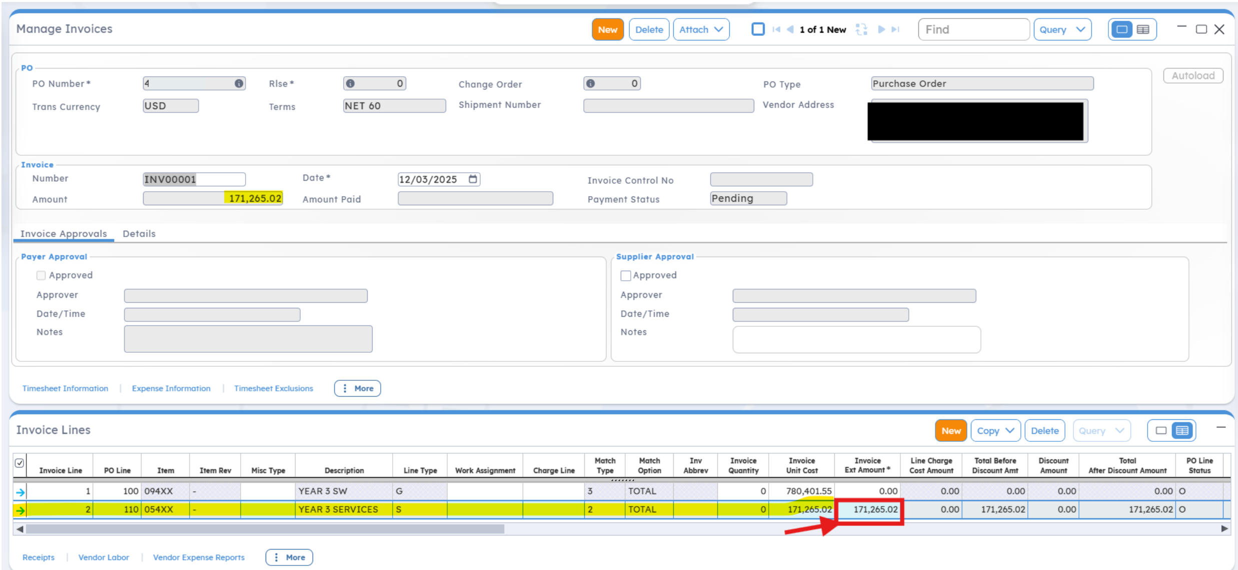
Step 4: Enter Invoice Details

- **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



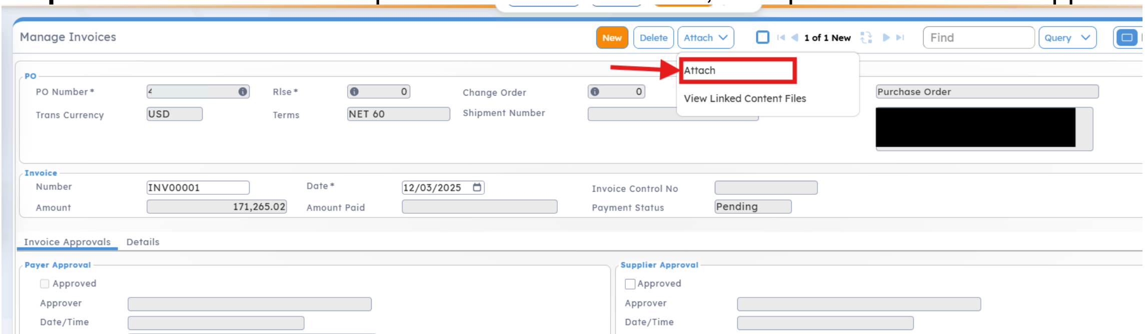
Step 5: Invoice Lines – Enter the invoice details by Purchase Order Line

- 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.

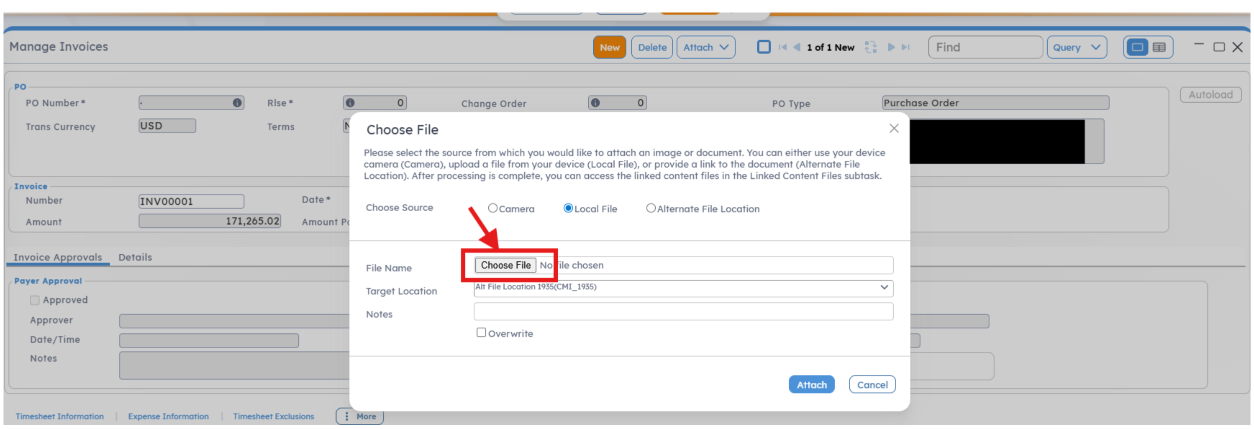


- Upon completion of entering all invoice line-item details, review amounts to confirm CP invoice entry matches Supplier's invoice backup

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



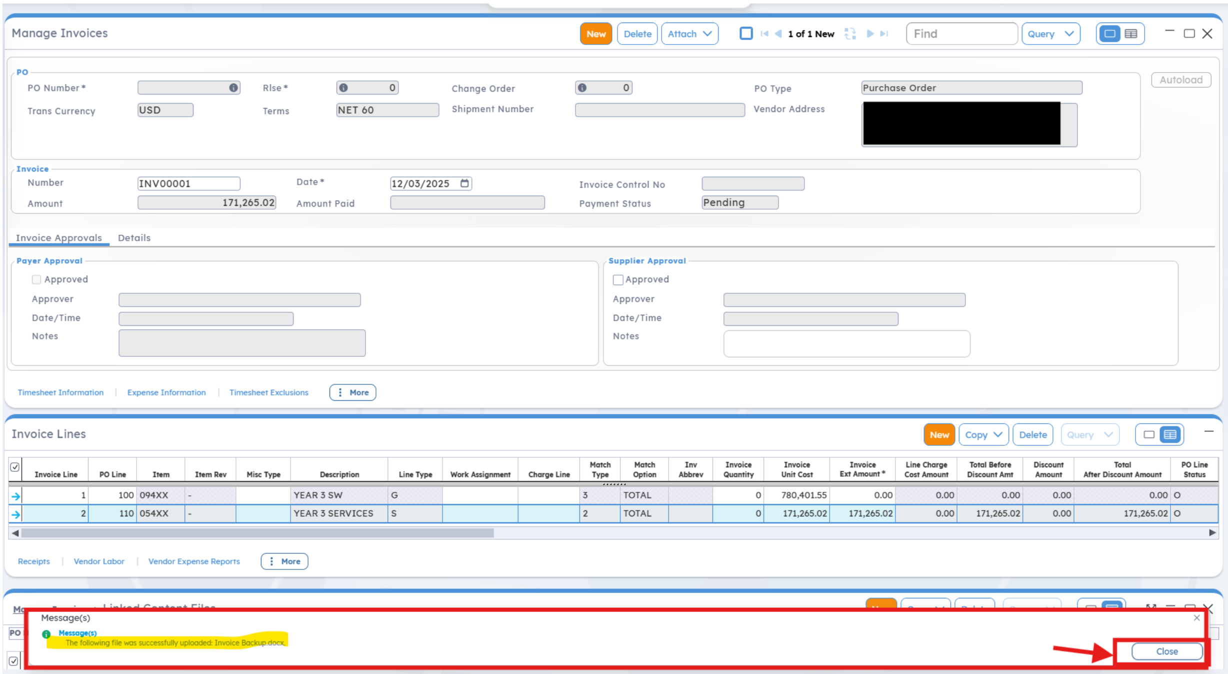
- Select Choose File. This will open your local file drive.



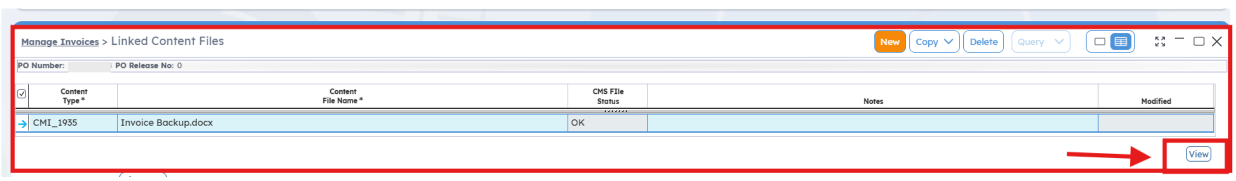
- Select the Invoice that you would like to attach (Attachment file should include invoice and all required backup as one attachment. Preferred file type is PDF.) Click Attach

- NOTE: The Target Location will auto-populate, you do not need to edit this

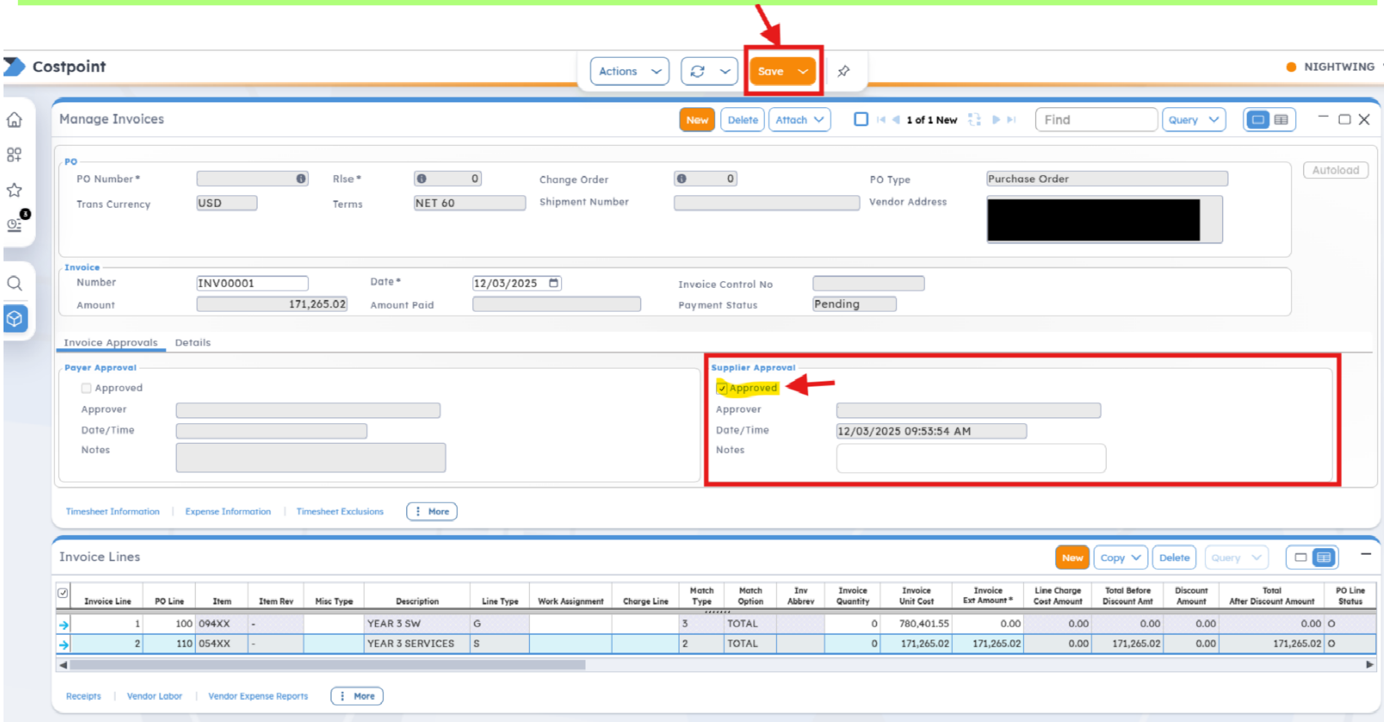
- Upon completion you will receive the message below confirming that your invoice has been successfully attached. Click Close to move to the next step.



- Review attachment for accuracy before completing final submission.

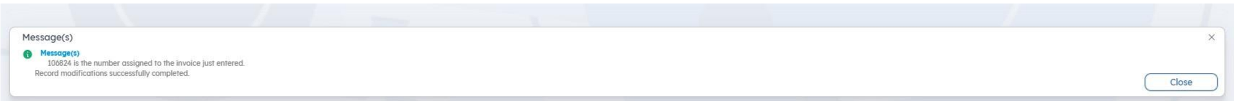


Step 7: Submit Invoice for Approval



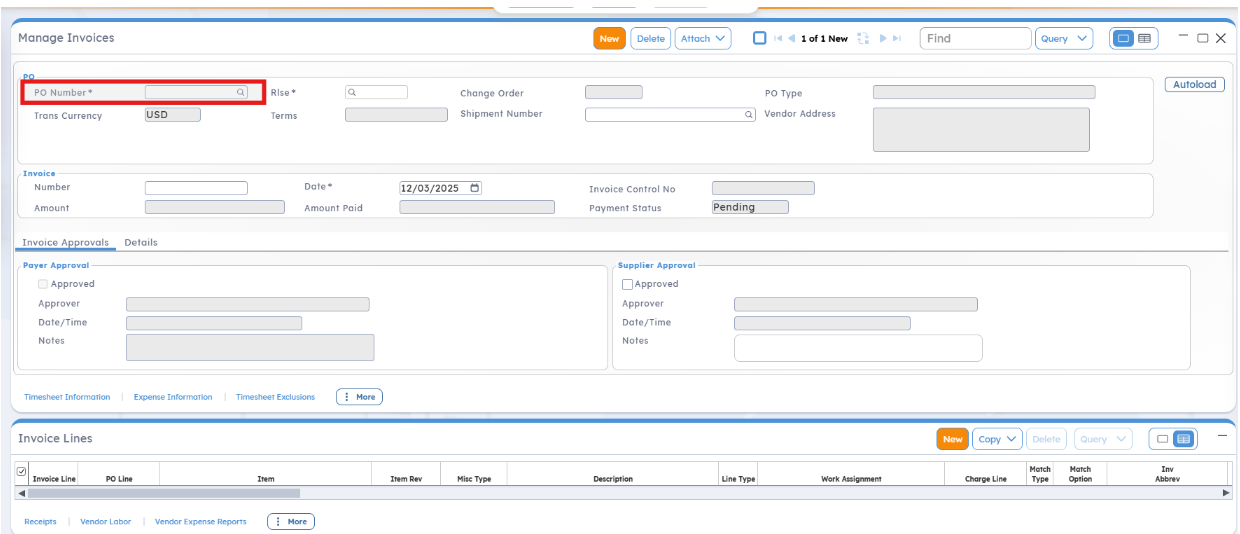
- Click approved* and then Click Save*

- **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 autoloaded from the PO lines. Click Ok to Continue.
- Below confirmation message will appear confirming invoice has been officially submitted to Nightwing.

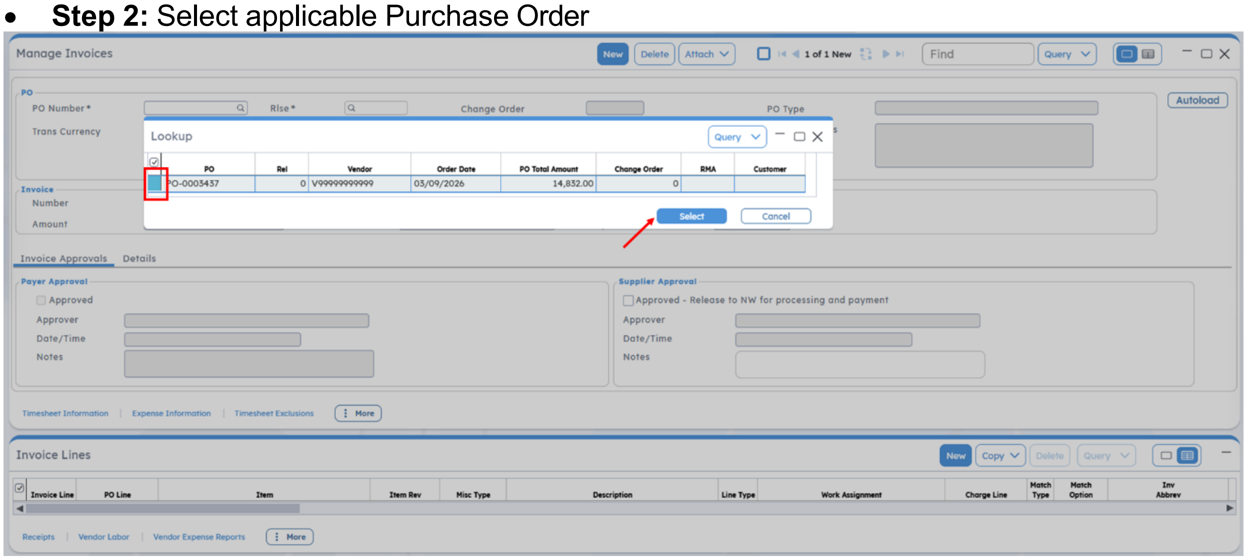


Editing an Invoice (when still in a pending status)

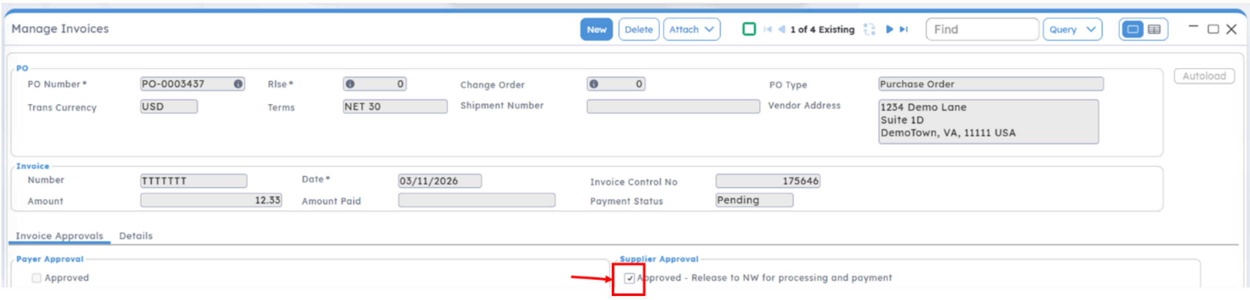
- **Step 1:** Click Magnifying glass to find the PO Number that the invoice is being submitted against



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



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

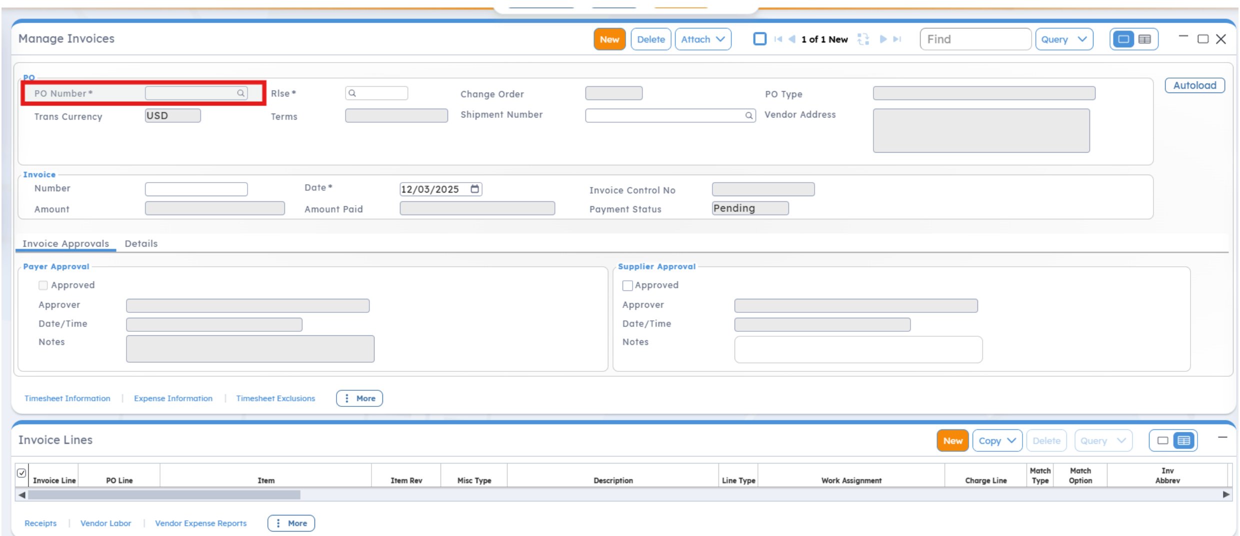


- **Step 4:** Edit as necessary and re-submit the invoice per the above instruction steps #4-#7 for "Creating a New Invoice"

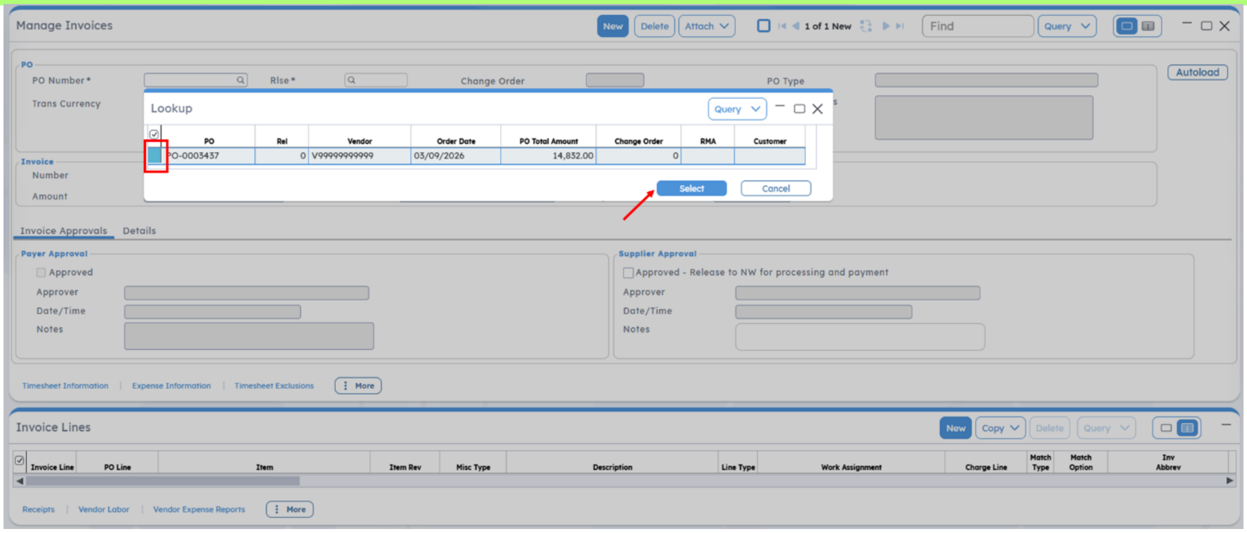
Deleting an Invoice

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

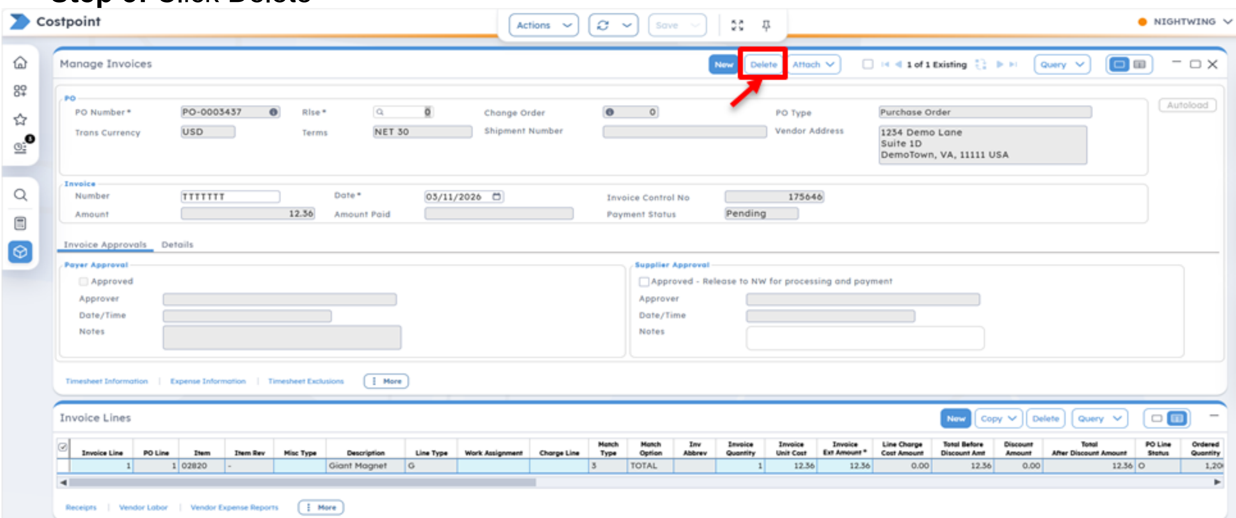
- **Step 1:** Click Magnifying glass to find the PO Number that the invoice is being submitted against



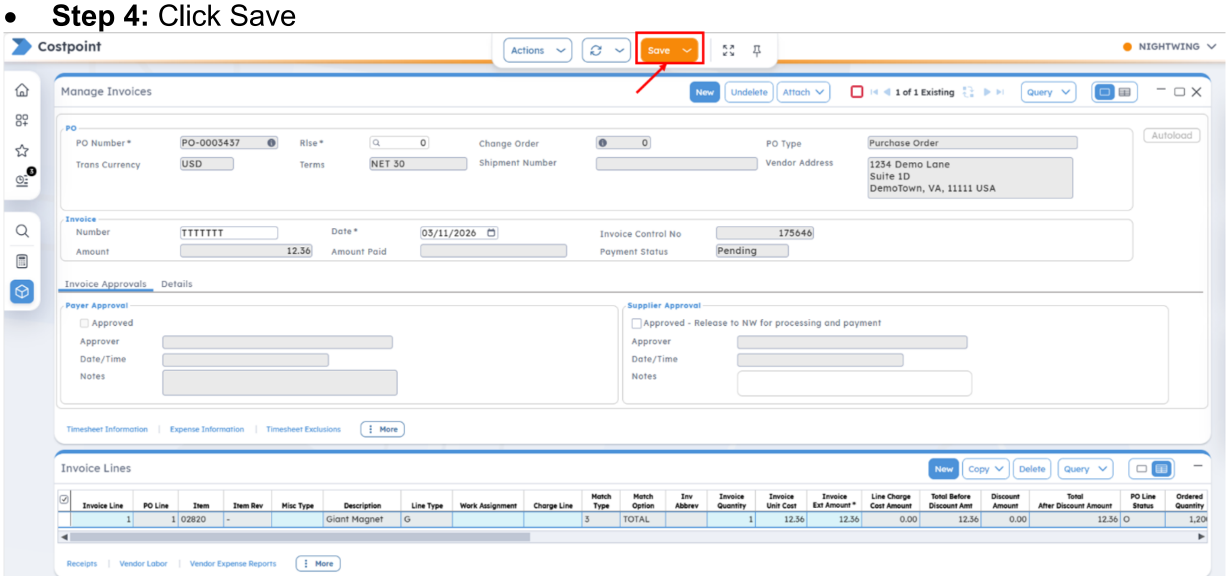
- **Step 2:** Select applicable Purchase Order



- **Step 3:** Click Delete



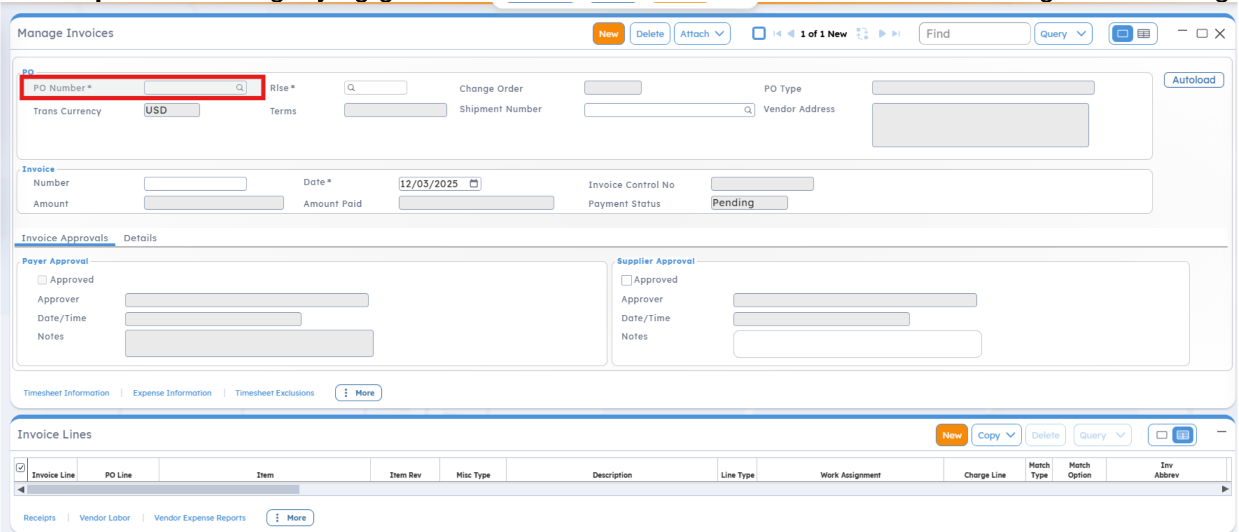
- **Step 4:** Click Save



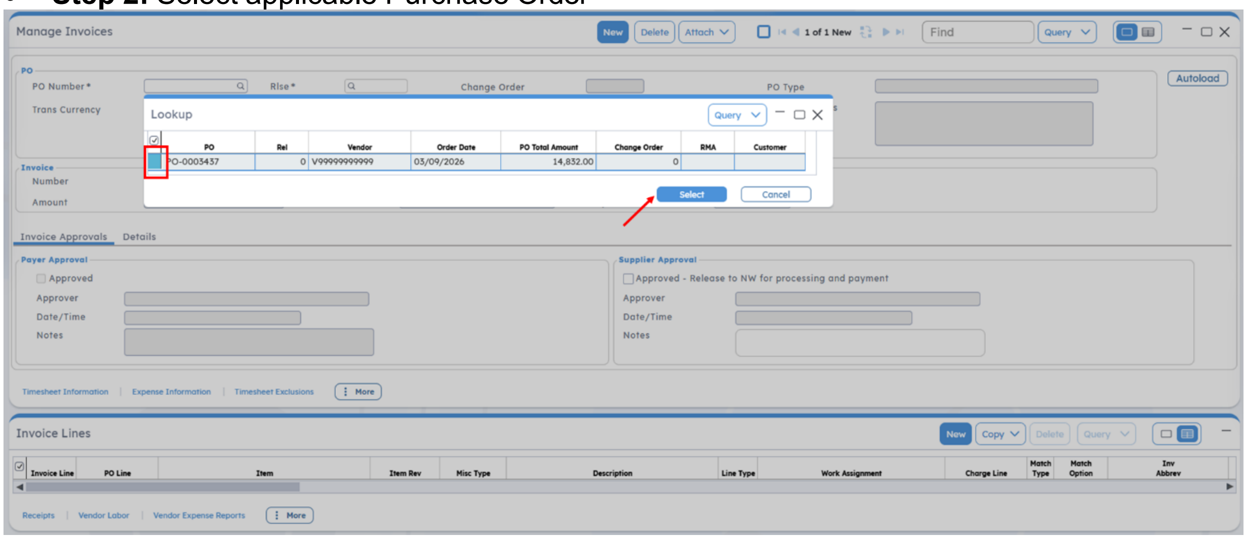
- **Step 5:** Re-submit the invoice per the above instructions for “Creating a New Invoice”

Viewing Previously Attached Documents

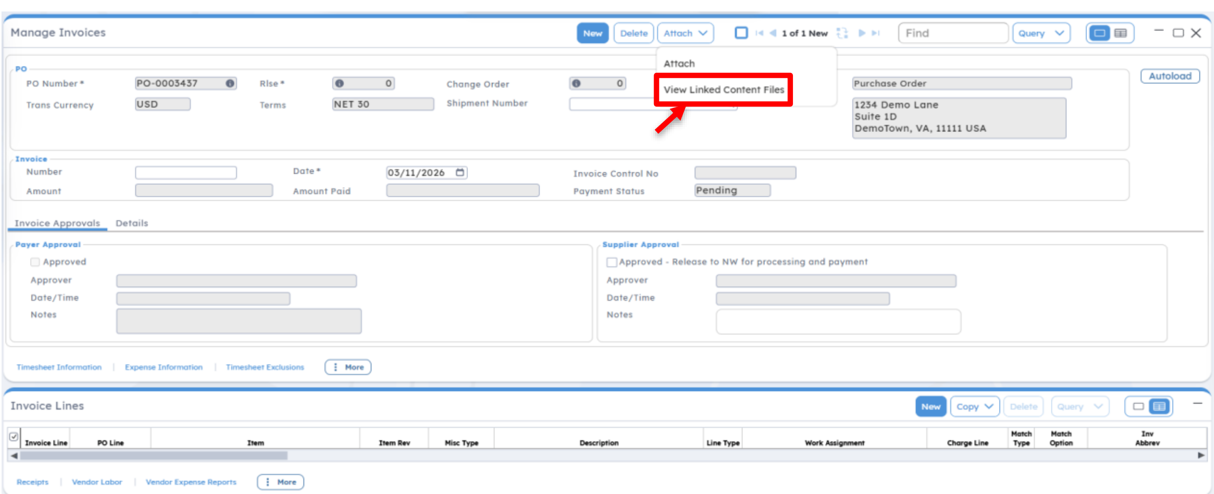
- **Step 1:** Click Magnifying glass to find the PO Number that the invoice is being submitted against



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



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



  - 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