



Supplier Invoice Submission

Source to Pay Quick Reference Guide (QRG)

Purpose

This Quick Reference Guide (QRG) provides step-by-step instructions and process considerations for a Supplier to submit, edit or cancel an invoice.

Role(s)

This Quick Reference Guide is useful for the following Role:

- Supplier

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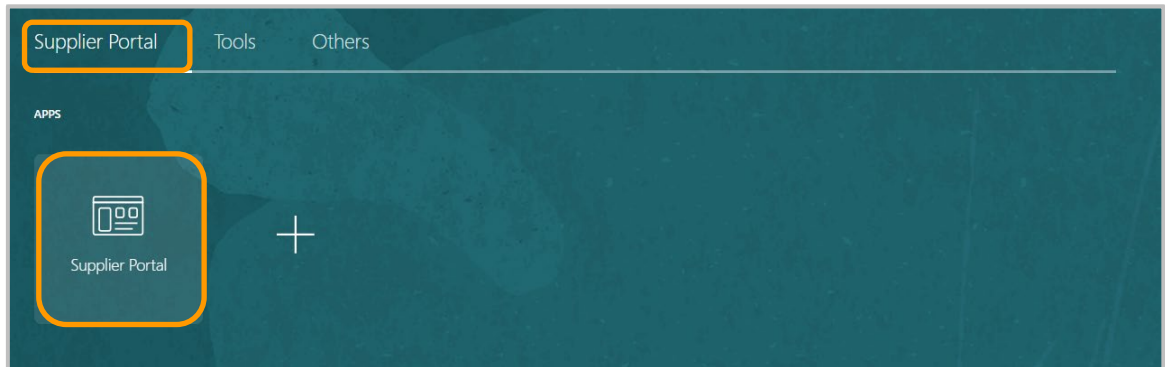
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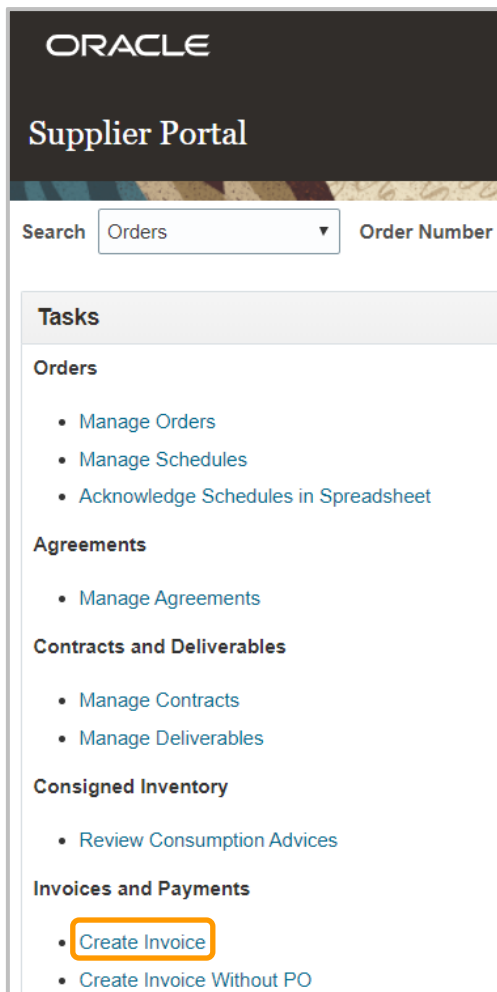
Step-by-Step Instructions:

Invoice Submission with PO

1. Under the **Supplier Portal** tab, click the **Supplier Portal** tile.



2. Click the **Create Invoice** hyperlink.





3. Enter the required details.
Click the **+** icon for the **Attachments** field.

The screenshot shows the 'Create Invoice' form with various fields for identifying PO, supplier, and invoice details. The 'Attachments' field is highlighted with an orange box and contains a '+' icon, indicating it is ready for a file to be added.

4. Click **Choose File** and select the appropriate file.

The screenshot shows the 'Attachments' dialog box with a table of attachments. The 'Choose File' button is highlighted with an orange box.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	No file chosen			Bright Health

5. Click **OK**.

The screenshot shows the 'Attachments' dialog box with the 'OK' button highlighted with an orange box.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Dummy.docx	Dummy.docx		Bright Health

6. Under the Lines section, click the **Select and Add** icon.

The screenshot shows the 'Lines' section with a table of lines. The 'Select and Add' icon is highlighted with an orange box.

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item
		* Number	* Line	* Schedule	Number	Line	
No data to display.							



7. Search and select the appropriate **Purchase Order**.
Click **Apply**.

Select and Add: Purchase Orders

Advanced Saved Search [dropdown]

** At least one is required

** Purchase Order US1000000041

** Consumption Advice [input]

** Creation Date m/d/yy h:mm a

Search Reset Save...

Search Results

View [dropdown] [icon] Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
US1000000...	1	1				TEST	Bright Health Minne...	1,000.00

Apply OK Cancel



To identify the appropriate purchase order number, refer to previously approved contracts.

8. Click **OK**.

Select and Add: Purchase Orders

Advanced Saved Search [dropdown]

** At least one is required

** Purchase Order US1000000041

** Consumption Advice [input]

** Creation Date m/d/yy h:mm a

Search Reset Save...

Search Results

View [dropdown] [icon] Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
US1000000...	1	1				TEST	Bright Health Minne...	1,000.00

Apply OK Cancel



9. Click **Save**.

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

* Number TestPA26

* Date 10/26/21

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar



Once saved, some of the fields will be greyed out and no changes can be made in those fields.

10. Click **Submit**.

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

Identifying PO US1000000041 Remit-to Bank Account * Number TestPA26

Supplier KPMG LLP Unique Remittance Identifier Date 10/26/21

Taxpayer ID 5006680 Unique Remittance Identifier Check Digit Type Invoice

Supplier Site 3CHESTNUTRIDGER Invoice Currency USD - US Dollar

Address 3 CHESTNUT RIDGE ROAD, MONTVALE, NJ Description Payment Currency USD - US Dollar

07645 * Attachments Dummy.docx ↕ ✕

Supplier Tax Registration Number

11. View the submitted message.

✓ Invoice TestPA26 has been submitted. ✕

Identifying PO	US1000000041	Remit-to Bank Account	Number	TestPA26
Supplier	KPMG LLP	Unique Remittance Identifier	Date	10/26/21
Taxpayer ID	5006680	Unique Remittance Identifier Check Digit	Type	Invoice
Supplier Site	3CHESTNUTRIDGER	Description	Invoice Currency	USD
Address	3 CHESTNUT RIDGE ROAD, MONTVALE, NJ	Attachments	Payment Currency	USD
07645		Dummy.docx		
Supplier Tax Registration Number				



12. Click **Done**.

Printable Page Create Another Done

Number TestPA26
Date 10/26/21
Type Invoice
Invoice Currency USD
Payment Currency USD

13. To view the created invoice, click the **View Invoices** hyperlink.

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

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

14. Query for the created invoice and click **Search**.

View Invoices Done

Search Advanced Saved Search All Invoices

** Invoice Number TestPA26 Consumption Advice
** Supplier Invoice Status
Supplier Site Paid Status
** Purchase Order Payment Number

Search Reset Save...

** At least one is required



- 15. View the **Status** as **In process**.
Click the **Invoice Number** hyperlink to view the invoice details.

View Invoices

Search

Advanced Saved Search All Invoices

** Invoice Number: TestPA26

** Supplier: [dropdown]

Supplier Site: [dropdown]

** Purchase Order: [input]

Consumption Advice: [input]

Invoice Status: [dropdown]

Paid Status: [dropdown]

Payment Number: [input]

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
TestPA26	10/26/21	Standard	US1000000041	KPMG LLP	SCHESTNUTRI...	1,000.00 USD	1,000.00 USD	In process	



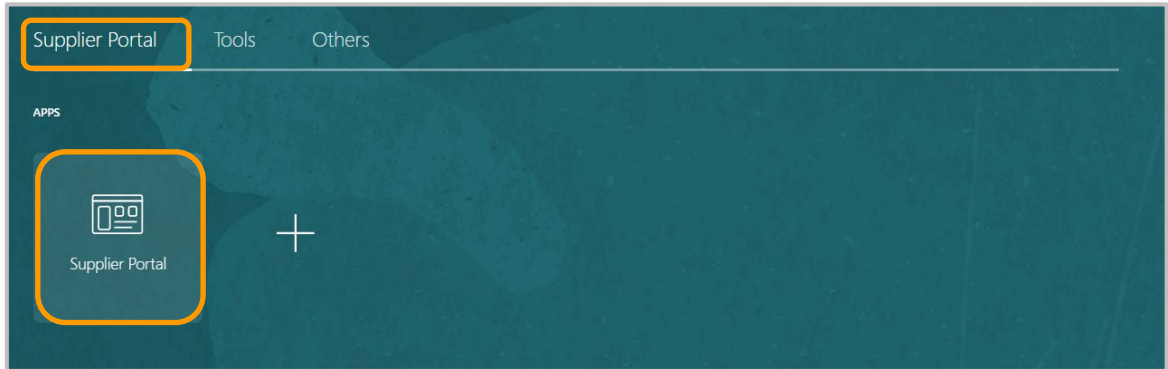
The Status will change once the invoice is validated by the AP users.



Step-by-Step Instructions:

Invoice Submission without PO

1. Under the **Supplier Portal** tab, click the **Supplier Portal** tile.





2. Under **Invoices and Payments**, click **Create Invoice Without PO**.

The screenshot shows the Oracle Supplier Portal interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and a text input for 'Order Number'. Below this is a 'Tasks' section with several categories: 'Orders' (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), 'Agreements' (Manage Agreements), 'Contracts and Deliverables' (Manage Contracts, Manage Deliverables), 'Consigned Inventory' (Review Consumption Advices), and 'Invoices and Payments' (Create Invoice, Create Invoice Without PO). The 'Create Invoice Without PO' option is highlighted with an orange box.

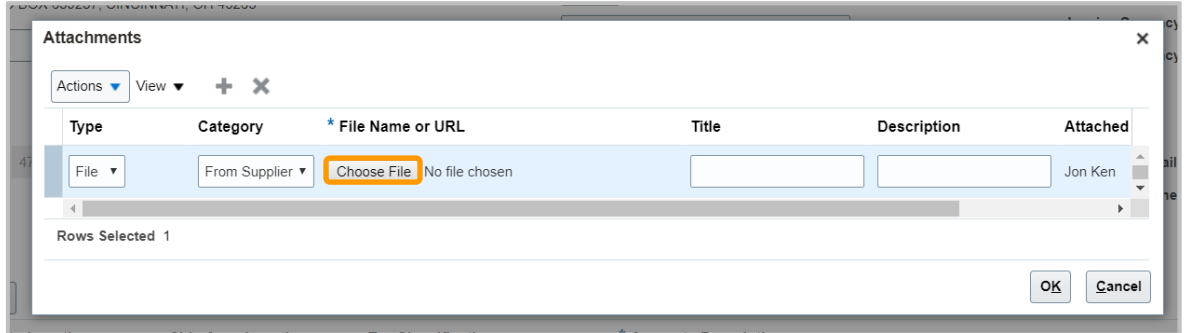
3. Enter the details for required **Supplier Site**, **Number**, **Date** and **Requester Email** fields. The requestor should be the business owner from Bright Health Group that engaged your organization to provide services or goods. If the requestor is not known, contact the Bright Health Group Procurement Department. Click the **+** icon to add Attachment.

The screenshot shows the 'Create Invoice Without PO' form. The form is divided into several sections: 'Supplier' (AAFC, Taxpayer ID 111111155, * Supplier Site, Address, Supplier Tax Registration Number), 'Remit-to Bank Account' (dropdown), 'Unique Remittance Identifier' (text input, Check Digit), 'Description' (text input), 'Attachments' (None +), 'Invoice Currency' (dropdown), 'Payment Currency' (dropdown), 'Customer' (Customer Taxpayer ID, Name, Address), and '* Requester Email' (text input). The fields for * Supplier Site, * Number, * Date, * Type, Attachments, and * Requester Email are highlighted with orange boxes.



Suppliers Site locations will be defined during the supplier set up stage.

4. Click **Choose File**.



Attachments

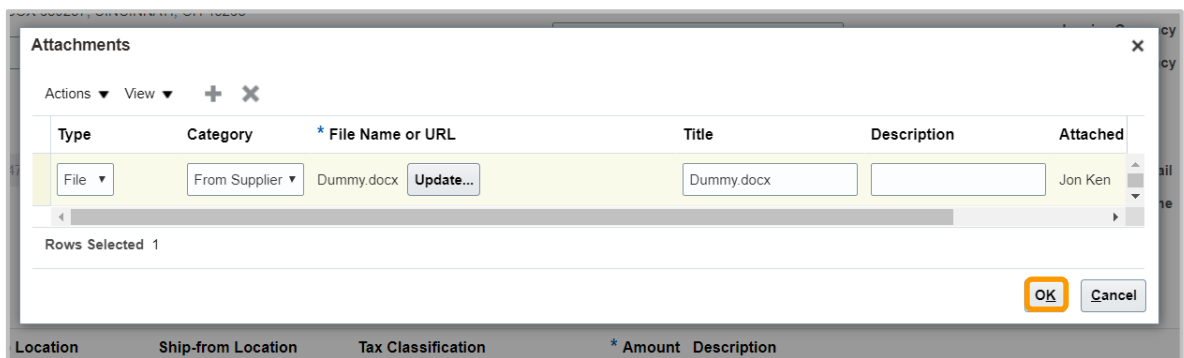
Actions ▾ View ▾ + ✕

Type	Category	* File Name or URL	Title	Description	Attached
File ▾	From Supplier ▾	Choose File No file chosen			Jon Ken

Rows Selected 1

OK Cancel

5. Select the appropriate file to add as attachment.
Click **OK**.



Attachments

Actions ▾ View ▾ + ✕

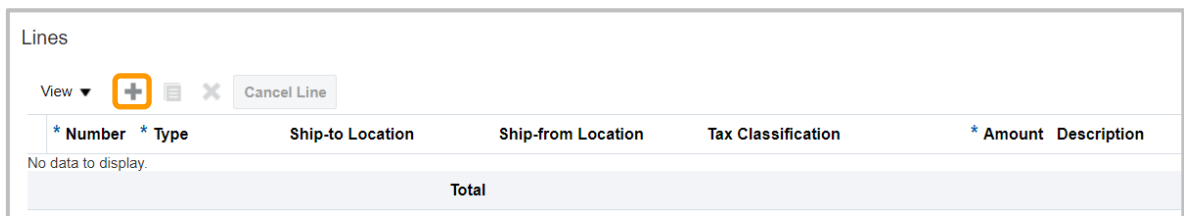
Type	Category	* File Name or URL	Title	Description	Attached
File ▾	From Supplier ▾	Dummy.docx Update...	Dummy.docx		Jon Ken

Rows Selected 1

OK Cancel

Location Ship-from Location Tax Classification * Amount Description

6. Under the **Lines** section, click **+** icon to add a row.



Lines

View ▾ + ☰ ✕ Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
No data to display.						
Total						



- 7. Enter the required details (Number, Type and amount)

Lines

View ▾ + [List Icon] X Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
1	Item				100.00	
Total					100.00	

- 8. Click **Submit**.

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

- 9. Review the submitted message.
Click **Done**.

ITM [Checkmark] Invoice USER INITIALS - 014 has been submitted. X Create Another Done

Printable Page Create Another **Done**