

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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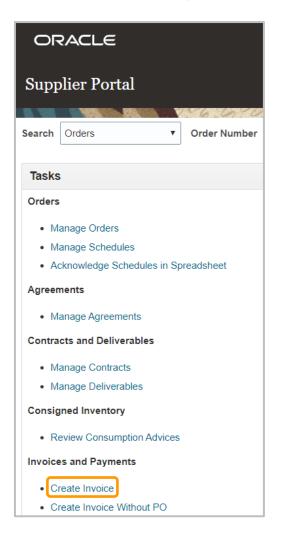
Step-by-Step Instructions:

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 which are identified by an asterisk: Identifying PO, Supplier site, Number, Date (invoice date), Type and Attachments.
 - a. The PO number will start with US and a list of options will appear once you start to enter the number click on the number that applies to the invoice being entered.
 - b. The dropdown arrow can be used to select a site.
 - c. Number refers to the invoice number.
 - d. Date refers to the date of your invoice.
 - e. Type should be invoice.

* Identifying PO	•	Remit-to Bank Account		* Number	
Supplier	SANDRA K ZANDLO	Unique Remittance Identifier		* Date	mm/dd/yyyy
Taxpayer ID		Unique Remittance		· · · · · · · · · · · · · · · · · · ·	
* Supplier Site	•	Identifier Check Digit			Invoice ~
Address		Description		Invoice Currency	
		* Attachments	None 🕂	Payment Currency	
Supplier Tax Registration Number	•	Tax Control Amount			
Customer					

4. To attach the invoice, click on the + sign next to Attachments. When the following screen appears click on the Choose File button and select the file for the invoice click open.

Attachments					Pavi X
Actions View	× + ×				
Туре	Category	* File Name or URL	Title	Description	Attached By
File 🔻	From Supplier V	Choose File No file chosen			Bright Health
4					•
Rows Selected	1				
					O <u>K</u> <u>C</u> ancel

5. Once the file appears, click **OK**.

ype	Category	* File Name or URL	Title	Description	Attached E
File 🗸	From Supplier V	Bright Health Invoice 167.pdf	Bright Health Invoice	467.	Sandra Kur



Under the Lines section, click the Select and Add icon.
 The icon that looks like a paper with + sign.

iew 🗸 🕂	×E	Cancel Line					
			Purchase Order			nption Advice	Sumplier Item
Number	* Туре	* Number	* Line	* Schedule	Number	Line	Supplier Item

7. Select the **Purchase Order.** Click **Apply**.

1	v	Remit-to Bank Accou	nt		•	_
	Select and Add: Purchase Orders					×
רונ R	⊿ Search			Advanced Save	d Search	v st one is required
R	** Purchase Order US1000000	•41	**	Consumption Advice		yı yı
	** Creation Date m/d/yy h:mm	a 📩				_
					Search F	Save
	Search Results					
l	View 🗸 🛐 📄 Detach Select <u>A</u> ll					
l						
• C	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Ordered
н	Number Line Schedule	Number Line	Number			va)L
1e	US1000000 1 1			TEST	Bright Health Minne	1,000.00
		•				•
l					App <u>l</u> y	OK <u>C</u> ancel

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



8. Click **OK**.

ľ	Select and Add: Purchase C	Orders					>	<
IIE R	Search				Advanced Save	ed Search	•	ıvo ymi
	** Purchase Order	US100000041	•	**	Consumption Advice	At le	east one is required	
	** Creation Date	m/d/yy h:mm a	Ċ					н
						Search	Reset Save	н
	Search Results							I
	View 🗸 📴 Detach	Select All				[[]		. 11
	Purchase Orde		tion Adviso					
e	Number Line	Schedule Number	tion Advice Line	Supplier Item Number	Item Description	Ship-to Location	Ordere	vail)ua
	4						•	
						Appl	y OK <u>C</u> ancel	

9. When this screen appears scroll to the right until the amount box appears.

Lines View 🔻 📲	- x 🖬 🛛	ancel Line									
* Number	* Type		Purchase	Order	Consum	nption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Avi
Number	iype	* Numb	er * Line	* Schedule	Number	Line			Ship-to Eocation		QL
1	Item	✓ US2500.	1	1				Staff Aug - S. Zandlo	Bright Health M	•	
		Tot	al								
											,
Summary Ta	x Lines										
View v											



10. The amount field will display the balance of what is left on the PO. If the current invoice amount is different than the amount referenced, this field should be updated with the current invoice amount.

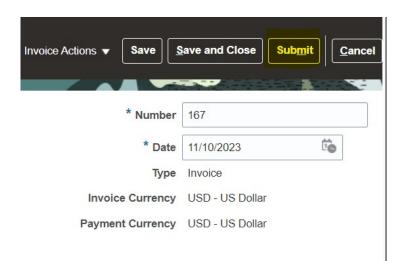
ew ▼ + ion Advice	Cancel Line]	Ohin to Leasting	Tou Olassifiantian	Available	0	Unit Drive		* Amount	Description
Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Quantity	Quantity	Unit Price	UOM	" Amount	Descript
		Staff Aug - S. Zandlo	Bright Health M	•					2,960.00	Staff Aug - S
									2,960.00	
		_								
imary Tax L	ines									
V V										

11. Go to the upper right-hand corner of the screen and click **SAVE**.

Need Hel	p? (P Q	SK <u>C</u> ancel
* Number	167	
* Date	11/10/2023	ò
Туре	Invoice	
Invoice Currency	USD - US Dollar	
Payment Currency	USD - US Dollar	



12. Click **Submit**.



13. A message will appear on the screen. Invoice XXXXX has been submitted. This message is confirmation that the invoice has been successfully entered in the system.

V Invo	pice TestPA26 has been submitte	ed.		×
176 0070				
Identifying PO	US100000041	Remit-to Bank Account	Number	TestPA26
Supplier	KPMG LLP	Unique Remittance Identifier	Date	10/26/21
Taxpayer ID	5006680	Unique Remittance Identifier Check Digit	Туре	Invoice
Supplier Site	3CHESTNUTRIDGER	Description	Invoice Currency	USD
Address	3 CHESTNUT RIDGE ROAD, MONTVALE, NJ 07645	Attachments Dummy.docx	Payment Currency	USD
ration Number				



14. To view the created invoice, click the View Invoices hyperlink.

Supp	olier Portal				
8.788	TO MARKED MARKED V	V6. 10.40			
Search	Orders •	Order Number			
Tasks	3				
Orders	;				
• M	lanage Orders				
• M	lanage Schedules				
Acknowledge Schedules in Spreadsheet					
Agreer	ments				
• M	anage Agreements				
Contra	icts and Deliverables				
• M	lanage Contracts				
• M	anage Deliverables				
Consig	gned Inventory				
• R	eview Consumption Advices				
Invoice	es and Payments				
• C	reate Invoice				
• 0	reate Invoice Without PO				
• VI	iew Invoices				
• V	iew Payments				

15.

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

View Invoices					[Done
						V356
✓ Search			A	dvanced Saved Search	All Invoices	•
				** A	t least one is re	equired
** Invoice Number	TestPA26	Consumption Advice				
** Supplier	•	Invoice Status	•			
Supplier Site	•	Paid Status	•			
** Purchase Order		Payment Number				
				Search	Reset Sa	iave

16. View the **Status** as **In process**.

Click the Invoice Number hyperlink to view the invoice details.

View Invoice	es											Done
-		ale cost co		AT ATTY MODE			 17377 M		1 1 1 H H H T	R. 108 - 51.		
✓ Search									Advanced	Saved Searc	h All Invoice	ts v
											** At least one	e is required
	**	Invoice Number	TestPA26				Consumption Advic	ce				
		** Supplier			•		Invoice Statu	JS Y				
		Supplier Site			•		Paid State	JS Y				
	**	Purchase Order					Payment Numb	er				
										Sei	arch Reset	Save
Search Result	ts											
View ▼ 🗿	Detach											
Invoice Number	Invoice Date	Туре	Purchase Order	Supplier			Supplier Site	Unpaid Amount	Invoice Amount	invoice Status	Payment Number	۲ Cc
TestPA26	10/26/21	Standard	US100000041	KPMG LLP			3CHESTNUTR	I 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

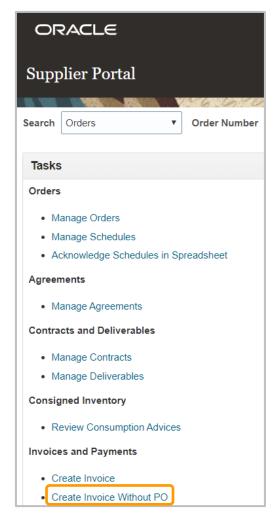
1. Under the **Supplier Portal** tab, click the **Supplier Portal** tile.



Supplier Portal	Tools Others
APPS	
	+
Supplier Portai	



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



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.

Create Invoice Without PO	0			Invoice Actions 👻 Save	ave and Close Submit Cancel
Supplier A	AAPC	Remit-to Bank Account	v	* Number	
Taxpayer ID 1	11111155	Unique Remittance Identifier		* Date	m/d/yy
* Supplier Site	•	Unique Remittance Identifier			
Address		Check Digit		* Туре	Invoice 🔻
Supplier Tax Registration Number	•	Description		Invoice Currency	Ŧ
		Attachments	None 🕂	Payment Currency	
Customer					
Customer Taxpayer ID	v	N	ame	* Requester Email	
		Add	ress	Requester Name	



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



4. Click Choose File.

100	A 000201, OINOINIAA	1, 011 10200				
	Attachments					×
I	Actions View •	+ ×				
	Туре	Category	* File Name or URL	Title	Description	Attached
47	File 🔻	From Supplier v	Choose File No file chosen			Jon Ken 🛔 🧰
	4					+
	Rows Selected 1					
]						O <u>K</u> <u>C</u> ancel

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

2	Attachments					× cy
	Туре	Category	* File Name or URL	Title	Description	Attached
47	File 🔻	From Supplier V	Dummy.docx Update	Dummy.docx		Jon Ken ail
L	Rows Selected	11				O <u>K</u> <u>C</u> ancel
Lo	cation	Ship-from Location	Tax Classification	* Amount Description		

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

ines				
View 🕶 🛨 🔳 🗙	Cancel Line			
* Number * Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount Description
lo data to display.				
	-	lotal		



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

_ines					
View 🕶 🕂 🔳 🗙	Cancel Line				
* Number * Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount Description	
1 Item	v	•	•	100.00	
Total 100.00					

8. Click **Submit**.



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

	×÷ _⊮_<
₩ Invoice USER INITIALS - 014 has been submitted.	X Create Another Done
Printable Page Create Another Done	