University of Dayton

Supplier Portal - Create an Invoice

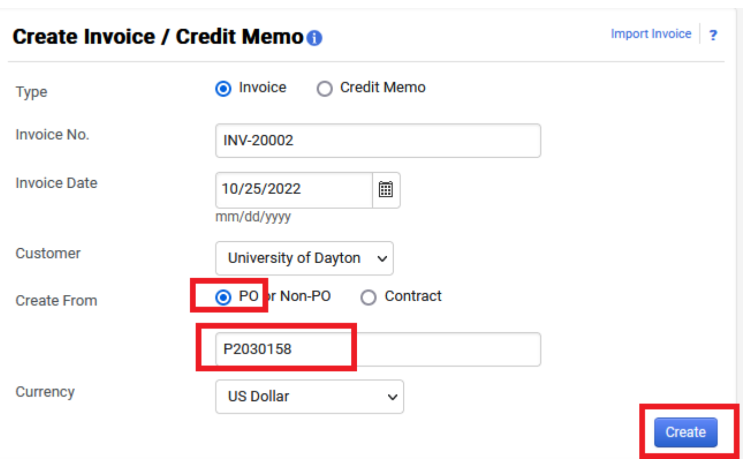
Create An Invoice

Invoices (or Credit Memos) for any University of Dayton/Research Institute Purchase Order (PO) can be submitted through the UD Supplier Portal.

Submitting invoices through the supplier portal, ensures that the PO invoice is received by our Accounts Payable department and applied for timely payment.

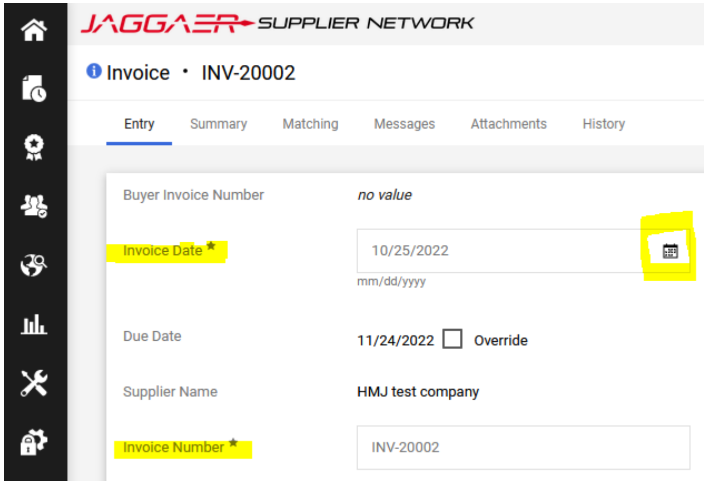
IMPORTANT: The two requirements for submitting an invoice via the portal are including **both** an **Invoice No.** and a **PO Number**. If you have not received a PO # from the University, you will need to forward a copy of the invoice to the requesting party to process. Once they input the invoice in the system as a Payment Request, then the pay status and payment information will be visible to suppliers via a document search.

1. Once you log into the UD Supplier Portal, access the **Create Invoice / Credit Memo** section on your homepage. Enter both the Invoice No. and the PO Number here. You cannot create an invoice and enter in the PO Number later. It must be done before invoice creation.

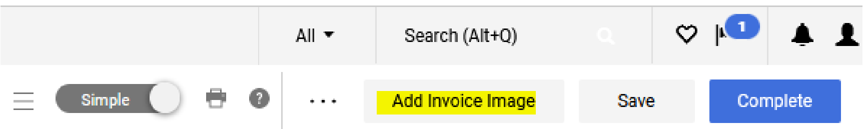


2. Once the **Create** button is selected, the Invoice Entry screen will display. Required fields such as Invoice Date and Invoice Number are marked by the star icon.

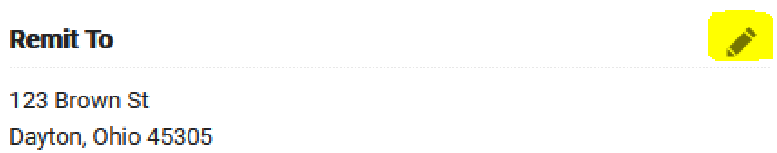
2.



3. Click **Add Invoice Image** located in the upper right-hand corner to attach a required PDF invoice document to the Jaggaer (Runway) portal invoice.

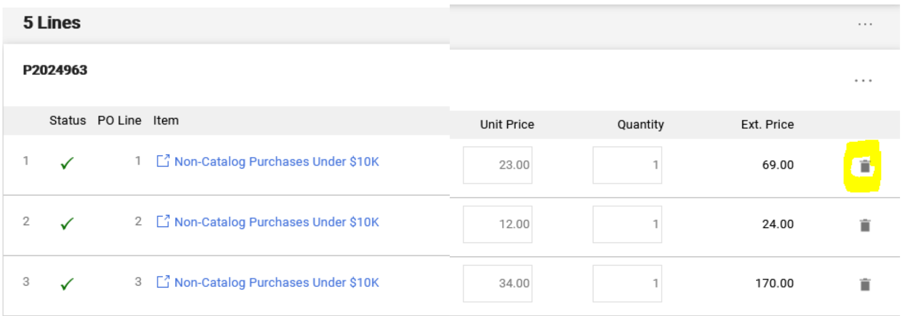


4. If your organization has multiple remit to locations for different offices, select the correct remit to location using the pencil icon to edit the **Remit To** address. Update your remit to addresses via UD's Jaggaer portal or contact UDsupplier@udayton.edu for assistance.

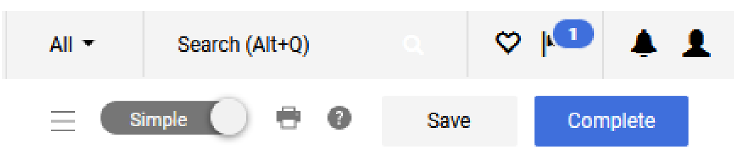


5. Any discounts or shipping & handling information can be entered by clicking on the checkbox next to the **Discount, Tax, Shipping & Handling** section, directly above the invoice line items. Fields will be enabled when the box is checked.

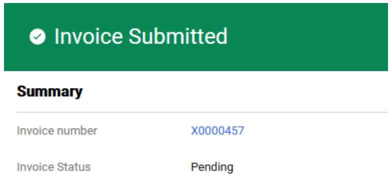
6. The line item section with pull all line items from the PO that haven't yet been fully invoiced. Adjust any of the unit prices or quantities (for partial billing) as necessary. For non-catalog item descriptions, or to add discounts, S&H at the line level, switch from the Simple layout to the Detailed layout. If a line item shown is not included on your organization's invoice, delete the line using the trash can icon (note: deleted lines from one invoice will still be available when creating future invoices).



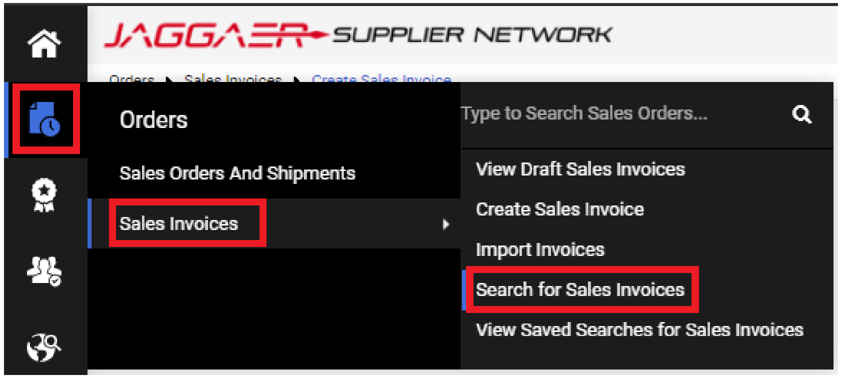
7. Once the portal invoice reflects the items, quantity, and prices from your organization's actual invoice, select the **Complete** button from the right side of the screen to submit. Alternatively, the invoice can be saved for later before choosing Complete.



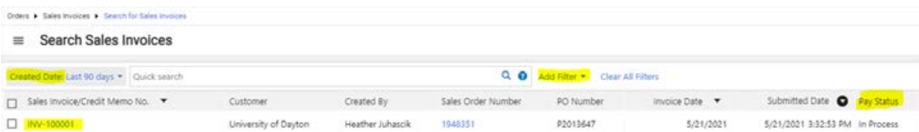
8. After choosing **Complete**, a confirmation screen displays that the invoice has been submitted. Another invoice can be started from the same screen using the Create Invoice / Credit Memo on the right side.



9. To check the progress of approvals on an invoice, select the Orders icon from the left hand menu > Sales Invoices > Search for Sales Invoices from the left menu bar.



10. Search based on PO #, Invoice #, Invoiced by, or another filter option (Note: created date defaults to 90 days; a different timeframe can be chosen from the dropdown menu). Invoice pay statuses are **In Process** (waiting for approvals), **Payable** (waiting for the invoice due date) or **Paid** (payment has been sent per your organization's preferred payment method).



<u>IMPORTANT</u>: For portal invoicing to work smoothly, a PO Number must be included and entered in <u>before</u> Create is selected. Also, if any lines are added to the invoice that do not exist on the Purchase Order, we will not be able to process the invoice.

Invoices that contain non-PO line items will either A) need to be submitted to the requester of the goods/services to be processed as a payment request or B) routed to the requester to have added to the Purchase Order as a revision. If the PO is revised, the items will then show up in the Supplier Portal when a new invoice is created.

Questions? E-mail UDsupplier@udayton.edu