



CITY OF CHICAGO DELEGATE AGENCY

iSupplier (eProcurement) Invoice Creation Workshop



Invoicing and iSupplier Agenda

- ❖ Invoice Creation - Walk Through
 - ❖ View Orders and Releases
 - ❖ Invoice Creation/Vouchering
 - ❖ View Payments

iSupplier Portal with Invoice Creation

- Select “**City of Chicago iSupplier Portal with Invoice Creation.**”
- Expand option to select **Home Page**

CITY OF CHICAGO E-Business Suite: JADE

Favorites ▾ Logout Preferences Help

Enterprise Search Search Results Display Preference ▾

Logged In As

[Oracle Applications Home Page](#)

Main Menu

- [City of Chicago iSupplier Portal with Invoice Creation](#)
 - [Home Page](#)
- [City of Chicago Online Bidding](#)

Worklist

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Orders and Finance Tab

- **Orders:** View Contracts and Releases
- **Finance:** Create Invoices and View Payments

The screenshot shows the City of Chicago iSupplier Portal interface. At the top, there is a navigation bar with the City of Chicago logo and 'iSupplier Portal' text. On the right side of the navigation bar, there are links for 'Home', 'Logout', 'Preferences', and 'Help'. Below the navigation bar, there are tabs for 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. A search bar is located below the tabs, with a dropdown menu for 'PO Number' and a 'Go' button. Below the search bar, there is a 'Notifications' section with a 'Full List' button. Below the notifications, there is a table with columns for 'Subject' and 'Date'. The table contains one row with the text 'No results found.' To the right of the main content, there is a sidebar with sections for 'Orders', 'Receipts', 'Invoices', and 'Payments'. Each section contains a list of links: 'Orders' has links for 'Agreements', 'Purchase Orders', and 'Purchase History'; 'Receipts' has links for 'Receipts' and 'Returns'; 'Invoices' has a link for 'Invoices'; and 'Payments' has a link for 'Payments'. Two red lines point from callout boxes to the 'Orders' and 'Finance' tabs. The first callout box, labeled 'View Contracts and Releases', points to the 'Orders' tab. The second callout box, labeled 'Create Invoices, View Invoices & Payments', points to the 'Finance' tab.

CITY OF CHICAGO iSupplier Portal

Home | Orders | Shipments | Admin | Finance

Search PO Number [Go]

Notifications [Full List](#)

Subject	Date
No results found.	

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Receipts

- [Receipts](#)
- [Returns](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

View Contracts and Releases

Create Invoices, View Invoices & Payments

Finance Tab

- **Create Invoices**
- **View Invoices**
- **View Payments**

CITY OF CHICAGO iSupplier Portal

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Home](#) | [Orders](#) | [Shipments](#) | [Admin](#) | **[Finance](#)**

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

Invoice Actions Create Invoice

Search

Note that the search is case insensitive

Supplier **DEBORAH'S PLACE**

Invoice Number

Invoice Date From

(example: 18-Jul-2019)

Invoice Status

Release PO Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Orders Tab

- View Agreements
- Find Global and Standard PO-Release
- Export Information

CITY OF CHICAGO iSupplier Portal

Home **Orders** Shipments Admin Finance

Navigator Favorites Home Logout Preferences Help

Purchase Orders | Agreements | Purchase History | Work Confirmations

Purchase Orders [Export](#)

Views

View

Select Order: Previous Next 25

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	97430	0	CITY OF CHICAGO - GRE	Standard PO		20-Mar-2019 17:17:12	USD	80,590.00	Open			
<input type="radio"/>	96851	0	CITY OF CHICAGO - GRE	Standard PO		13-Mar-2019 18:20:42	USD	30,560.00	Open			
<input type="radio"/>	96849	0	CITY OF CHICAGO - GRE	Standard PO		13-Mar-2019 18:19:14	USD	109,709.00	Open			
<input type="radio"/>	96000	0	CITY OF CHICAGO - GRE	Standard PO		05-Mar-2019 15:01:12	USD	67,000.00	Open			
<input type="radio"/>	85468	0	CITY OF CHICAGO - GRE	Global Blanket Agreement	DFSS-CORP-HL-PSH:	29-Jan-2019 09:31:38	USD	414,538.00	Open			
<input type="radio"/>	85155	0	CITY OF CHICAGO - GRE	Global Blanket Agreement	DFSS-CDBG-HL-SPC:	29-Jan-2019 09:31:16	USD	161,180.00	Open			

New Electronic Invoice and Tax Certification Language in iSupplier

The below screenshots outline the new certification requirements in iSupplier, which will replace the existing electronic forms that are required with each invoice.

CITY OF CHICAGO iSupplier Portal

[Home](#) [Logout](#) [Help](#) [Preferences](#)

[Home](#) | [Orders](#) | [Shipments](#) | [Admin](#) | [Finance](#)

[Navigator](#) | [Favorites](#)

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

TIP In order to continue, please review and complete the certification below and acknowledge the certification by entering your name, title, and clicking the acknowledgement checkbox.

Search

Note that the search is case insensitive

Supplier **RINCON FAMILY SERVICES**

Invoice Number

Invoice Date From

Invoice Status

Release PO Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

I certify that by accessing the City of Chicago's iSupplier system using my assigned responsibilities from an authorized member of the organization, that I am authorized by the organization to submit requests for reimbursement and reports to the City of Chicago. It is expected that all users with access into the iSupplier system maintain unique, individual, and secure passwords to access the iSupplier system. The City is not responsible for any unauthorized access into the system or submission of any requests for reimbursement or reports as a result of the Organization granting access to users.

* Name * Title * Acknowledge

New Electronic Invoice and Tax Certification Language in iSupplier

The below screenshots outline the new certification requirements in iSupplier, which will replace the existing electronic forms that are required with each invoice.

CITY OF CHICAGO iSupplier Portal

[Home](#) [Logout](#) [Help](#) [Preferences](#)

[Home](#) [Orders](#) [Shipments](#) [Admin](#) [Finance](#)

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

[Create Invoice](#) [With a PO](#) [Go](#)

TIP In order to continue, please review and complete the certification below and acknowledge the certification by entering your name, title, and clicking the acknowledgement checkbox.

Search

Note that the search is case insensitive

Supplier **RINCON FAMILY SERVICES**

Invoice Number

Invoice Date From

Invoice Status

Release PO Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

I certify that by accessing the City of Chicagos iSupplier system using my assigned responsibilities from an authorized member of the organization, that I am authorized by the organization to submit requests for reimbursement and reports to the City of Chicago. It is expected that all users with access into the iSupplier system maintain unique, individual, and secure passwords to access the iSupplier system. The City is not responsible for any unauthorized access into the system or submission of any requests for reimbursement or reports as a result of the Organization granting access to users.

* Name * Title * Acknowledge

[Create Invoice](#) [With a PO](#) [Go](#)

Create Invoice Details (Cont.)

3. Enter the PO/Release information, click the “Go” button to create an invoice with a PO/Release

CITY OF CHICAGO iSupplier Portal

Home Logout Preferences Help

Navigator Favorites

Home Orders Shipments Admin Finance

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Release PO Number x ⓘ

Release PO Date

(example: 15-Oct-2017)

Enter PO and Release Number and Select GO

Advanced Search

Select PO Number	Line Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	Unit UOM Price	Ship Curr To	Organization	Packing Slip	Waybill
No search conducted.													

Cancel Step 1 of 4 Next

Home Orders Shipments Admin Finance Home Logout Preferences Help

Create Invoice Details

Select the Line Items for which you are Invoicing

CITY OF CHICAGO iSupplier Portal

[Home](#) [Logout](#) [Help](#) [Preferences](#)

[Home](#) [Orders](#) [Shipments](#) [Admin](#) [Finance](#)

[Navigator](#) [Favorites](#)

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

Purchase Orders
Review and Submit

Details
Manage Tax

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Release PO Number

Release PO Date

(example: 14-Jul-2021)

Advanced Search

Go Clear

Select Items: Add to Invoice

[Select All](#) | [Select None](#)

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	152525	1	1	<input type="checkbox"/>	0005 - Personnel			32577	0	11267.66	USD	1	USD	050-2005 FAMILY AND SUPPORT SERVICES	CITY OF CHICAGO - GRE		
<input checked="" type="checkbox"/>	152525	2	1	<input type="checkbox"/>	0044 - Fringe Benefits			5173	0	1763.86	USD	1	USD	050-2005 FAMILY AND SUPPORT SERVICES	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	152525	3	1	<input type="checkbox"/>	0100 - Operating/Technical Costs			381	0	1	USD	1	USD	050-2005 FAMILY AND SUPPORT SERVICES	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	152525	4	1	<input type="checkbox"/>	0801 - Indirect			3813	0	1303.15	USD	1	USD	050-2005 FAMILY AND SUPPORT SERVICES	CITY OF CHICAGO - GRE		

Cancel Step 1 of 4 Next

Create Invoice Details (Cont.)

4. Enter Required Invoice Information (See Next Page for Details):

CITY OF CHICAGO iSupplier Portal

[Home](#) [Logout](#) [Preferences](#)

Home **Orders** Shipments Admin Finance

Create Invoices | [View Invoices](#) | [View Payments](#)

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier **Chicago Test Vendor**
 Tax Payer ID **12-4356789**

A * Remit To ?

Address **123 ADAMS ST, SUITE 99 CHICAGO IL 60603**

Invoice

B * Invoice Number ?

Invoice Date 17-Oct-2017
 Invoice Type Invoice
 Currency **USD**

C * Invoice Description ?

D Date Good/Services Received ?

E * Department Number ?
DEPT OF FAMILY AND SUPPORT SERVICES

* Attachment [Attachment List...](#) Add... ?

Customer

Customer Tax Payer ID **36-6005820**
 Customer Name **CITY OF CHICAGO - GRE**
 Address **121 NORTH LASALLE STREET Chicago 60602 US**

Items

Release PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
32010-4	2	2		0005-PROGRAM-PERSONNEL		050-2005 FAMILY AND SUPPORT SERVICES	17994.33	<input type="text" value="17994.33"/>	1	USD	17994.33
32010-4	3	3		0044-PROGRAM-FRINGS		050-2005 FAMILY AND SUPPORT SERVICES	5170.21	<input type="text" value="5170.21"/>	1	USD	5170.21

Select 'Next' to continue or 'Back' to remove budget lines

Cancel Back Step 2 of 4 Next

New Electronic Invoice and Tax Certification Language in iSupplier

The below screenshots outline the new certification requirements in iSupplier, which will replace the existing electronic forms that are required with each invoice.

Summary Tax Lines						
Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
No results found.						

Invoice Summary		
	Items	500.00
	Less Retainage	0.00
	Freight	0.00
	Miscellaneous	0.00
	Tax	0.00
	Total (USD)	500.00

By completing and submitting this request "Report", I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

The undersigned certifies that:

- (1) He or She is an authorized signatory for the applicant;
- (2) The signatory has read the guidelines of the city of Chicago incorporated herein by reference.
- (3) This reimbursement claim represents payment due for services performed and cost incurred and paid directly by the applicant during the period covered by this requisition;
- (4) The signatory has not previously requested or received reimbursement for the expenditures included in this requisition;
- (5) The original documentation supporting the expenditures included in this requisition is on file and available for audit or review upon request;
- (6) To the best of the signatory's knowledge and belief that the expenditure is true, accurate, and is for the purpose and objective set forth in the terms and conditions of the award;
- (7) This payment is permitted by law, the appropriation amounts were available at the time and are used for intended purposes, the goods and/or services have been received and conform to the requirements of the order of agreement, the required administrative approvals have been obtained, and the quantities, prices, and calculations are accurate;
- (8) The signatory is aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may be subject to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812); and
- (9) This applicant releases the City of Chicago, its employees and agents, with respect to damages to property or material submitted in connection herewith.

* Name * Title * Acknowledge

I certify that all deposits of withheld taxes and employer-employee Social Security Taxes required to be made with a Federal Tax Depository and required reports have been made in a timely manner. For the period covered, there are no delinquent liabilities for employer's payroll taxes due to the Federal and/or Illinois State governments. I further certify that I have on file complete copies of Forms W-4 and IL-4 for each person who is now or has been paid wages by my organization.

For the period covered, there are no delinquent liabilities for employer's payroll taxes due to the Federal and/or Illinois State governments.

I further certify that I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

* Name * Title * Acknowledge

Create Invoice Option

- Select “Finance”
- Under “Create Invoice” and “Invoice Actions”
- Navigate to the Right of the Screen
- Select “Create Invoice with a PO”
- Select “Go”

CITY OF CHICAGO iSupplier Portal

Home Logot Preferences Help

Navigator Favorites

Home Orders Shipments Admin **Finance**

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier **DEBORAH'S PLACE**

Invoice Number

Invoice Date From

(example: 18-Jul-2019)

Invoice Status

Go Clear

Release PO Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Search for Active Release PO Budget Lines

- Enter “Release PO Number” in the Search Box
- Select “Go”
- Select “Next”

CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin **Finance** Navigator Favorites Home Logout Preferences Help

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive Advanced Search

Release PO Number

Release PO Date

(example: 18-Jul-2019)

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	Unit UOM	Price	Ship Curr To	Organization	Packing Slip	Waybill
	No search conducted.															

Cancel Step 1 of 4 Next

Adding Budget Lines to an Invoice

- Select the appropriate budget Line (0005-Salaries, 0044-Fringes, etc.)
 - Must match documentation
- View Ordered Amount and Invoiced Amount to Determine Available Balance
- Click “Next”

Home Orders Shipments Admin **Finance**

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive Advanced Search

Release PO Number ⓘ

Release PO Date ⓘ
(example: 18-Jul-2019)

Go Clear

Select Items: **Add to Invoice**

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	97430	1	1	<input type="checkbox"/>	0005-PERS			62012	0	20670.72	USD	1	USD	050-2515 HOMELESS SERVICES	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	97430	2	1	<input type="checkbox"/>	0044-Fringe Benefits			11252	0	3787.17	USD	1	USD	050-2515 HOMELESS SERVICES	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	97430	3	1	<input type="checkbox"/>	0801-Indirect			7326	0	2446.34	USD	1	USD	050-2515 HOMELESS SERVICES	CITY OF CHICAGO - GRE		

Cancel Step 1 of 4 Next

Enter Invoice Details

CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin Finance Navigator Favorites Home Logout Preferences

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation
Attachment Sample File Invoice Form has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Invoice: Details
* Indicates required field

Supplier

* Supplier Tax Payer ID
* Remit To D (EFT) CHICAGO IL 60612
Address

Invoice

* Invoice Number 97430-19-01
* Invoice Date 18-Jul-2019
Invoice Type Invoice
Currency USD
* Invoice Description 06/01/2019 - 06/30/2019 HS
Date Good/Services Received 30-Jun-2019
* Department Number 50
DEPT OF FAMILY AND SUPPORT SERVICES
* Attachment Attachment List... Add...

Customer

Customer Tax Payer ID
Customer Name CITY OF CHICAGO - GRE
Address 121 NORTH LASALLE STREET Chicago 60602 US

Release PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
97430	1	1		0005-PERS		050-2515 HOMELESS SERVICES	41341.28	5200	1	USD	5200
97430	2	1		0044-Fringe Benefits		050-2515 HOMELESS SERVICES	7464.83	1200	1	USD	1200
97430	3	1		0801-Indirect		050-2515 HOMELESS SERVICES	4879.66	150	1	USD	150

Cancel Back Step 2 of 4 Next

Create Invoice - (2) Required Attachments

Add Required Supporting Documentation

1. **Invoice Forms**: include Invoice Summary, Invoice Salary Expenditure Only, and Invoice Non-Personnel Expenditure Form (***Excel version only***).
 - a. Enter “Invoice” in the Title section
 - b. Attach Invoice copies

2. **Supporting Documentation “Support”**: e.g., Payroll Register Form, Invoice copy for non-personnel cost, etc.
 - a. Enter “Support” in the Title section
 - b. Attach supporting documentation copies

*Only upload **two** attachments for each invoice. ***NOTE:** Supporting Documentation should be in order of the billed expense.

Create Invoice - Required Information

Remit To: Verify that the remit-to address and bank account detail for your institution is correct. It can be changed by selecting a different “remit to” site.

Invoice Number: This field is identified as a unique number assigned for tracking and billing purposes and applied in the system to avoid duplication of invoices.

a. **Conventional invoice** number consists of four elements: PO number-Release number-Expenditures covered year (2 digits)-Sequential number (2 digits), e.g., 33328-1-19-01.

b. **eProcurement invoice** number omits the PO number and consists of three elements: Release Number-Expenditures covered year-Sequential number, e.g., 45672-19-01.

Invoice Description: Enter the period covered. For example: **08/01/2019 – 08/31/2019.**

*The Invoice description identifies the period covered for when services performed and/or cost incurred for your submitted invoice.

Date Goods/Services Received: This will be the end date of the expenditure covered period in the format DD-MMM-YYYY. We recommend choosing the day from the calendar selector. Example:



Date Good/Services Received 31-Aug-2017  

Department Number: You can select the magnifying glass to see a list of department numbers, but common departments are: 21 Department of Housing; 41 Department of Health; 48 Mayor’s Office for People with Disabilities; 50 Family and Support Services; 54 Planning and Development; 57 Chicago Police Department; 70 Business Affairs and Consumer Protection.

Create Invoice Details (Cont.)

➤ Review and Submit Invoice

CITY OF CHICAGO | Supplier Portal

Home | Orders | Shipments | Admin | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next **Submit**

Supplier

* Supplier: Chicago Test Vendor
 Tax Payer ID: 12-4356789
 * Remit To: A (EFT/XXL234)
 Address: 123 ADAMS ST, SUITE 99 CHICAGO IL 60602
 Remit To Bank Account: XXXXXX6961
 Unique Remittance Identifier
 Remittance Check Dgt

Invoice

* Invoice Number: 32010-4-17-01R
 * Invoice Date: 17-Oct-2017
 Invoice Type: Standard
 * Currency: USD
 Invoice Description: 09/01/17-09/29/17 CC
 Date Good/Services Received: 29-Sep-2017
 Department Number: 50
 Web Disclosure Attachment: Attachment List...

Customer

* Customer Tax Payer ID: 36-6005820
 Customer Name: CITY OF CHICAGO - GRE
 Address: 121 NORTH LASALLE STREET Chicago 60602 US

Summary Tax Lines

Calculate

Summary Tax Line Number Tax Regime Code Tax Status Code Tax Jurisdiction Code Tax Rate Code Tax Rate Tax Amount Line Status
 No results found.

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
32010-4	2	2	0005-PROGRAM-PERSONNEL		050-2005 FAMILY AND SUPPORT SERVICES	17994.33	17,994.33 USD	1.00	17,994.33
32010-4	3	3	0044-PROGRAM-PRINCES		050-2005 FAMILY AND SUPPORT SERVICES	5170.21	5,170.21 USD	1.00	5,170.21

Shipping and Handling

Charge Type
 No results found.

Invoice Summary

Items	23,164.54
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total Total (USD)	23,164.54

Cancel Save Back Step 3 of 4 Next **Submit**

Editing Invoices

- If Changes are required **Prior to submission**, Users can Select the “Back” button (not the browser button) to edit details or line information
- If changes are required **After submission**, Users must navigate to the “Finance” tab, “Re-certify ”, “ Enter Invoice Number under search” and select “Go”

Remove Lines from Invoice

CITY OF CHICAGO iSupplier Portal

Home | Orders | Shipments | Admin | Finance

Create Invoices | View Invoices | View Payments

Navigator | Favorites | Home | Logout | Preferences

Purchase Orders | **Details** | Manage Tax | Review and Submit

Create Invoice: Details

* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier **Chicago Test Vendor**
 Tax Payer ID **12-4356789**
 * Remit To **A (EFT XX1234)**
 Address **123 ADAMS ST. SUITE 99 CHICAGO IL 60603**

Invoice

* Invoice Number **12345-4-17-03R**
 Invoice Date **15-Oct-2017**
 Invoice Type **Invoice**
 Currency **USD**
 * Invoice Description **09/01-17 - 09/29/17 CR**
 Date Good/Services Received **29-Sep-2017**
 * Department Number **50**
DEPT OF FAMILY AND SUPPORT SERVICES
 * Attachment **None**

Customer

Customer Tax Payer ID [Redacted]
 Customer Name **CITY OF CHICAGO - GRE**
 Address **121 NORTH LASALLE STREET Chicago 60602 US**

Items

Release PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
7-4	10	10		0300-PROGRAM-MATERIALS/SUPPLIES		050-2005 FAMILY AND SUPPORT SERVICES	6537	1500	1	USD	1500

To remove a line, select Back and Remove Line from Invoice

Cancel Back Step 2 of 4 Next

Remove Lines from Invoice

CITY OF CHICAGO iSupplier Portal

Home | Orders | Shipments | Admin | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Advanced Search

Release PO Number

Release PO Date (example: 15-Oct-2017)

Go Clear

Select Items: Add to Invoice Previous 1-10 Next 10

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	7	1	1	<input type="checkbox"/>	(1-SDOP) 0005-PERSONNEL			37785	0	37785	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	7	2	2	<input type="checkbox"/>	(1-SDOP) 0044-FRINGE BENEFITS			5058	0	5058	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	7	8	8	<input type="checkbox"/>	(2-BC) 0005-PERSONNEL			28050	0	28050	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	7	9	9	<input type="checkbox"/>	(2-BC) 0044-FRINGE BENEFITS			6171	0	6171	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	7	10	10	<input type="checkbox"/>	(2-BC) 0100-OPERATING AND TECHNICAL			3600	0	3600	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	7	12	12	<input type="checkbox"/>	(2-BC) 0300-MATERIALS AND SUPPLIES			156.08	0	156.08	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	7	14	14	<input type="checkbox"/>	(2-BC) 0900-OTHER			1422	0	1422	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	7	15	15	<input type="checkbox"/>	(3-BP) 0005-PERSONNEL			31932	0	31932	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	7	16	16	<input type="checkbox"/>	(3-BP) 0044-FRINGE BENEFITS			7025	0	7025	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	7	17	17	<input type="checkbox"/>	(3-BP) 0100-OPERATING AND TECHNICAL			2898	0	2898	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		

Select Items: Add to Invoice Previous 1-10 Next 10

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select All | Select None

Select	PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/>	7	4	10	0300-PROGRAM-MATERIALS/SUPPLIES			11537	0	5000	USD	1	USD	050-2005 FAMILY AND SUPPORT SERVICES	CITY OF CHICAGO - GRE

Cancel Step 1 of 4 Next

Cancel Invoice

- Search for All Invoices, Under **Finance** tab, Select **“GO”**
- **Canceling an Invoice will release the funds reserved in the voucher**

The screenshot displays the City of Chicago iSupplier Portal interface. At the top, the navigation bar includes 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance' (highlighted with a red box). Below this, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. A secondary navigation bar contains 'Invoice Actions' (highlighted with a red box). On the right side of the top bar, there are links for 'Home', 'Logout', 'Preferences', and 'Help', along with 'Navigator' and 'Favorites' dropdown menus.

The main content area features a search section with the following fields and controls:

- Supplier:** Chicago Test Vendor
- Invoice Number:** [Text input field]
- Invoice Date From:** [Text input field]
- Invoice Date To:** [Text input field]
- Invoice Status:** [Dropdown menu]
- Release PO Number:** [Text input field]
- Invoice Amount:** [Text input field]
- Invoice Date To:** [Text input field]
- Currency:** [Text input field]

Below the search fields are 'Go' and 'Clear' buttons. The 'Go' button is highlighted with a red box. At the bottom right of the search area, there is a 'Create Invoice' button with a 'With a PO' dropdown menu and a 'Go' button.

The search results table is currently empty, showing the following columns:

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

At the bottom right of the page, there is another 'Create Invoice' button with a 'With a PO' dropdown menu and a 'Go' button.

Cancel or Edit Invoice (Cont.)

➤ Invoice History will appear; Select the Invoice to Edit or Cancel

CITY OF CHICAGO iSupplier Portal

Home | Orders | Shipments | Admin | Finance

Navigator | Favorites | Home | Logout | Preferences | Help

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice With a PO

Search

Note that the search is case insensitive

Supplier **Chicago Test Vendor**

Invoice Number

Invoice Date From (example: 16-Oct-2017)

Invoice Status

Release PO Number

Invoice Amount

Invoice Date To

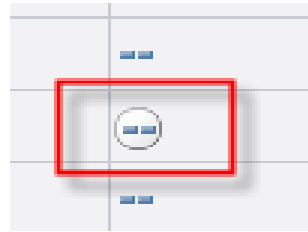
Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
32010-4-17-155	31-Aug-2017	USD	16,755.00	32010-4	In Process		...		
32010-1-17-01	11-Oct-2017	USD	300.00	32010-4	In Process		...		
32010-4-17-1999	25-Sep-2017	USD	10,000.00	32010-4	In Process		...		
32010-4-17-01R3	29-Sep-2017	USD	1,600.00	32010-4	In Process		...		
32010-4-17-01R4	29-Sep-2017	USD	200.00	32010-4	In Process		...		
32010-4-17-1122233	06-Oct-2017	USD	1,700.00	32010-4	In Process		...		
32010-1-17-19	06-Oct-2017	USD	100.00	32010-4	Unsubmitted		<input type="button" value="Cancel"/>		
32010-4-17-40	31-Aug-2017	USD	2.00	32010-4	In Process		...		
8yr3oihf	06-Oct-2017	USD	0.00	32010-4	Cancelled		...		
32010-4-001	31-Aug-2017	USD	1.00	32010-4	In Process		...		

Previous 1-10 Next 10

Cancel or Edit Invoice (Cont.)

Cancel Icon 



CITY OF CHICAGO iSupplier Portal

Home | Orders | Shipments | Admin | **Finance**

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice With a PO

Search

Note that the search is case insensitive

Supplier: **Chicago Test Vendor**

Invoice Number:

Invoice Date From: (example: 16-Oct-2017)

Invoice Status:

Release PO Number:

Invoice Amount:

Invoice Date To:

Currency:

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
32010-4-17-155	31-Aug-2017	USD	16,755.00	32010-4	In Process				
32010-1-17-01	11-Oct-2017	USD	300.00	32010-4	In Process				
32010-4-17-1999	25-Sep-2017	USD	10,000.00	32010-4	In Process				
32010-4-17-01R3	29-Sep-2017	USD	1,600.00	32010-4	In Process				
32010-4-17-01R4	29-Sep-2017	USD	200.00	32010-4	In Process				
32010-4-17-1122233	06-Oct-2017	USD	1,700.00	32010-4	In Process				
32010-1-17-19	06-Oct-2017	USD	100.00	32010-4	Unsubmitted				
32010-4-17-40	31-Aug-2017	USD	2.00	32010-4	In Process				
8yr3oihf	06-Oct-2017	USD	0.00	32010-4	Cancelled				
32010-4-001	31-Aug-2017	USD	1.00	32010-4	In Process				

Previous 1-10 Next 10

Post Invoice Submission

Delegate Agencies have an obligation to regularly check the invoice status and take an appropriate action accordingly.

Post Invoice Submission (cont'd)

A. Rejection

1. Under the following circumstances, an Invoice may be Rejected:
 - a. Incorrect Payment Site selected
 - b. Incorrect Date Goods/Services Received
 - c. Incorrect Release matched
 - d. The expenditures covered in the two-year period
 - e. Other

2. Delegate Agencies have an obligation to follow up with the Rejection Notification and take an appropriate action to fix the root cause for Rejection accordingly.

*The communication email regarding rejected invoices will originate **From: Workflow Mailer** and may appear in spam folder.*

3. When delegate agency resubmits the rejected invoice, the original invoice number should be used and followed by a suffix “**RJ**”. For example, **45672-17-01RJ**.

4. When the delegate agency resubmits invoices to recover previously deleted cost (only submit if **expense** is allowable), please include the suffix “**R**” followed by the invoice number. For Example, 45672-17-01R.

5. Please use “**A**” for invoices that have amendment cost ‘ **ONLY** meaning you submitted your original invoice and forgot to include cost pertaining to the exact same period covered, same invoice number, same voucher – only adding on cost related to original invoice. For example, 45672-17-01A.

i.e., Original Invoice 45672-17-01 period covered 04/01/18 – 04/30/18
Amendment Invoice 45672-17-01A period covered 04/01/18 – 04/30/18

6. * If you experience where your agency uses the same PO number, for multiple programs within your organization – your agency can use the following format to submit your invoices : ***this is case by case basis and should be approved by your department contact liaison.***

45672-17-01a

45672-17-01b

45672-17-01c

45672-17-01d

Helpful Tips and Lessons Learned

1. Use Internet Explorer Browser and Avoid Back/Forth Browser Buttons
2. Enable Pop-Ups and Check Internet Security Settings
3. Check Email Spam/Junk Mailbox for City of Chicago Mailer notifications
4. Check Attachment Submissions Prior to Submitting
5. Online Discussion Sent to Buyer Only
6. Save Draft Often
7. Check Attachment Submissions Prior to Submitting RFP
8. Click Validate Prior to Submission - To Identify Missing Requirement
9. Prior to Submitting – Enter Name First THEN Click Certify
10. Updating Agency Information and User Access – Remember to Enter Email Address Before Granting Access to Organizational Users .
Assign Proper Responsibilities (Online bidding and/or Invoicing)

Who to Contact for Assistance

iSupplier Technical Assistance Helpline:

CustomerSupport@cityofchicago.org or (312)744-4357

Registration Assistance Only:

CustomerSupport@cityofchicago.org or (312)744-4357

To receive remittance when payments are made, send your supplier number to:

electronicenrollment@cityofchicago.org

Useful Links

Vendor/Delegate Agency Registration:

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.html>

City of Chicago Search Online:

<http://webapps.cityofchicago.org/VCSearchWeb/org/cityofchicago/vcsearch/controller/agencySelection/begin.do>

Funding Opportunities:

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/current-bids.html>