CITY OF CHICAGO DELEGATE AGENCY

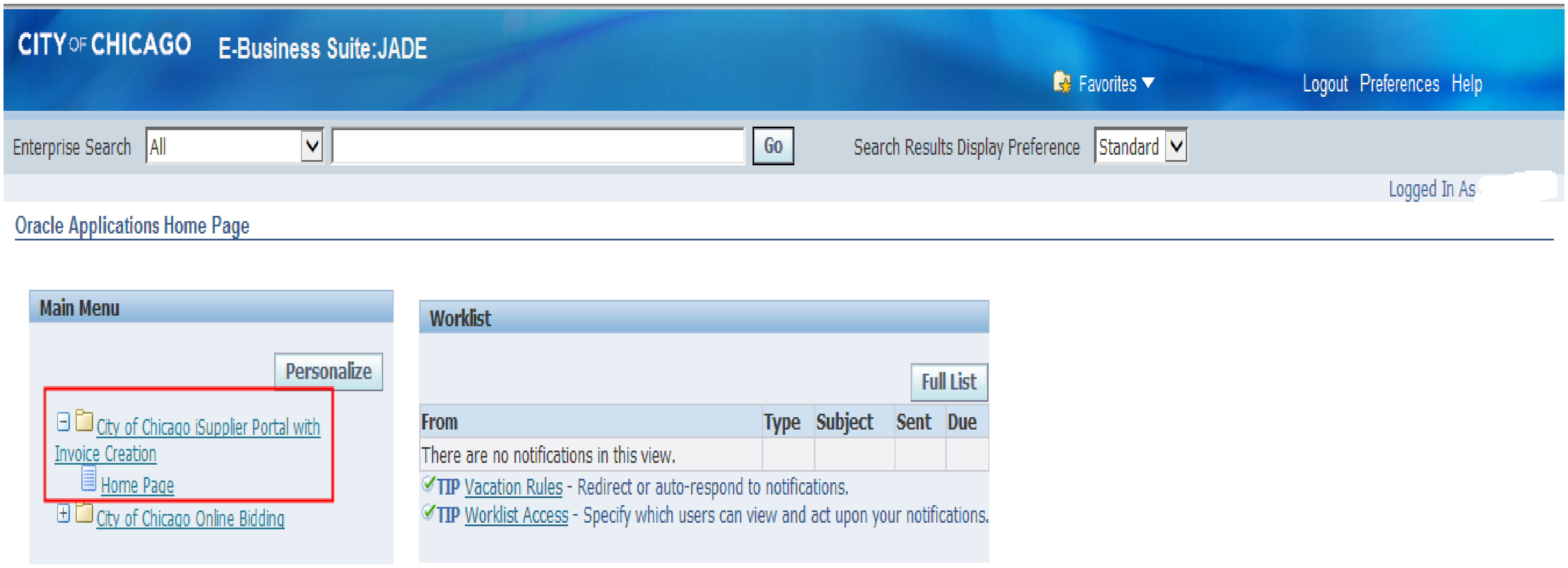
iSupplier (eProcurement) Invoice Creation Workshop

CITY OF CHICAGO SUPPLIER

eProcurement Bid Opportunities

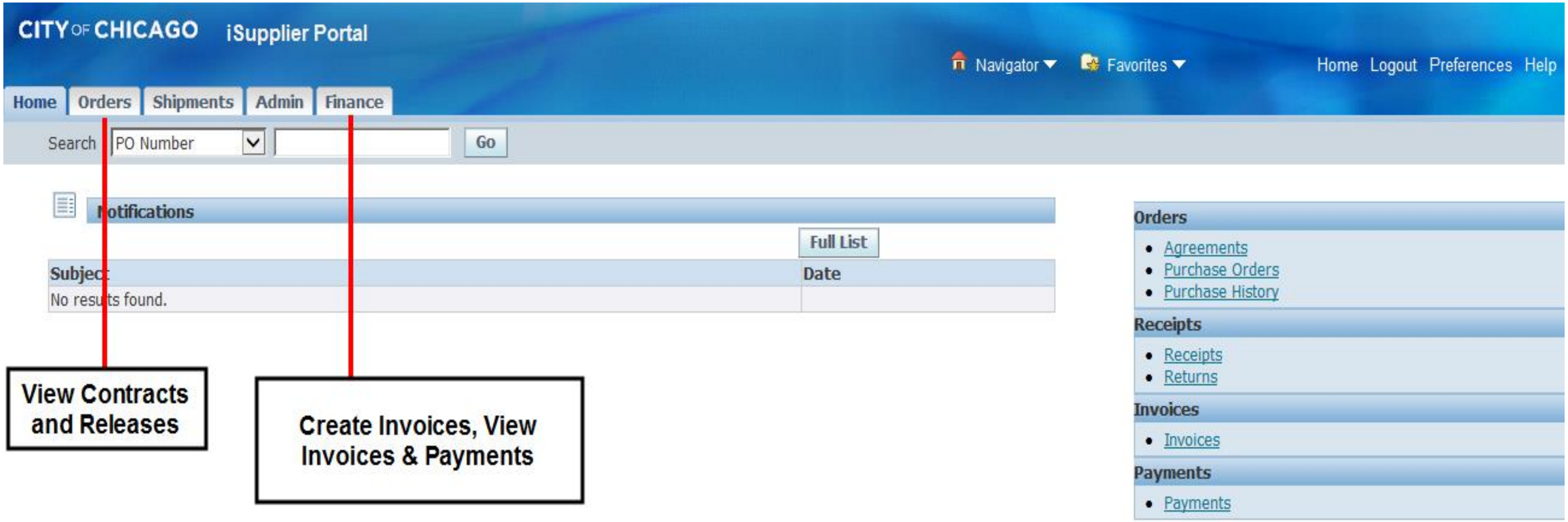
iSupplier Portal with Invoice Creation

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



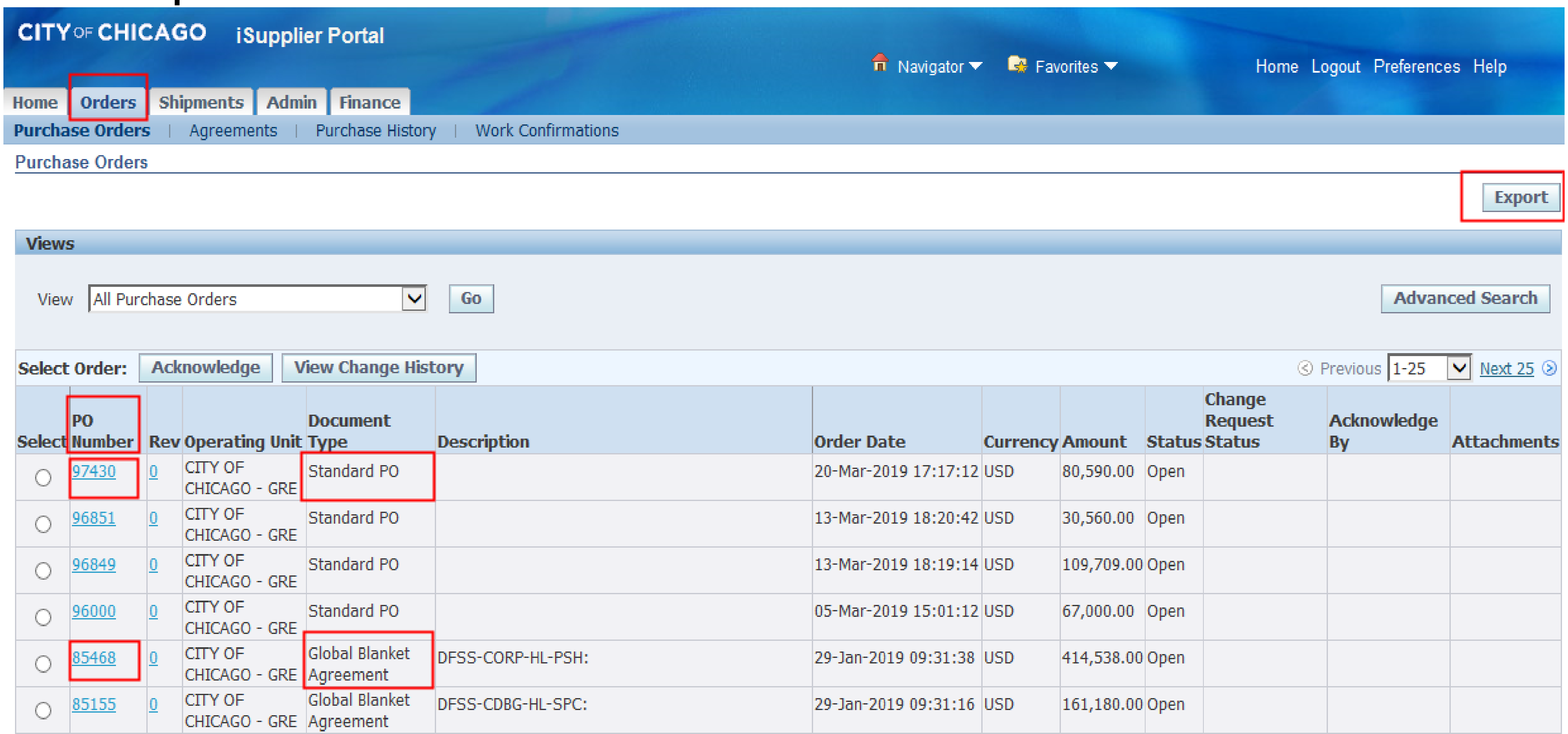
Orders and Finance Tab

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



Orders Tab

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



CITY OF CHICAGO iSupplier Portal

Navigator Favorites Home Logout Preferences Help

Home | Orders | Shipments | Admin | Finance

Purchase Orders | Agreements | Purchase History | Work Confirmations

Purchase Orders

Export

Views

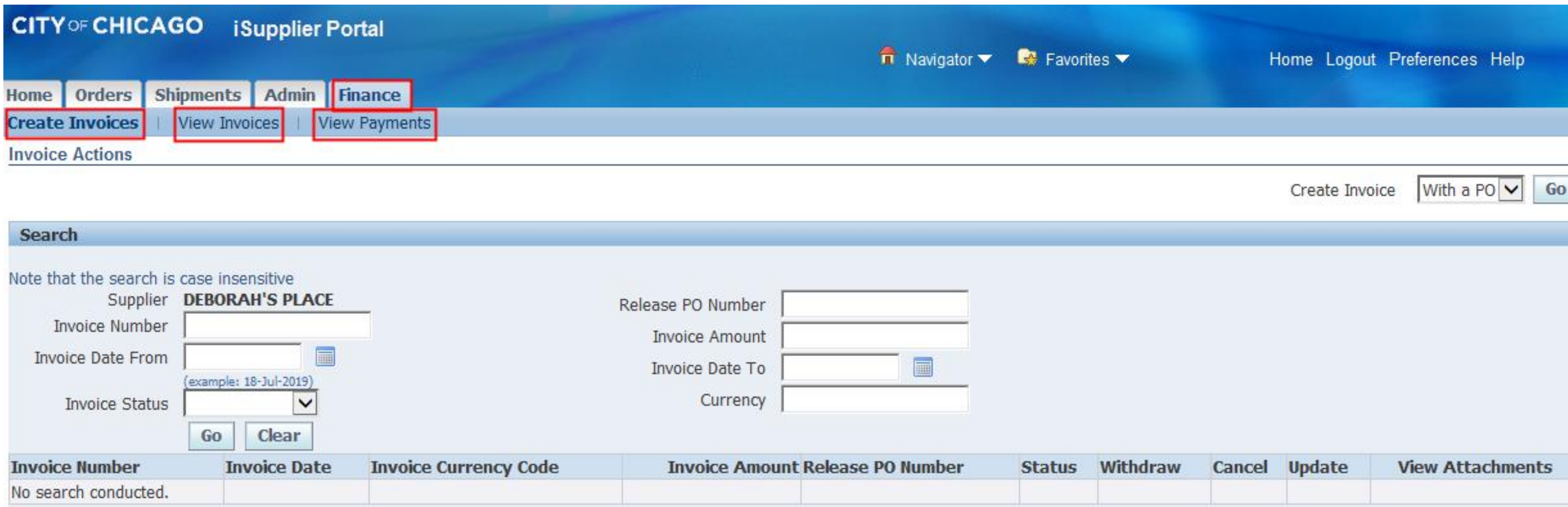
View: All Purchase Orders Go Advanced Search

Select Order: Acknowledge View Change History Previous 1-25 Next 25

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

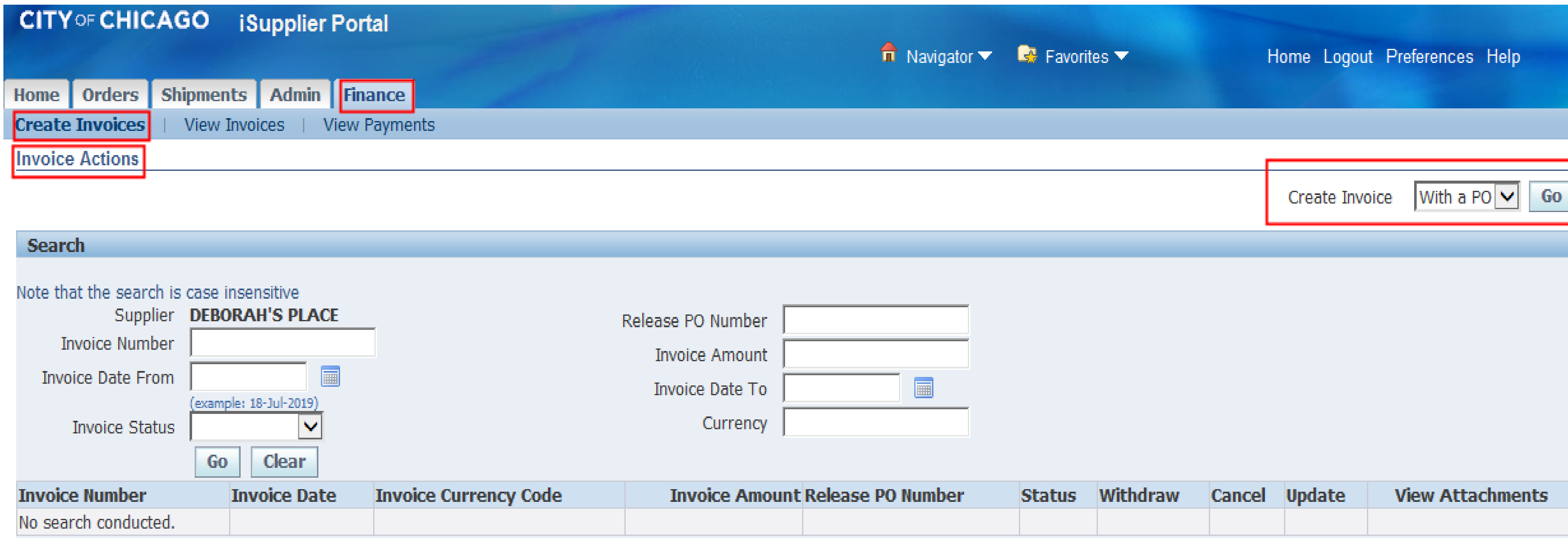
Finance Tab

- Create Invoices
- View Invoices
- View Payments



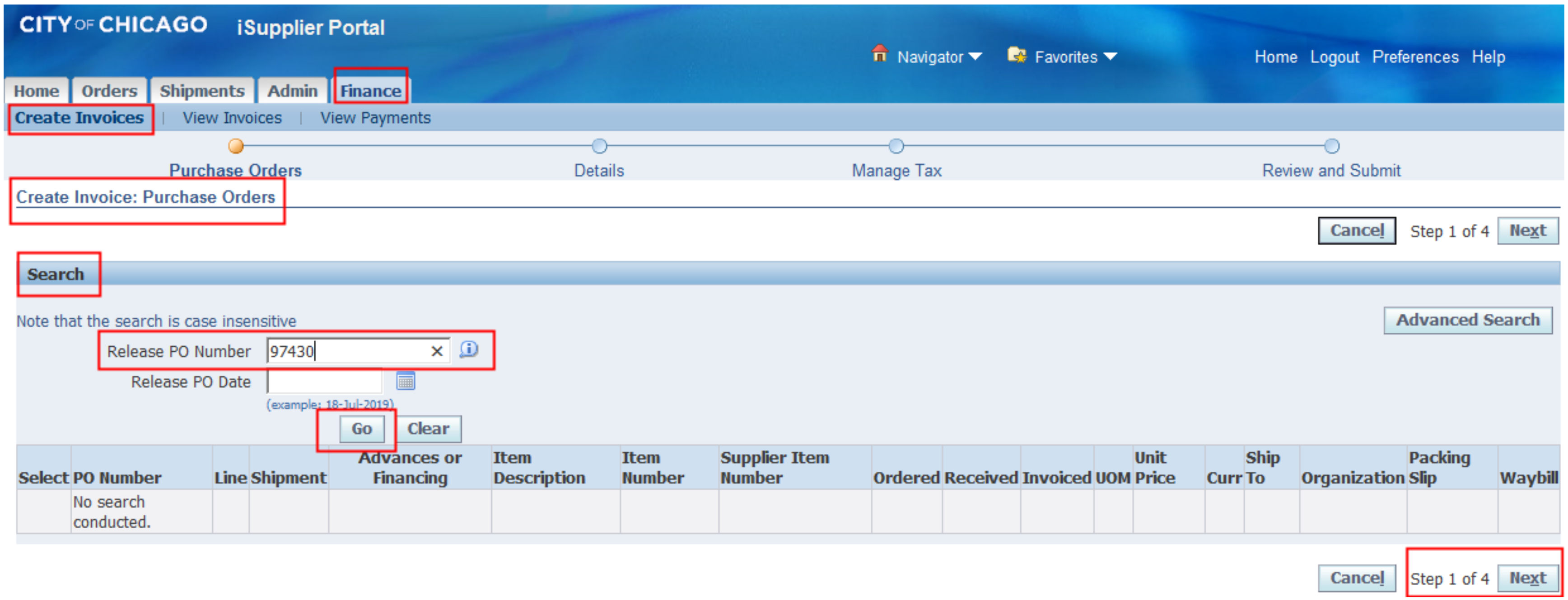
Create Invoice Option

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



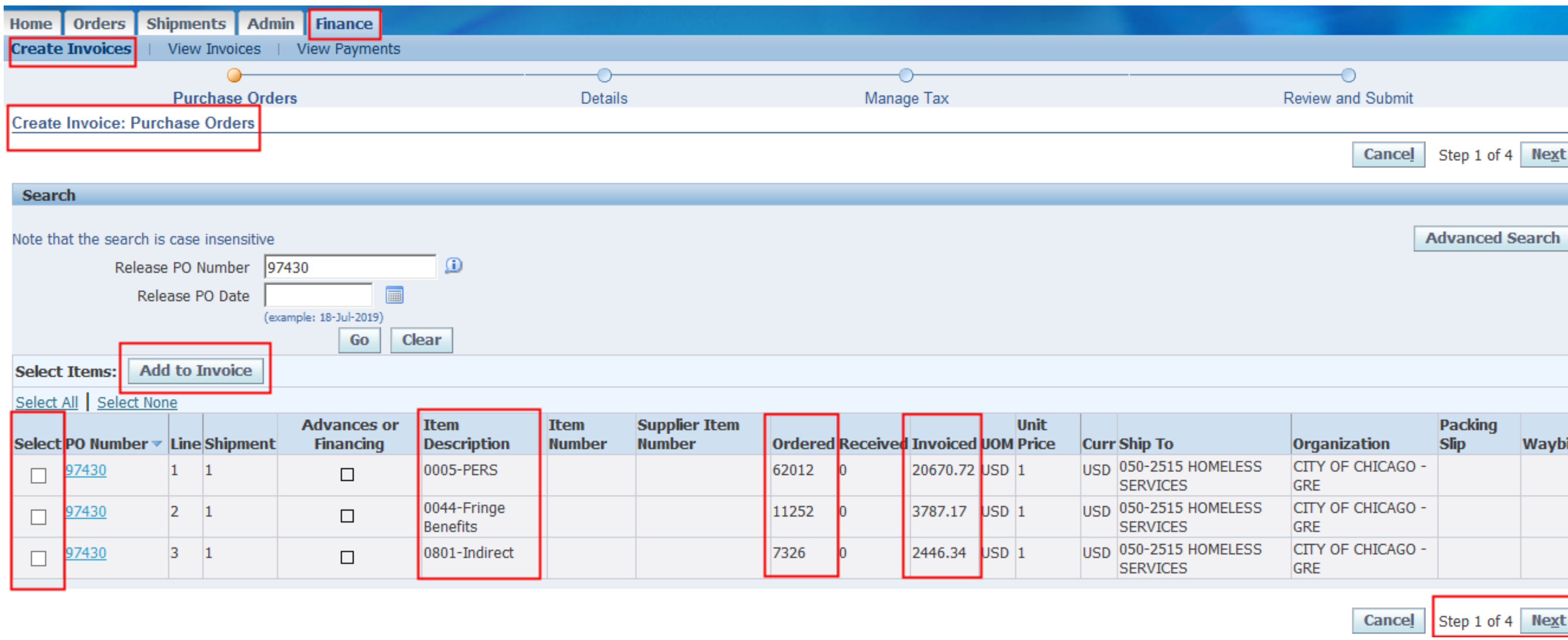
Search for Active Release PO Budget Lines

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

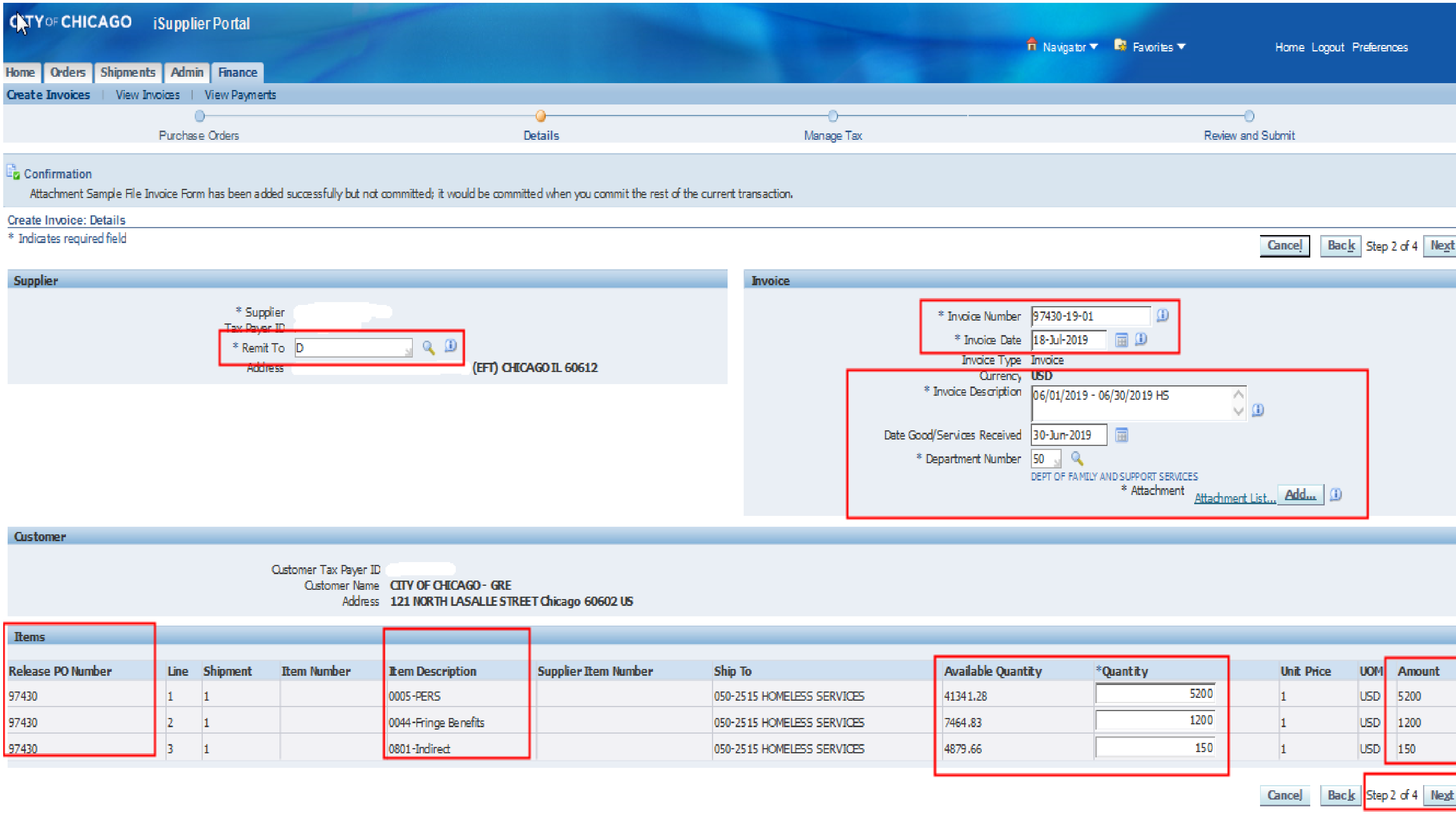


Adding Budget Lines to an Invoice

- 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”



Enter Invoice Details



Create Invoice - (3) 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

3. ***Certifications:*** e.g., Voucher Certification Form, Tax Payment Certification Form, etc.
   a. Enter “Certificate” in the Title section
   b. Attach certification copies

*Only upload **three** 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.

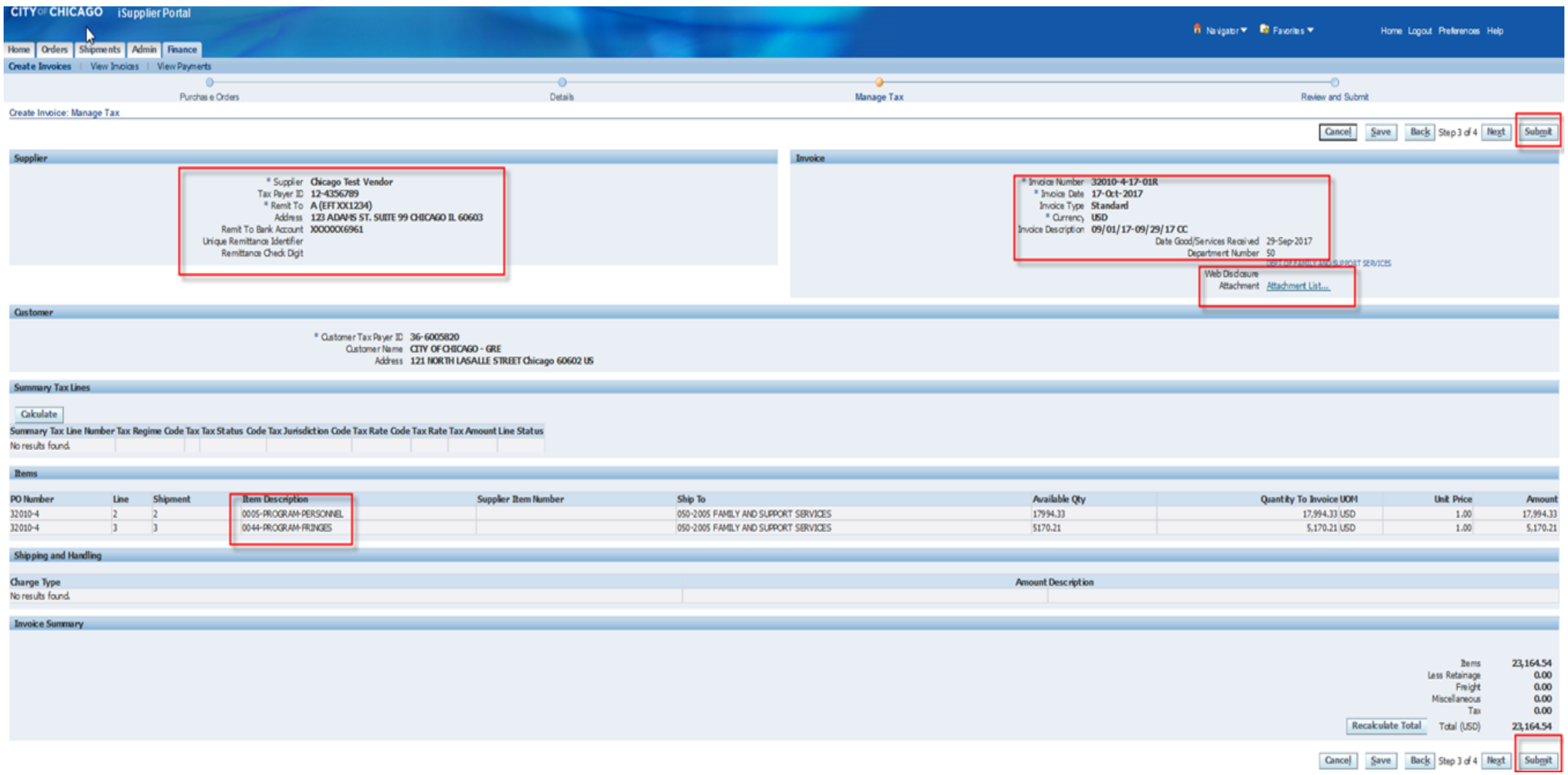
Invoice Description: Enter the period covered followed by the two-letter program code. For example: **08/01/2019 – 08/31/2019 PH**. PH stands for "Public Health" program; RW stands for "Ryan White" program; SH stands for "Shelter" program; CC stands for "Childcare Program" YN stands for "Youth Net" program. If you do not know the program code, you may just enter the period covered with no program code. ***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:

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**

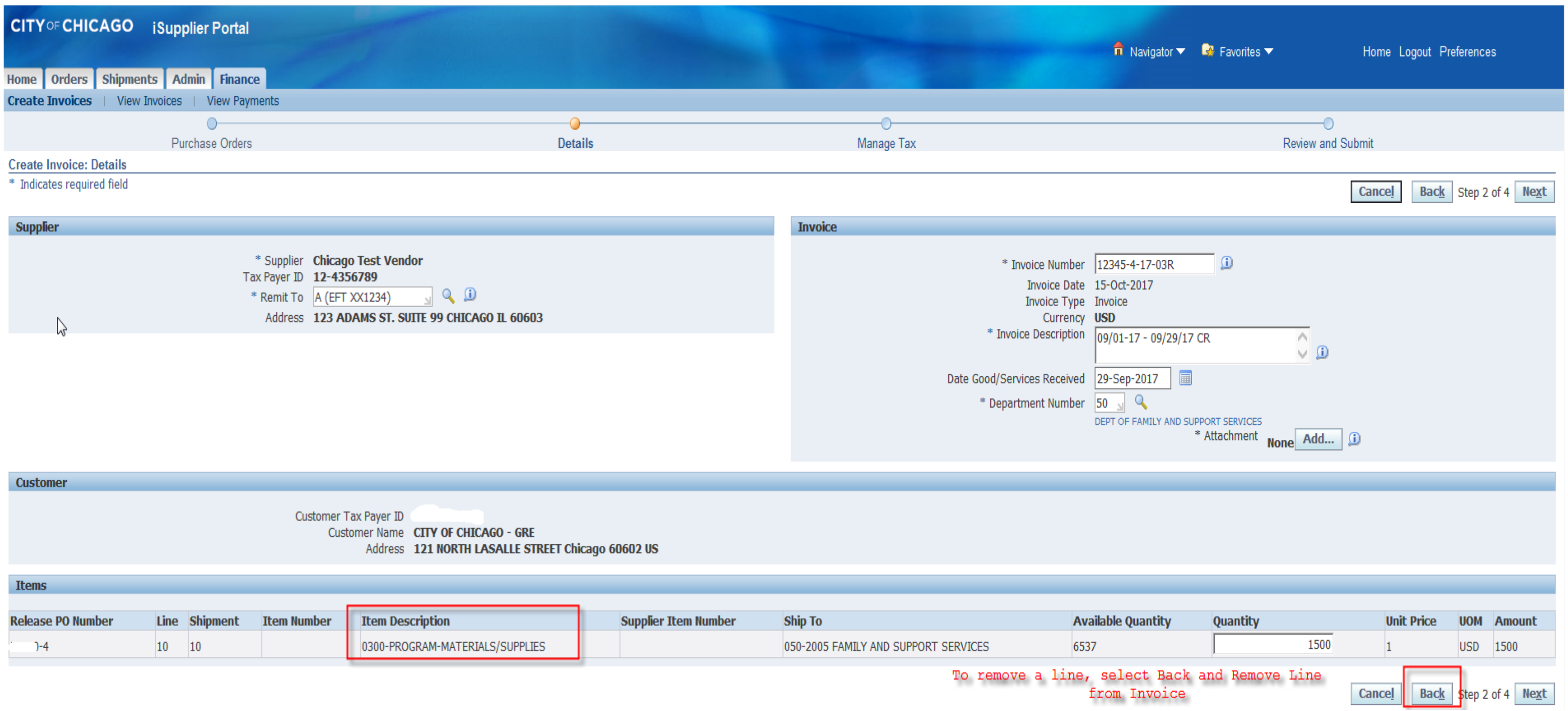


Editing Invoices

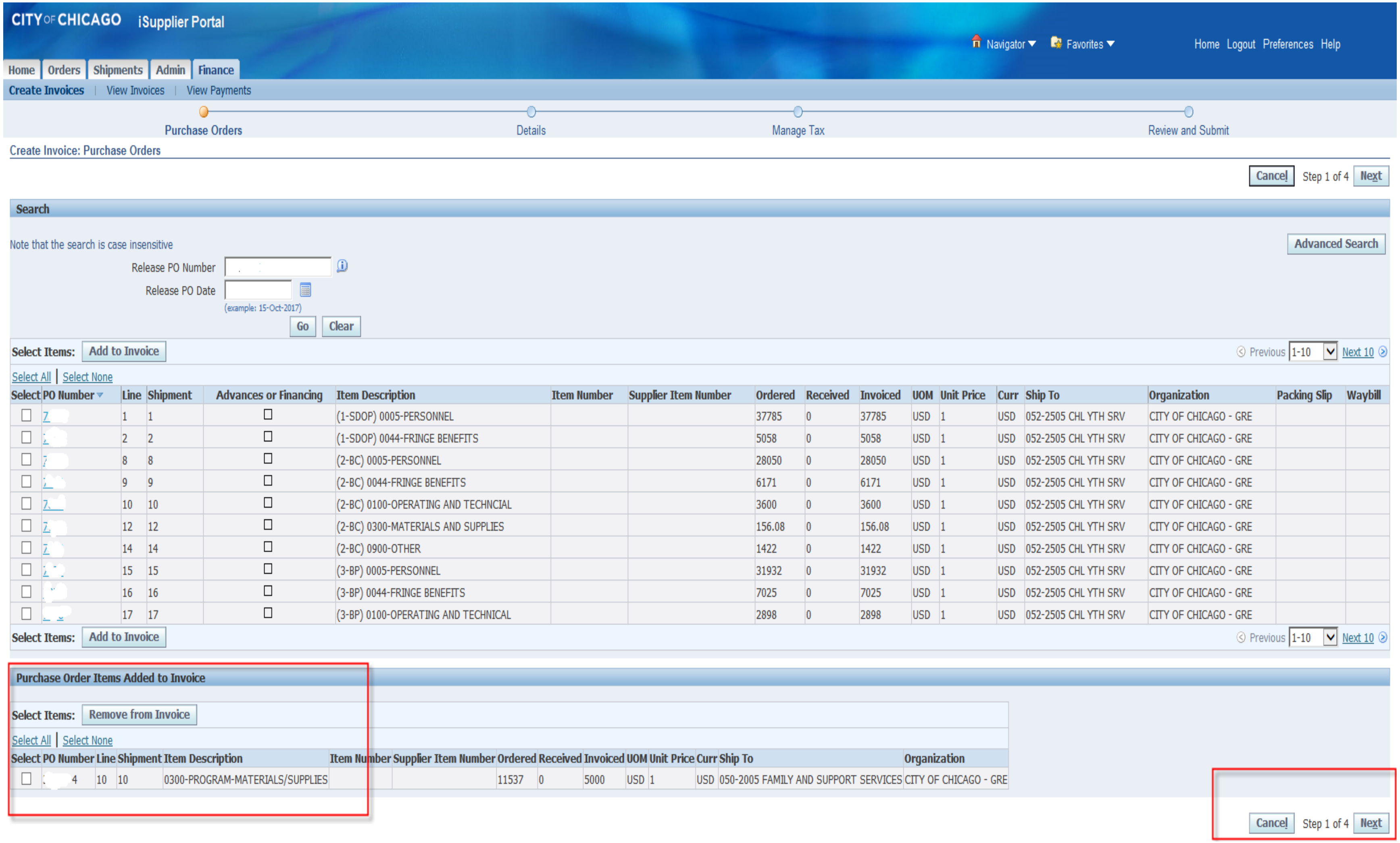
- If Changes are required **Prior to submission**, Users can Select the "Back" button (not the browser button) to edit details or line information

- If changes are required ***After submission***, Users must navigate to the "Finance" tab, under "Invoice Actions", under "Search" for Invoice number and select "Go"

Remove Lines from Invoice



Remove Lines from Invoice



CITY OF CHICAGO iSupplier Portal

Navigator Favorites Home Logout Preferences Help

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 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
☐	7	1	1	☐	(1-SDOP) 0005-PERSONNEL			37785	0	37785	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
☐		2	2	☐	(1-SDOP) 0044-FRINGE BENEFITS			5058	0	5058	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
☐	7	8	8	☐	(2-BC) 0005-PERSONNEL			28050	0	28050	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
☐		9	9	☐	(2-BC) 0044-FRINGE BENEFITS			6171	0	6171	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
☐	7	10	10	☐	(2-BC) 0100-OPERATING AND TECHNICAL			3600	0	3600	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
☐	7	12	12	☐	(2-BC) 0300-MATERIALS AND SUPPLIES			156.08	0	156.08	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
☐	7	14	14	☐	(2-BC) 0900-OTHER			1422	0	1422	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
☐		15	15	☐	(3-BP) 0005-PERSONNEL			31932	0	31932	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
☐		16	16	☐	(3-BP) 0044-FRINGE BENEFITS			7025	0	7025	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
☐		17	17	☐	(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

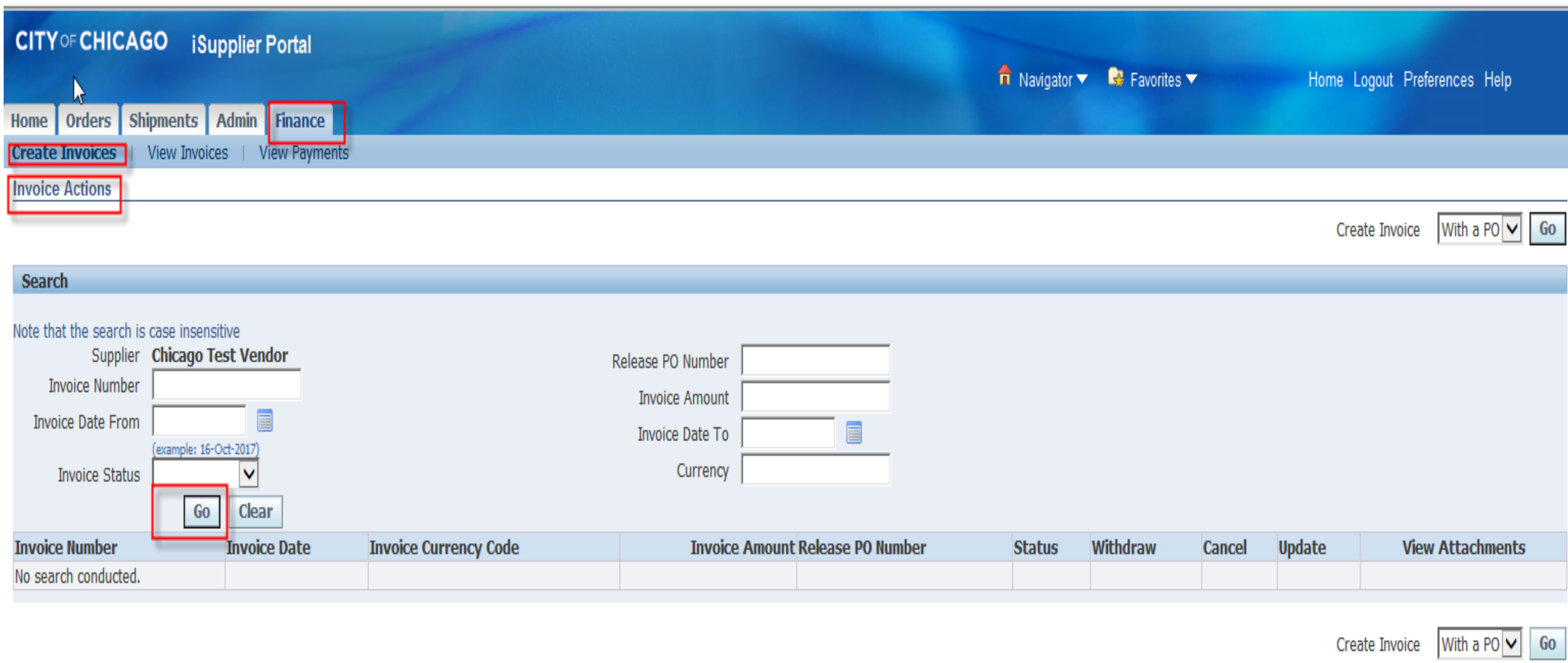
Select All | Select None

Select	PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
☐	4	10	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

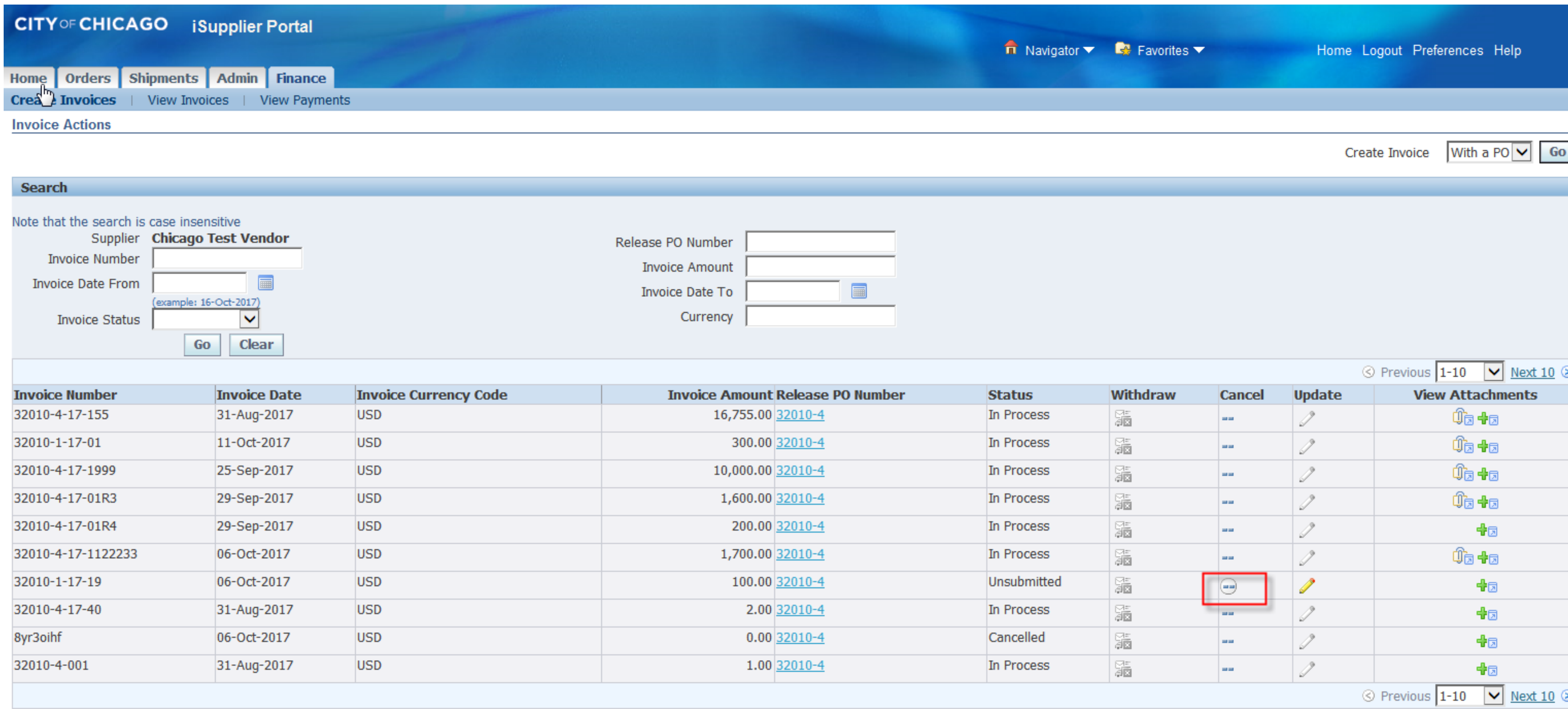
Cancel Invoice

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



Cancel or Edit Invoice (Cont.)

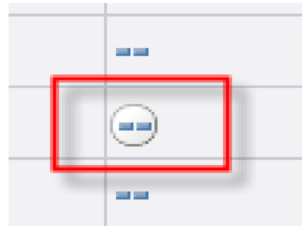
➢ Invoice History will appear; Select the Invoice to Edit or Cancel

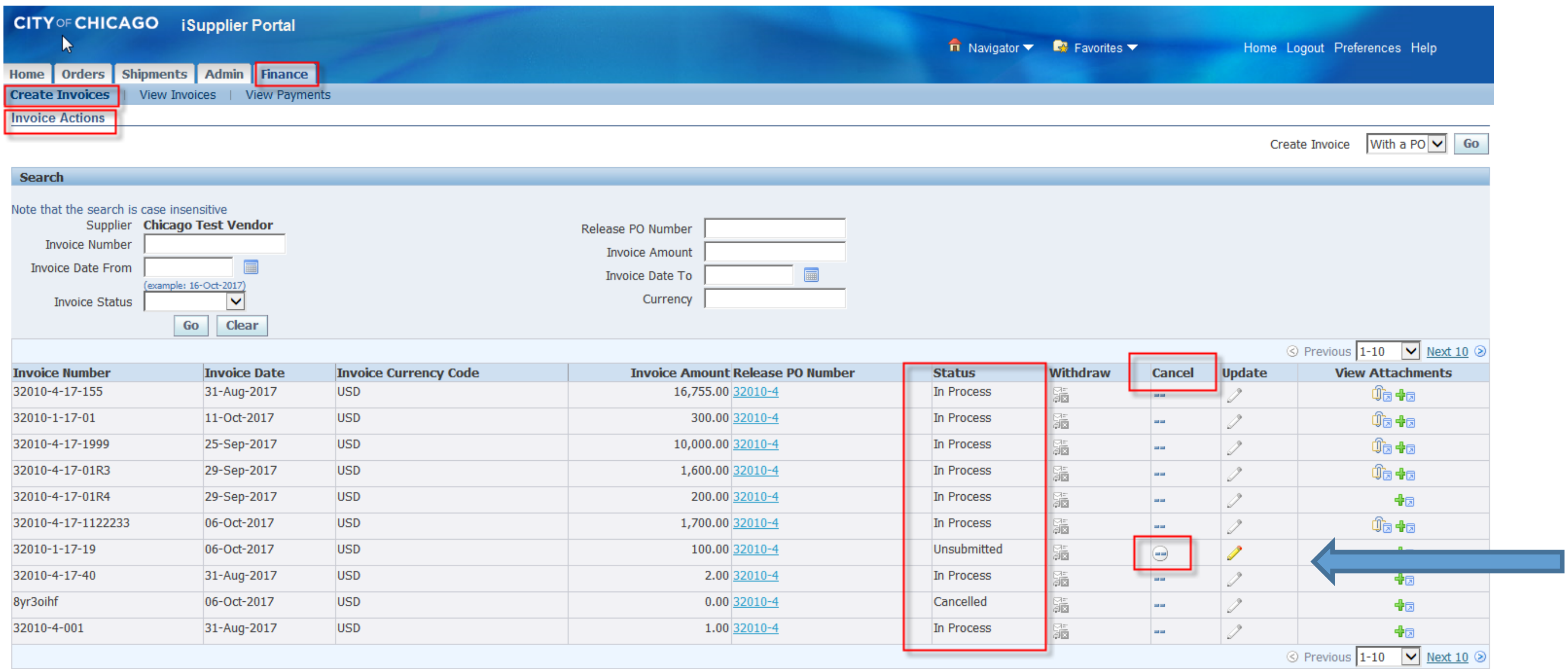


Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
32010-4-17-155	31-Aug-2017	USD	16,755.00	32010-4	In Process				
32010-1-17-01	11-Oct-2017	USD	300.00	32010-4	In Process				
32010-4-17-1999	25-Sep-2017	USD	10,000.00	32010-4	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				

Cancel or Edit Invoice (Cont.)

Cancel Icon





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 Helpline:

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

Registration Assistance Only:

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

Too 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