

# Create Invoice Details

## A. Search for Purchase Order (PO) Number

1. The first step is to login to your account of iSupplier Portal.

Once logged in successfully, there will be a Main Menu on the left-hand side of the screen. Select “City of Chicago iSupplier Portal with Invoice Creation.”

CITY OF CHICAGO E-Business Suite:APSPROD

Enterprise Search All  Go Search Results Display

Logged In As DENNIS.RONOWSKI@HEKTOE

Oracle Applications Home Page

Main Menu

Personalize

- City of Chicago iSupplier Portal
- City of Chicago iSupplier Portal with Invoice Creation
- City of Chicago Online Bidding

Worklist

Full List

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.

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2. . To submit your invoice/payment voucher, you will need the Purchase Order (PO)/Release number. The home screen will have several tabs near the top that allow you to view and edit information. Select the “Orders” tab to view the PO/Release information. Here you can see the amount, date and description of the agreement that you will be vouchering against.

**CITY OF CHICAGO iSupplier Portal**

Home **Orders** Shipments Admin Finance

Purchase Orders | Agreements | Purchase History | Work Confirmations

Purchase Orders Export

Views

View: All Purchase Orders 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
<input type="radio"/>	<a href="#">33763-2</a>	0	CITY OF CHICAGO - GRE	Blanket Release	2016 RYAN WHITE CORE PART A	28-Sep-2017 08:14:50	USD	1,633,323.00	Open			
<input type="radio"/>	<a href="#">33767-2</a>	0	CITY OF CHICAGO - GRE	Blanket Release	2016 RYAN WHITE MAI SSHARC	28-Sep-2017 08:14:29	USD	124,037.00	Open			
<input type="radio"/>	<a href="#">33768</a>	5	CITY OF CHICAGO - GRE	Blanket Agreement	2016 RYAN WHITE SSHARC PART A	27-Sep-2017 11:27:09	USD	3,500,000.00	Open			
<input type="radio"/>	<a href="#">33766-2</a>	0	CITY OF CHICAGO - GRE	Blanket Release	2016 RYAN WHITE PROVIDENT	15-Sep-2017 08:19:36	USD	1,139,090.00	Open			

# Create Invoice Details

3. Once you have the PO/Release information, click on the “Finance” tab at the top of the screen. In the upper (and lower) right hand side of the Finance tab is where you click the “Go” button to create an invoice with a PO.

The screenshot shows the 'CITY OF CHICAGO iSupplier Portal' interface. The 'Finance' tab is selected in the top navigation bar. Below it, the 'Create Invoices' sub-tab is active. A red box highlights the 'Create Invoice' button with a 'With a PO' dropdown and a 'Go' button. Another red box highlights the 'Invoice Actions' menu. The search section contains several input fields: Supplier (Chicago Test Vendor), Invoice Number, Invoice Date From, Invoice Date To, Release PO Number, Invoice Amount, Invoice Date To, and Currency. A red text annotation 'Leave this section blank' is placed over the Invoice Date From and To fields. At the bottom, a table shows search results with columns for Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Release PO Number, Status, Withdraw, Cancel, Update, and View Attachments. The table currently displays 'No search conducted.' A second 'Create Invoice' button is visible at the bottom right of the page.

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4. The next screen will show all of the available lines on this agreement (PO/Release). Based on what you are vouchering for, check the box next to all the lines that apply. 0005 Personnel; 0044 Fringe Benefits; 0100 Operating Expenses, etc. Once the appropriate boxes have been checked, click on the “Next” button.

Search

Note that the search is case insensitive

Advanced Search

Release PO Number: 31700

Release PO Date: (example: 10-Sep-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	Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	1200	1	1	<input type="checkbox"/>	0005 PERS/A1			84773	0	39545.23	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	1200	1	1	<input type="checkbox"/>	0005 PERS/A1			88292	0	86548.13	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	1200	1	1	<input type="checkbox"/>	0005 PERS/A1			85762.55	0	85762.55	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		
<input checked="" type="checkbox"/>	1200	2	2	<input type="checkbox"/>	0044 FRINGE/A1			33909	0	15818.1	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	1200	2	2	<input type="checkbox"/>	0044 FRINGE/A1			35316	0	34619.19	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	1200	2	2	<input type="checkbox"/>	0044 FRINGE/A1			33447.38	0	33447.38	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		
<input checked="" type="checkbox"/>	1200	3	4	<input type="checkbox"/>	0140 PROF TECH/A1			27218	0	1605	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	1200	3	4	<input type="checkbox"/>	0140 PROF TECH/A1			22725	0	22675	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		
<input type="checkbox"/>	1200	3	3	<input type="checkbox"/>	0140 PROF TECH/A1			23619.75	0	23619.75	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		
<input checked="" type="checkbox"/>	1200	4	5	<input type="checkbox"/>	0200 TRAVEL/A1			1500	0	0	USD	1	USD	FINANCE-COMPTROLLER	CITY OF CHICAGO - GRE		

Select Items: Add to Invoice

Previous 1-10 Next 10

Cancel Next

# Create Invoice Details

## B. Complete Invoice Detail Fields

The next screen is where you need to enter all of the detailed information for this invoice/payment voucher.

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**  
 \* Remit To **A** (EFT XX1234)   
 Address **123 ADAMS ST. SUITE 99 CHICAGO IL 60603**

**Invoice**

\* Invoice Number **32010-4-17-01R** ⓘ  
 Invoice Date **17-Oct-2017**  
 Invoice Type **Invoice**  
 Currency **USD**  
 \* Invoice Description **09/01/17-09/29/17 CC** ⓘ  
 Date Good/Services Received **29-Sep-2017** ⓘ  
 \* Department Number **50** ⓘ  
 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	17994.33	1	USD	17994.33
32010-4	3	3		0044-PROGRAM-FRINGS		050-2005 FAMILY AND SUPPORT SERVICES	5170.21	5170.21	1	USD	5170.21

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

Cancel Back Step 2 of 4 Next

# Create Invoice Details

- a. 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.
- b. 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.
- Conventional invoice number consists of four elements: PO number-Release number-Expenditures covered year (2 digits)-Sequential number (2 digits), e.g., 33328-1-17-01.
  - eProcurement invoice number omits the PO number, and consists of three elements: Release Number-Expenditures covered year-Sequential number, e.g., 45672-17-01.
- c. Invoice Description: Enter the period covered followed by the two letter program code. For example: **08/01/2017 – 08/31/2017 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.
- d. 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:
- 
- e. Department Number: You can select the magnifying glass to see a list of department numbers, but common departments are: 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

## C. Attach Invoice Documentation

1. After the invoice details are entered, select the “Add” button to add attachments. You should add three (3) separate attachments to each invoice.

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**  
 \* Remit To **A (EFT XX1234)**  
 Address **123 ADAMS ST. SUITE 99 CHICAGO IL 60603**

**Invoice**

\* Invoice Number **32010-4-17-01R**  
 Invoice Date **17-Oct-2017**  
 Invoice Type **Invoice**  
 Currency **USD**  
 \* Invoice Description **09/01/17-09/29/17 CC**  
 Date Good/Services Received **29-Sep-2017**  
 \* Department Number **50**  
 DEPT OF FAMILY AND SUPPORT SERVICES

\* Attachment **Attachment List...** **Add...**

**Customer**

# Create Invoice Details

- **Invoice** – this should include the invoice summary sheet, personnel invoice cost detail sheet, and non-personnel cost detail sheet.
- PLEASE SUBMIT THIS IN MS EXCEL FORMAT. Excel format will allow the voucher auditors to make notes and deletions on the invoice cost detail sheet, which will allow you to see their audit deletion (if any) through iSupplier Portal.
- **Support** – this should include all of the required supporting documentation. Examples may include payroll register, ADP payroll register summary, time sheets for hourly workers, receipts, invoice copy for non-personnel cost over \$5,000 etc.
- These can be saved in any format.
- **Certification** – this should include the Tax Payment Certification, the Invoice Certification Form, etc.



# Create Invoice Details

2. Enter the title of the attachment (Invoice, Support or Certification) then click the “Browse” button to search for the corresponding file to be attached. Click the “Add Another” button and repeat these steps until all three attachments (Invoice, Support, and Certification) have been saved. When you are finished, click the “Apply” button.

Home | Orders | Shipments | Admin | Finance

Create Invoices | View Invoices | View Payments

Finance: Create Invoices >

Add Attachment

Attachment Summary Information

Title Invoice

Description

Category From Supplier

Upload each file attachment separately (maximum of 200 MB each)

Type  File  URL

C:\Users\348242\Desktop\2017 Cost Recovery Refund; Browse...

Cancel Add Another Apply

# Create Invoice Details

- **D. Enter Invoice Line Item Value**

1. The next step is to enter the invoice line item quantity/amount based on what you are vouchering for.
2. Near the bottom of the screen is an Item section with each line from the agreement that you selected to include in this invoice/payment voucher.
3. Make sure the amounts entered are matched with the line item/account selected. The system will default to the total amount available, so you may have to type the correct amounts in each quantity field.
4. Note that you cannot invoice for more than the available quantity on each line. **Available quantity = amount of money left on that line for the current budget. Quantity = amount of money on that line that you are submitting for reimbursement on this voucher.**
5. Once you verify that the amounts are correct, click on the “Next” button. \*If there are any required fields that are blank or if something is not entered correctly, you may receive an error message. Simply correct the field(s) indicated in the error and click “Next” to re-submit.

# Create Invoice Details

**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: 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** Add...

**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
.10-4	10	10		0300-PROGRAM-MATERIALS/SUPPLIES		050-2005 FAMILY AND SUPPORT SERVICES	6537	1500	1	USD	1500

Cancel Back Step 2 of 4 Next

# Create Invoice Details

## E. Review and Submit Invoice

The next two screens are a chance for you to review and revise your invoice (if needed) before submitting it.

CITY OF CHICAGO | Supplier Portal

Home | Orders | Shipments | Admin | Finance

Create Invoices | View Invoices | View Payments

Create Invoice: Manage Tax | Details | Manage Tax | Review and Submit

Cancel Save Back Step 3 of 4 Next Submit

**Supplier**

- \* Supplier: Chicago Test Vendor
- \* Tax Payer ID: 12-4356789
- \* Remit To: A (EFT)001234
- Address: 123 ADAMS ST, SUITE 99 CHICAGO IL 60603
- Remit To Bank Account: XXXXXX6961
- Unique Remittance Identifier
- Remittance Check Digit

**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 Tax Status Code Tax Jurisdiction Code Tax Rate Code Tax Rate Tax Amount Line Status

No results found.

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-FRINGS		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
<b>Recalculate Total</b>	<b>Total (USD) 23,164.54</b>

Cancel Save Back Step 3 of 4 Next Submit

# Create Invoice Details

- 1. Double check the total amount of the invoice in the lower right corner matches the invoice and supporting documentation that you intend to submit.
- 2. Click the “Back” button to make any changes or click “Submit” if everything looks good.
- 3. If you click the “Next” button on this step, it will take you to the review screen a second time at which point you can click “Submit”.
- 4. When you submit the invoice, a printable confirmation will be available.
- **- END OF PROCEDURES TO SUBMIT AN INVOICE FROM THE ISUPPLIER PORTAL -**

# Post Invoice Submission

## A. Request Information

1. Comptroller's Office VATS unit may send "Request Information" notification to Delegate Agency and request additional information.
2. Delegate Agency must respond to the Request Information within 48 hours (two business days). If requested information is not received within two business days, the invoice will be **cancelled**.
3. Delegate Agencies have an obligation to regularly check the invoice status and take an appropriate action accordingly.

# Post Invoice Submission (cont'd)

## B. 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.
  
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.