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."

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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.

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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.

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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.

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B. Complete Invoice Detail Fields

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

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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.

       a. Conventional invoice number consists of four elements: PO number-Release number-Expenditures covered year (2 digits)-Sequential number (2 digits), e.g., 33328-1-17-01.

       b. 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.

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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.

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- **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.

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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.

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- **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.

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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.

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- 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.