

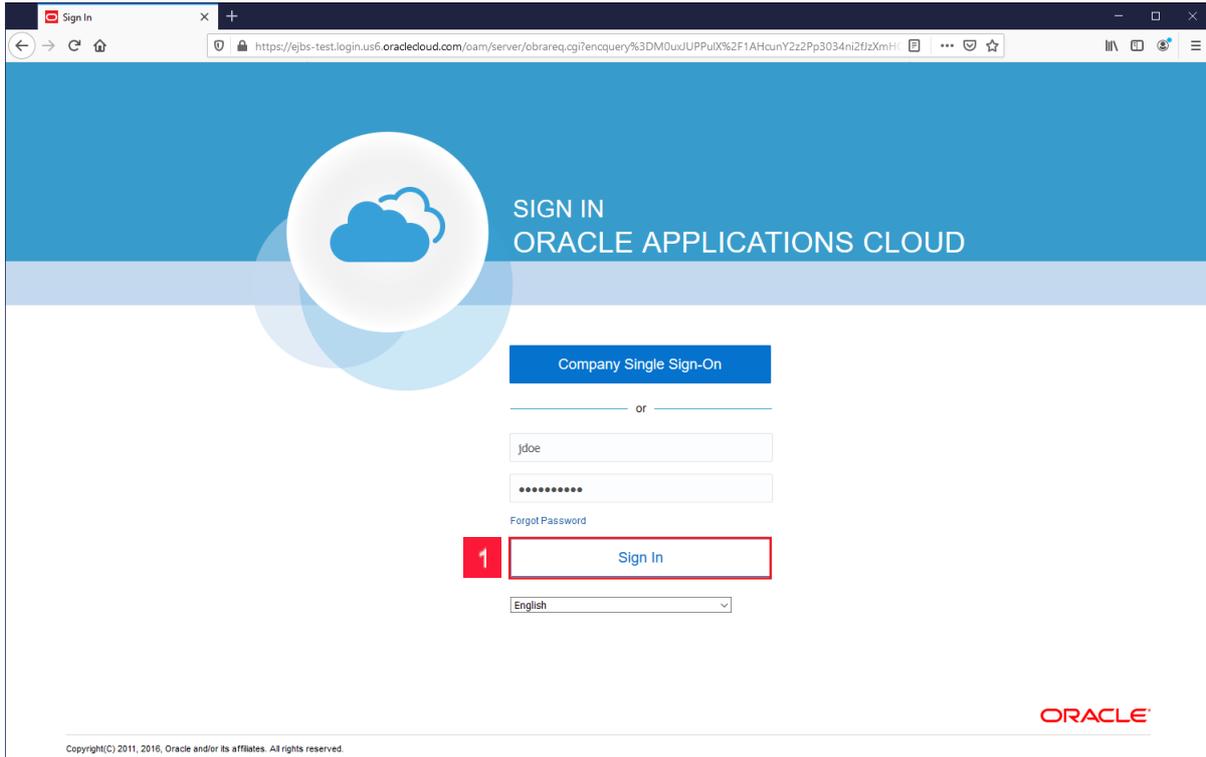
## **Create an Invoice in Supplier Portal**

As a Supplier for the City of Virginia Beach you now have a quick and fully automated way to submit your organization’s invoices. All invoices that have a corresponding City of Virginia Beach issued purchase order can be created directly in the Supplier Portal.

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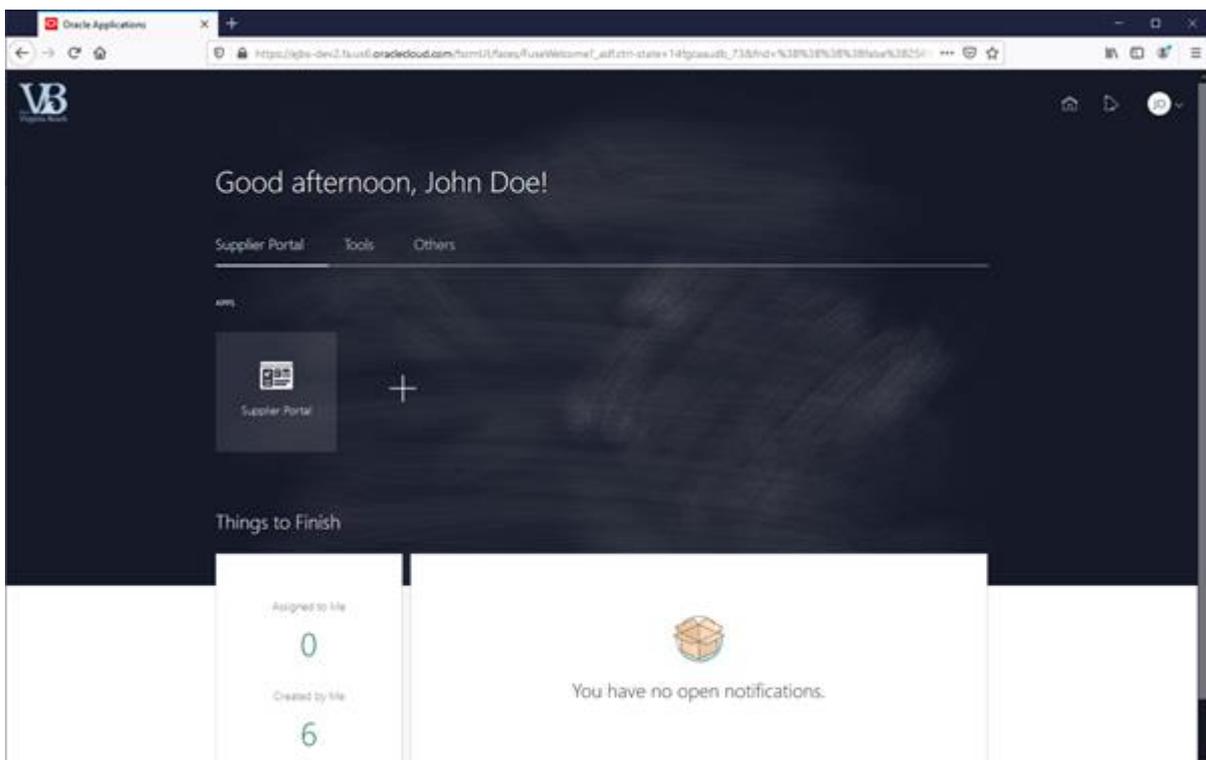
# 1 Sign into Supplier Portal



Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.

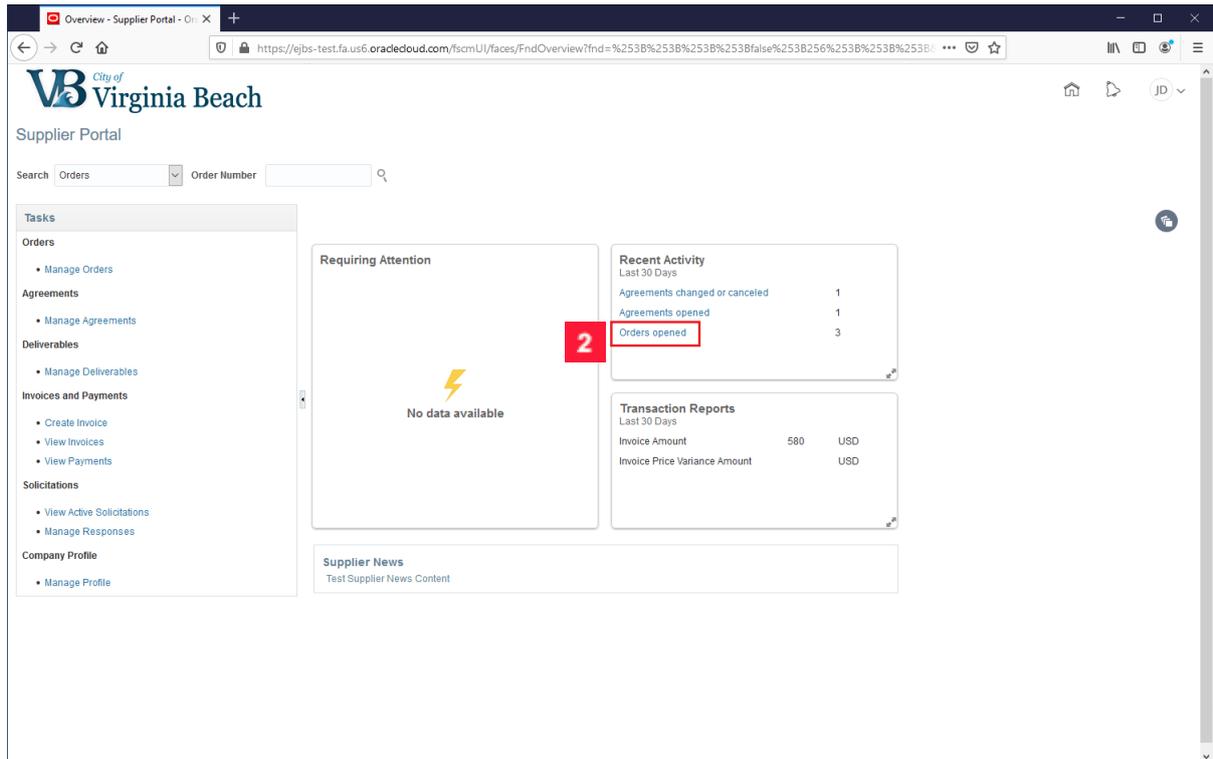
- Your user ID was sent to you in an email from the City of Virginia Beach when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the **Forgot Password** link.

**1** Click the **Sign In** button.



On the Home page, click the **Supplier Portal** icon.

## 2 View Orders for which to Create Invoices



2 Click the **Orders opened** link in the **Recent Activity** infolet. This will enable you to identify the purchase order(s) for which to create invoices.

### 3 View Order Details

Manage Orders - Supplier Portal

City of Virginia Beach

Manage Orders

Advanced Search

Basic Manage Watchlist Saved Search Opened in the Last 30 Days

Search Results

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date
CITY OF VIRGINIA...	P100131	4/30/20	Replacemnt Part A3490-1	HQ	Jane Doe	Kee, Rebecca	120.00	USD	Open	🔄		
CITY OF V	<b>P100129</b>	4/29/20	Replacement Parts	HQ	Jane Doe	Thompson, Mika	80.00	USD	Open	🔄		
CITY OF V	P100128	4/28/20	Consulting	HQ	Jane Doe	Kee, Rebecca	500.00	USD	Open	🔄		

**3** To view the purchase order, click on the **Order number** link.

**Purchase Order: P100129**

**4** View PDF Done

**Order Life Cycle**

Ordered: 80.00 USD  
 Invoiced: 80.00 USD

View Details

**General**

Sold-to Legal Entity: CITY OF VIRGINIA BEACH  
 Supplier: XYZ Company  
 Ordered: 80.00 USD  
 Bill-to BU: CITY OF VIRGINIA BEACH  
 Supplier Site: HQ  
 Description: Replacement Parts  
 Order: P100129  
 Supplier Contact: Jane Doe  
 Source Agreement  
 Status: Open  
 Bill-to Location: C-CITY OF VIRGINIA BEACH  
 Supplier Order  
 Buyer: Mika Thompson  
 Ship-to Location: H-PUID Operations Administration  
 Creation Date: 4/29/20

**Terms**

Required Acknowledgment: None  
 Shipping Method: — Requires signature  
 Payment Terms: Net 30  
 Freight Terms: None  
 FOB: — Pay on receipt  
 — Confirming order

**Additional Information**

PURCHASE TYPE: General Purchase  
 SURETY  
 BOND WAIVERS  
 Context Prompt

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
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- You are now viewing the **Purchase Order** page. In this example, it is the Purchase Order page for PO P100129.
- Notice the **Order Life Cycle** graph in the top right corner. In this example, you can see an invoice was already issued as indicated by the bottom blue bar on the bottom.

**4** Click **Done**.

**5**

**Manage Orders**

Advanced Search: Basic Manage Watchlist Saved Search Opened in the Last 30 Days

Search Results

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date
CITY OF	<b>P100131</b>	4/30/20	Replacement Part A3490-1	HQ	Jane Doe	Kee, Rebecca	120.00	USD	Open			
CITY OF	P100129	4/29/20	Replacement Parts	HQ	Jane Doe	Thompson, Mika	80.00	USD	Open			
CITY OF VIRGINIA...	P100128	4/28/20	Consulting	HQ	Jane Doe	Kee, Rebecca	500.00	USD	Open			

**5** Once again, click the **Order number** link to determine if this is the order for which to create an invoice.

**Purchase Order: P100131**

**6** View PDF Done

**Order Life Cycle**

Ordered

Amount (USD)

View Details

**General**

Sold-to Legal Entity: CITY OF VIRGINIA BEACH  
 Bill-to BU: CITY OF VIRGINIA BEACH  
 Order: P100131  
 Status: Open  
 Buyer: Rebecca Kee  
 Creation Date: 4/30/20

Supplier: XYZ Company  
 Supplier Site: HQ  
 Supplier Contact: Jane Doe  
 Bill-to Location: C-CITY OF VIRGINIA BEACH  
 Ship-to Location: H-PUD Operations Administration

Ordered: 120.00 USD  
 Description: Replacemnt Part A3490-1  
 Source Agreement: Supplier Order

**Terms**

Required Acknowledgment: None  
 Payment Terms: Net 30  
 Shipping Method: — Requires signature  
 Freight Terms: FOB  
 — Pay on receipt  
 — Confirming order

**Additional Information**

PURCHASE TYPE: SURETY  
 BOND WAIVERS: Context Prompt

**Lines**

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1							

- Once again, refer to the **Order Life Cycle** graph. In this example, an invoice has not yet been created as indicated by the absence of an invoiced blue bar.
- Take note of the Order number. You will need it to create the invoice.

**6** Click Done.

**7** Done

**Manage Orders**

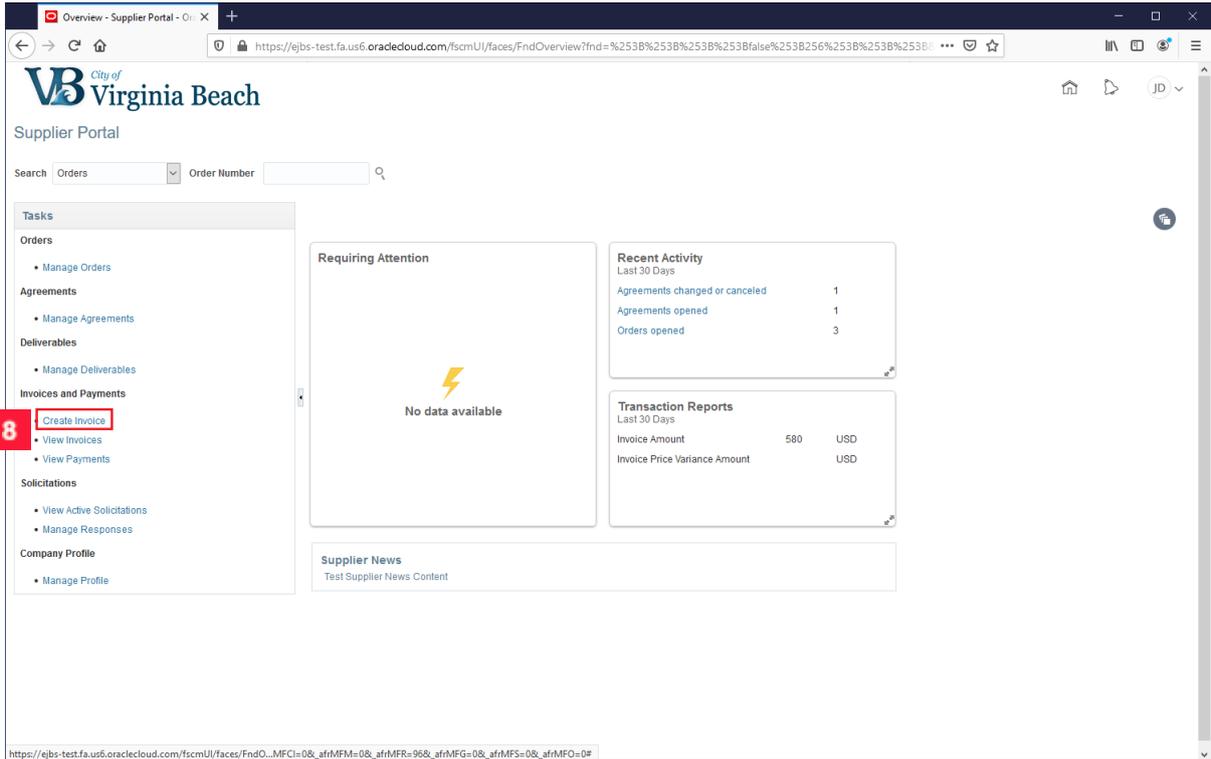
Advanced Search: Basic Manage Watchlist Saved Search Opened in the Last 30 Days

Search Results

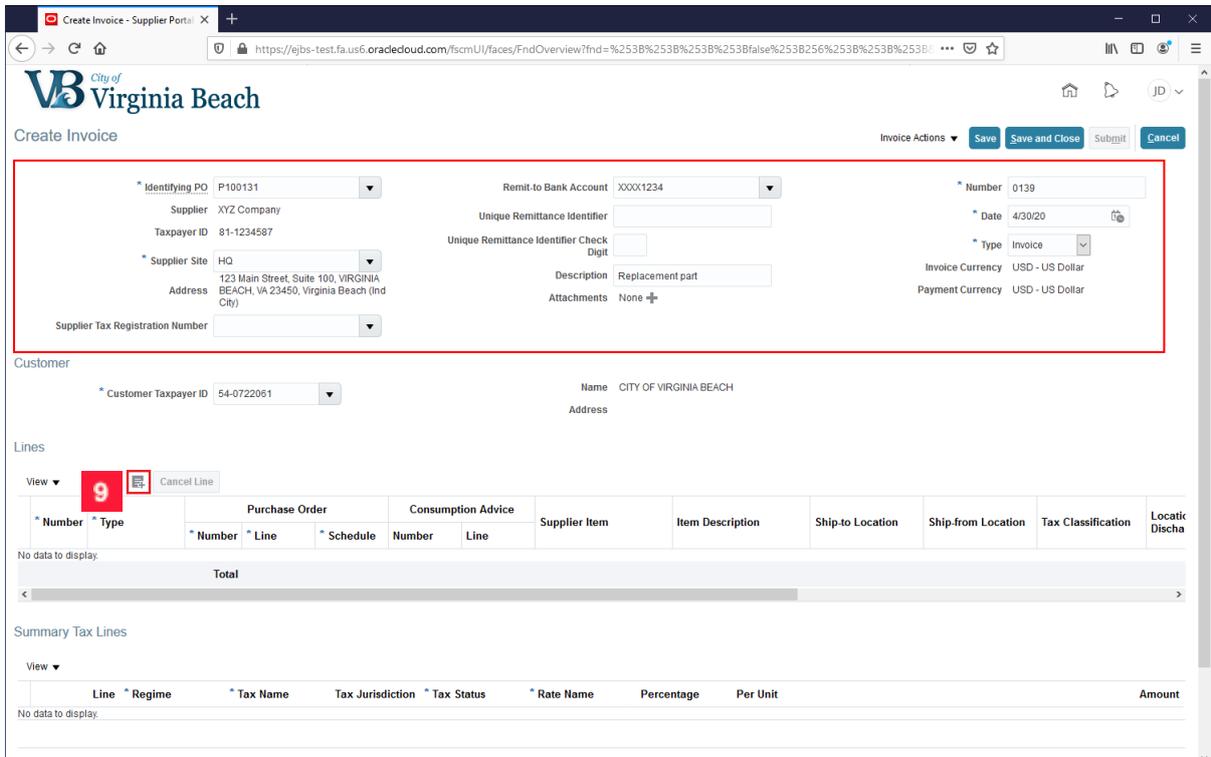
Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date
CITY OF VIRGINIA...	P100131	4/30/20	Replacemnt Part A3490-1	HQ	Jane Doe	Kee, Rebecca	120.00	USD	Open	🔄		
CITY OF VIRGINIA...	P100129	4/29/20	Replacement Parts	HQ	Jane Doe	Thompson, Mika	80.00	USD	Open	🔄		
CITY OF VIRGINIA...	P100128	4/28/20	Consulting	HQ	Jane Doe	Kee, Rebecca	500.00	USD	Open	🔄		

**7** Click Done.

## 4 Create Invoice

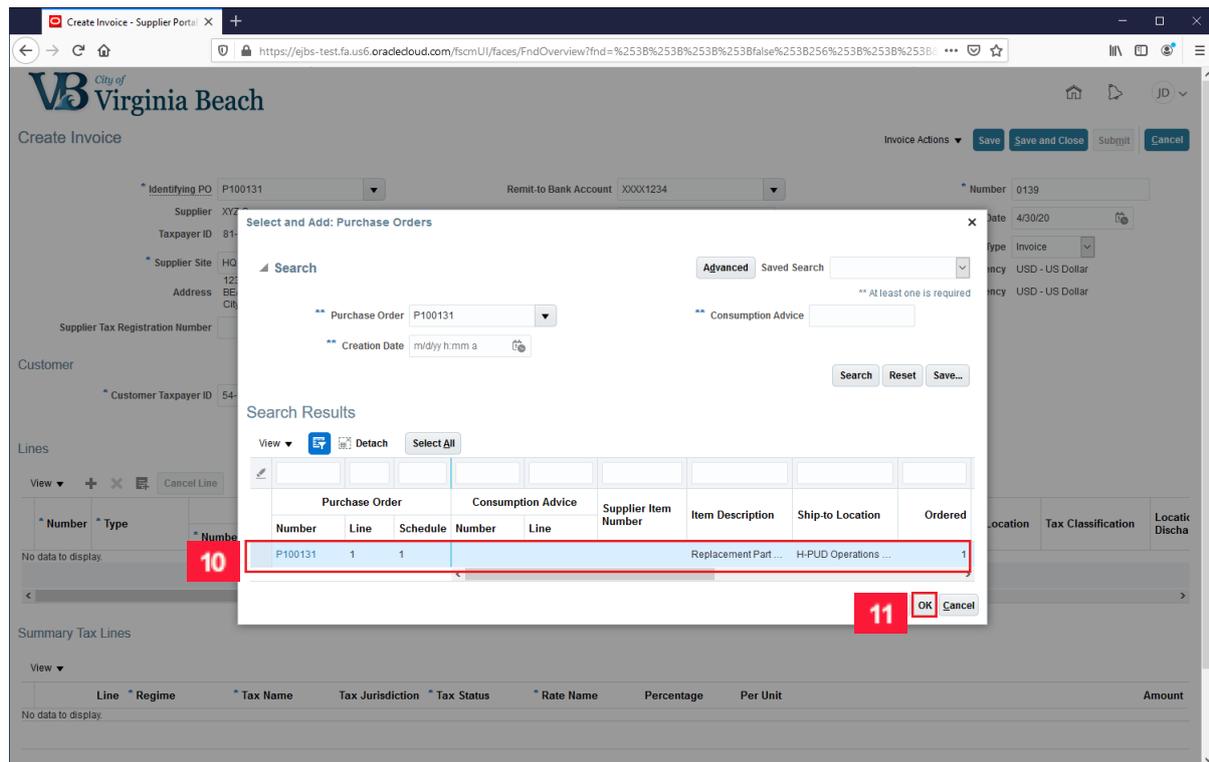


**8** Click the **Create Invoice** link from the **Tasks** menu.



- Enter the purchase order Number in the **Identifying PO** field. Some fields will auto-fill.
- Fill in all applicable fields such as **Remittance** information, **Invoice number**, **Date**, and **Invoice Type**. All fields with an asterisk \* are mandatory.

**9** In the Lines section, click the **Select and Add** icon which will pull the line information from the purchase order.



Select the line so it is highlighted in blue and review the line detail for Ordered, Received, Invoiced, etc.

If no lines are displayed, the purchase order does not have any lines to invoice against.

**10** Select the appropriate line so it is highlighted in blue.

**11** Click the **OK** button.

Create Invoice

Invoice Actions: Save, **12** Submit, Cancel

Identifying PO: P100131  
 Supplier: XYZ Company  
 Taxpayer ID: 81-1234587  
 Supplier Site: HQ  
 Address: 123 Main Street, Suite 100, VIRGINIA BEACH, VA 23450, Virginia Beach (Ind City)  
 Supplier Tax Registration Number: [Dropdown]

Remit-to Bank Account: XXXX1234  
 Unique Remittance Identifier: [Field]  
 Unique Remittance Identifier Check Digit: [Field]  
 Description: Replacement part  
 Attachments: None

Number: 0139  
 Date: 4/30/20  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer Taxpayer ID: 54-0722061  
 Name: CITY OF VIRGINIA BEACH  
 Address: [Field]

Lines

* Number	* Type	* Purchase Order			* Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Locat Disca
		* Number	* Line	* Schedule	Number	Line						
1	Item	P100131	1	1				Replacement Part A3490-1	H-PUD Operation			
Total												

Summary Tax Lines

No data to display.

**12** Click the **Submit** button.

Create Invoice - Supplier Portal

Invoice: 0139

Invoice Actions: **13** Printable Page, Create Another, Done

Identifying PO: P100131  
 Supplier: XYZ Company  
 Taxpayer ID: 81-1234587  
 Supplier Site: HQ  
 Address: 123 Main Street, Suite 100, VIRGINIA BEACH, VA 23450, Virginia Beach (Ind City)  
 Supplier Tax Registration Number: [Field]

Remit-to Bank Account: XXXX1234  
 Unique Remittance Identifier: [Field]  
 Unique Remittance Identifier Check Digit: [Field]  
 Description: Replacement part  
 Attachments: None

Number: 0139  
 Date: 4/30/20  
 Type: Invoice  
 Invoice Currency: USD  
 Payment Currency: USD

Customer Taxpayer ID: 54-0722061  
 Legal Entity: CITY OF VIRGINIA BEACH  
 Address: [Field]

Lines

Number	Type	* Purchase Order			* Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity
		Number	Line	Schedule	Number	Line							
1	ITEM	P100131	1	1				Replacement P...	H-PUD Operations Admini...				1
Total													

Summary Tax Lines

No data to display.

**13** Click the **Printable Page** button if you wish to print a copy for your own records. The invoice will open in a new browser tab for printing. Do not print the invoice to mail to the City of Virginia Beach. The invoice is electronically sent to the City when the **Submit** button is clicked as demonstrated in Step 12.

City of Virginia Beach

Invoice: 0139

Printable Page Create Another Done

Identifying PO P100131 Supplier XYZ Company Taxpayer ID 81-1234587 Supplier Site HQ Address 123 Main Street, Suite 100, VIRGINIA BEACH, VA, 23450, Virginia Beach (and City)

Supplier Tax Registration Number

Remit-to Bank Account XXXX1234 Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Replacement part Attachments None

Number 0139 Date 4/30/20 Type Invoice Invoice Currency USD Payment Currency USD

Customer Customer Taxpayer ID 54-0722081 Legal Entity CITY OF VIRGINIA BEACH Address

Lines

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity
		Number	Line	Schedule Number	Line								
1	ITEM	P100131	1	1				Replacement P...	H-PLUD Operations Admini...				1
Total													

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

If you have another invoice to create, click **Create Another**.

**14** When you are finished creating invoices, click **Done**.

## **5 Supplier Portal Support**

You have successfully created an invoice in Supplier Portal. If you have questions or need additional assistance, please contact us at [SupplierPortal@vbgov.com](mailto:SupplierPortal@vbgov.com) or (757) 385-4438.