



FIAM: Inventory Management

Job Aid: Vendor Provides Invoice Details

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Vendor Provides Invoice Details

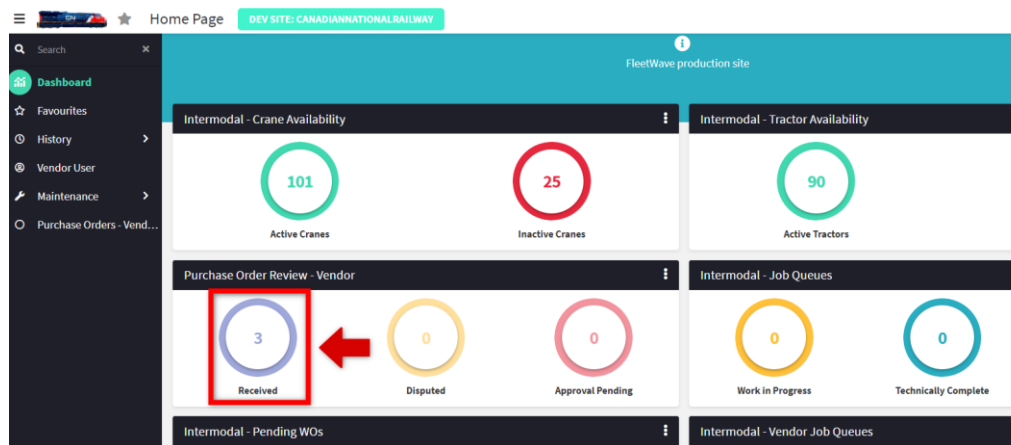
Once a Stock Purchase Order is received, the Vendor Admin should provide Invoice Details against it. Once submitted, the Purchase Order will automatically progress to either 'Matched' or 'Approval Pending' depending on the Vendor Profile.

This job aid describes the steps where the Vendor Admin edits the Stock purchase record to add Invoice Details.


Steps for Providing Invoice Details

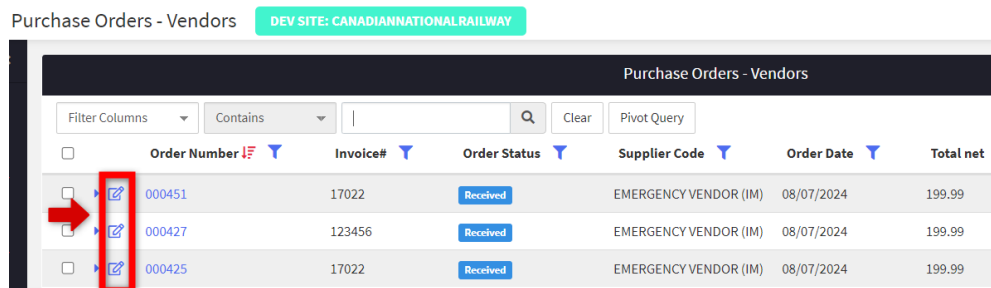
1

Go to **Dashboard** in the main menu and select the appropriate KPI widget to navigate to a list of Purchase Orders currently at 'Received' status.



2

Open the relevant Purchase Order in edit mode by selecting the paper-pencil icon .



3

Click on the INVOICE EXPORT VALUES tab.

Edit DEV SITE: CANADIANNATIONALRAILWAY

PURCHASE ORDER HEADER **DELIVERY ADDRESS** **INVOICE EXPORT VALUES** Uploads Auditing

Order Number 000451 Order Status Received
Supplier Code 50590 Companies EMERGENCY VENDOR (IM)
MySessionid ADMIN_50590
Depot Created by 186009
Job Number
Province/State
Invoice parts 199.9900 Invoice labour

4

Enter the Invoice date and Invoice #.

Edit DEV SITE: CANADIANNATIONALRAILWAY

PURCHASE ORDER HEADER **DELIVERY ADDRESS** **INVOICE EXPORT VALUES** Uploads Auditing

Order Number 000451 Order Status Received Costcent
Supplier Code 50590 Companies EMERGENCY VENDOR (IM) Created
MySessionid ADMIN_50590
Depot Created by 186009 Costing
Job Number
Province/State
Invoice parts 199.9900 Invoice labour 0.0000

SUBMIT INVOICE Email Invoice Approval Sent No

Dispute Reason Code
Disputed Comments
Companies EMERGENCY VENDOR (IM)
Invoice date 08/07/2024 Invoice# 17022
Supplier Comments

The System automatically fills in the invoice **Total net** value.

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Invoice Costs Invoice Taxes

Tax State/Province	ONTARIO		
Total Estimated Cost	0.0000		
Total net	199.99	Goods & Services Tax	0.0000
		Provincial Sales Tax	0.0000
		Quebec Sales Tax	0.0000
		Harmonized Sales Tax	0.0000
		US Sales Tax	0.0000
Invoice Total Tax	0.0000	<<=====	
Invoice Shipping Charge	0.0000		
Invoice Other Charge	0.0000		
Invoice Total Gross	199.9900		

5. Enter the relevant Tax values (Goods & Service Tax, Provincial Sales Tax, Quebec Sales Tax, Harmonized Sales Tax, or US Sales Tax).

Edit DEV SITE: CANADIANNATIONALRAILWAY

Invoice Costs Invoice Taxes

Tax State/Province	ONTARIO		
Total Estimated Cost	0.0000		
Total net	199.99	Goods & Services Tax	0.0000
		Provincial Sales Tax	0.0000
		Quebec Sales Tax	0.0000
		Harmonized Sales Tax	26.0000
		US Sales Tax	0.0000
Invoice Total Tax	26.0000	<<=====	
Invoice Shipping Charge	0.0000		
Invoice Other Charge	0.0000		
Invoice Total Gross	225.9900		

6 • Enter the Invoice Shipping Charges or Invoice Other Charges, if applicable.

Edit **DEV SITE: CANADIANNATIONALRAILWAY**

Invoice date: 08/07/2024 Invoice#: 123456

Supplier Comments

Invoice Costs Invoice Taxes

Tax State/Province: ONTARIO

Total Estimated Cost	0.0000	Goods & Services Tax	0.0000
Total net	199.99	Provincial Sales Tax	0.0000
		Quebec Sales Tax	0.0000
		Harmonized Sales Tax	26.0000
		US Sales Tax	0.0000
Invoice Total Tax	26.0000	<<-----	
Invoice Shipping Charge	0.0000		
Invoice Other Charge	239.4700		
Invoice Total Gross	465.4600		

7 • Select the Uploads tab and attach the required scanned paper invoice(s).

Edit **DEV SITE: CANADIANNATIONALRAILWAY**

PURCHASE ORDER HEADER DELIVERY ADDRESS INVOICE EXPORT VALUES **Uploads** Auditing

Order Number: 000427 Order Status: Received Costcentre:
Supplier Code: 50590 Companies: EMERGENCY VENDOR (NM) Created date: 08/07
MySessionId: ADMIN_50590
Depot: Created by: 204998 Costing Code:
Job Number:

Upload
or drop your files here

Stock purchase details view

8

Return to the INVOICE EXPORT VALUES tab and select SUBMIT INVOICE.

DEV SITE: CANADIANNATIONALRAILWAY

PURCHASE ORDER HEADER | **DELIVERY ADDRESS** | **INVOICE EXPORT VALUES** | Uploads | Auditing |

Order Number	000427	Order Status	Received	Costcentr	
Supplier Code	50590	Companies	EMERGENCY VENDOR (IM)	Created d	
Mysessionid	ADMIN_50590	Created by	204998	Costing Cc	
Depot		Province/State			
Job Number		Invoice parts	199.9900	Invoice labour	0.0000
		Submit Invoice	Email Invoice Approval Sent	No	
Dispute Reason Code		Disputed Comments			
Companies	EMERGENCY VENDOR (IM)	Invoice date	08/07/2024	Invoice#	123456