DeKalb County

GEORGIA

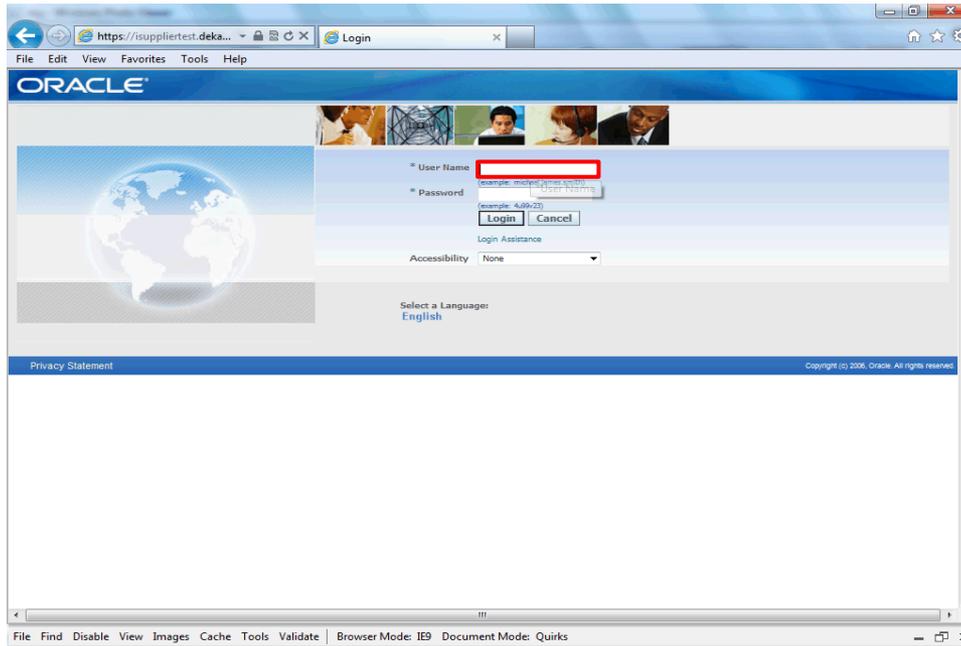## Submitting an Invoice

Submitting an Invoice
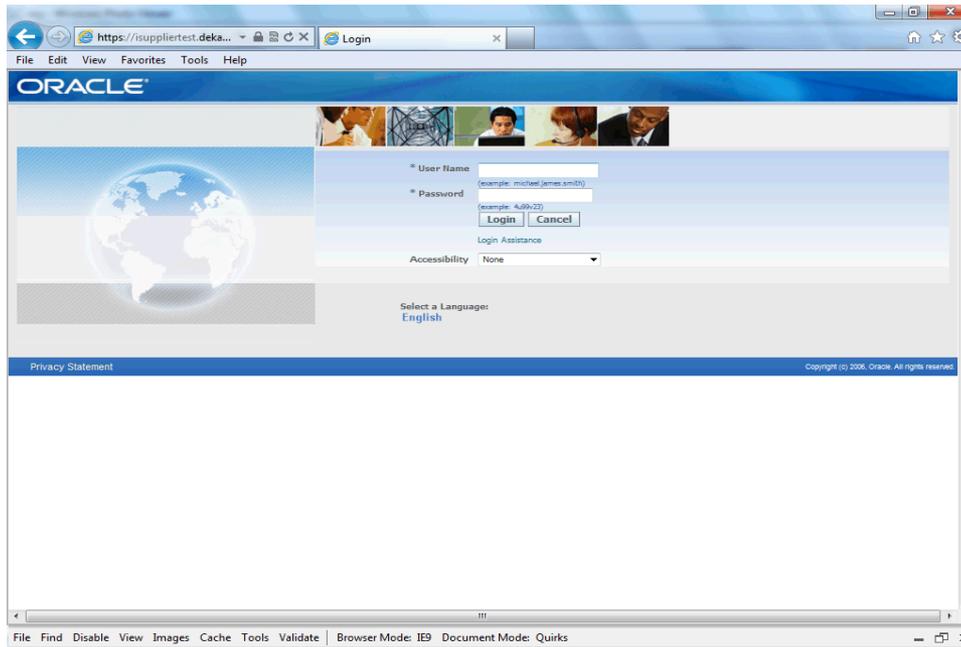
In this course you will learn how to Submit an Invoice in iSupplier.
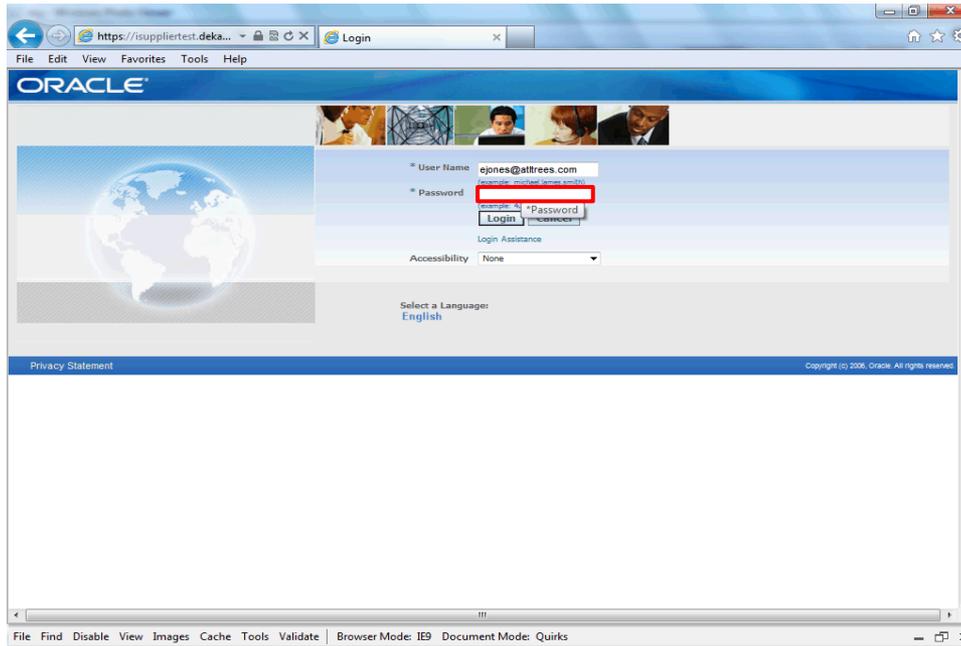
Submitting an Invoice

Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.

Submitting an Invoice
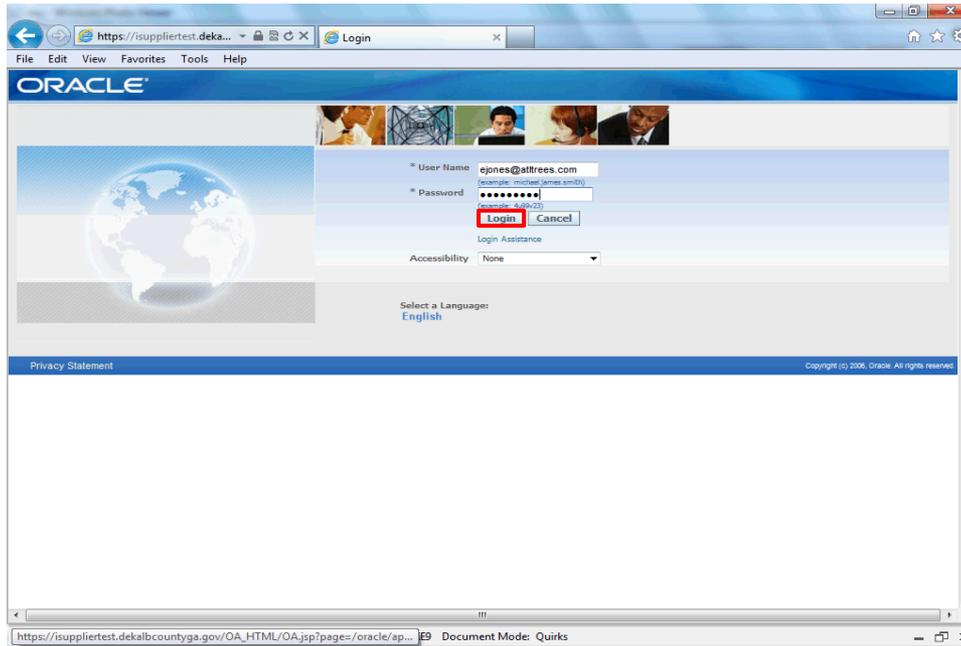

Step 2

Click in the **Password** field and enter the password you created during the registration process.
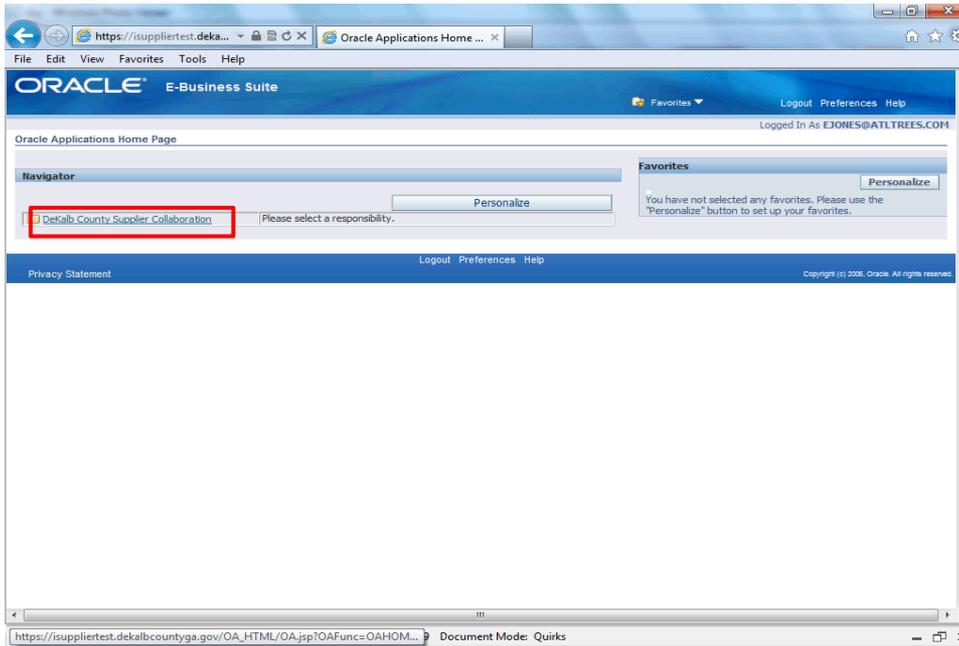
Submitting an Invoice

Step 3

Click the **Login** button.

Submitting an Invoice
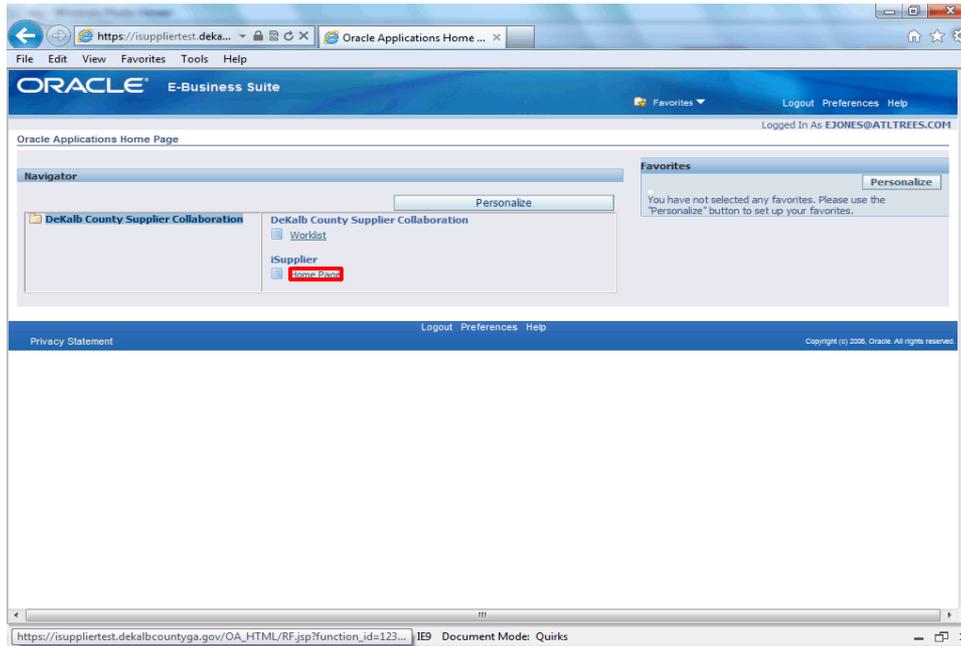

Step 4

Click the **DeKalb County Supplier Collaboration** link.

Submitting an Invoice

Step 5

Click the **Home Page** link.

Submitting an Invoice

Step 6

Click the **Finance** tab.

Submitting an Invoice

Step 7

Click the **Go** button next to **Create Invoice with a PO**.

Submitting an Invoice

Step 8

The system will not allow a blind search of all existing Purchase Orders. You can search by PO Number, Date, Buyer or whether Advances and Financing were included/ excluded.

In this example, we will search by PO Number. Click in the **Purchase Order Number** field and enter a PO Number.

Submitting an Invoice

Step 9

Click the **Go** button.

Submitting an Invoice

Step 10

The system will retrieve all Purchase Order lines meeting your search criteria. You can add as many lines to an invoice as required by clicking the **checkbox** next to the line you wish to add to the invoice.

Submitting an Invoice

Step 11

With the line(s) selected, click the **Add to Invoice** button.

You can continue to add lines or search for new lines that did not meet the initial search criteria to add to your invoice.

Submitting an Invoice

Step 12

Click the **Next** button.

Submitting an Invoice

Step 13

To search for your remittance address, click the **Search for Remit To** button.

Submitting an Invoice
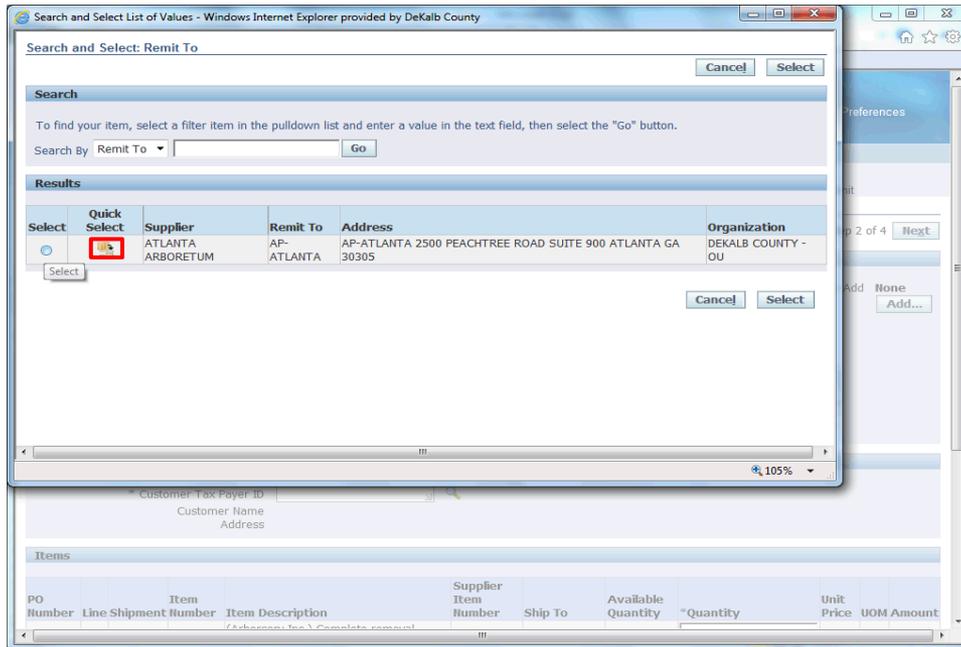

Step 14

To retrieve all of your remittance addresses, click the **Go** button.

Submitting an Invoice

Step 15

The system will retrieve all of your payment sites. Select the correct address by clicking on the **Quick Select** button.

Submitting an Invoice

Step 16

Click in the **Invoice Number** field and enter your internal invoice number.

Submitting an Invoice

Step 17

Without exception, all invoices must be submitted with an electronic copy of your original invoice attached. Failure to comply with this requirement will result in your invoice being cancelled. Once an invoice is cancelled, it will need to be resubmitted and the invoice number that was entered on the cancelled invoice *cannot be reused*.

To proceed, click the **Add...** button.

Submitting an Invoice

Step 18

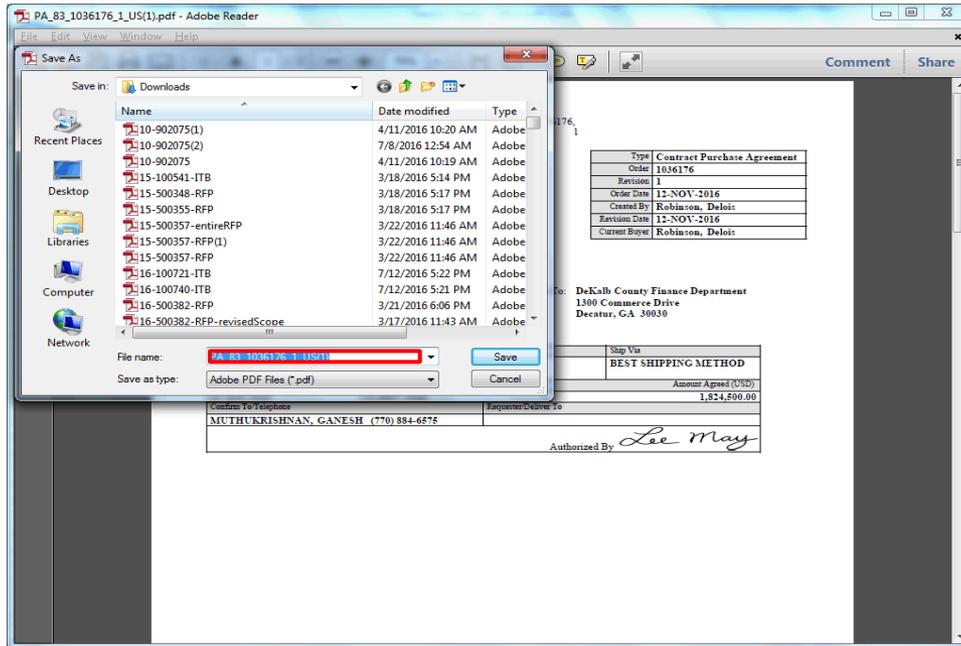In the Add Attachment screen, click in the **Title** field and enter a name for your attachment.

Submitting an Invoice

Step 19

In the Attachment Region, click the **Browse...** Button next to the File Field.

Submitting an Invoice

Step 20

Select the appropriate attachment and click on the **Open** button.

Submitting an Invoice

Step 21

Click the **Apply** button.

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Step 22

Next, you will need to enter the DeKalb County Taxpayer ID. Click the **Search for Customer Tax Payer ID** button.

Submitting an Invoice

Step 23

Click the **Go** button.

Submitting an Invoice

Step 24

Click the Quick Select button next to **SYS11976**.

Submitting an Invoice

Step 25

Scroll down to proceed. You can modify your invoice quantity in the Items section, and can add miscellaneous charges in the Shipping and Handling section. In this example, we will enter a Miscellaneous charge.

Click on **Add Row** to continue.

Submitting an Invoice

Step 26

Click the **Charge Type** field to expand the drop down.

Submitting an Invoice

Step 27

Select **Miscellaneous**.

Submitting an Invoice

Step 28

Click in the **Amount** field to input an amount for your miscellaneous charge. Here we will enter 10.

Submitting an Invoice

Step 29

Enter a description of your charges into the **Description** field. Here we will enter "**Disposal Fee**".

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Step 30

Click the **Next** button.

Submitting an Invoice

Step 31

Validate the information you have entered. If you need to modify any details, you can click on the **Back** button.

Here, we will click the **Submit** button to proceed.

Submitting an Invoice

You have just finished Submitting an Invoice for your company on the DeKalb County iSupplier Portal.

Click on the **Home** hyperlink to return to the iSupplier Portal Home Page.