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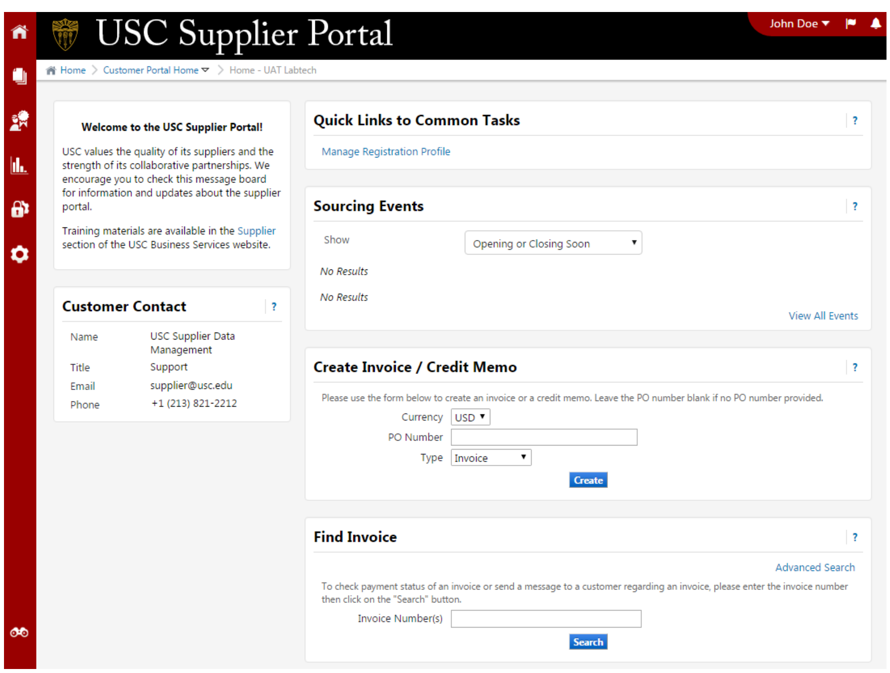
The purpose of this guide is to familiarize suppliers with how to submit and track payment status for purchase order-related invoices or credit memos via the USC Supplier Portal. You must have already been issued a valid purchase order by USC in order to submit an invoice or credit memo through this system.

Note: The following functionality is only available to PO Suppliers that have already completed the new registration process and are in **Complete** status in the USC Supplier Portal.

If you have not already completed and submitted your supplier application, please review the guide titled *USC Supplier Portal Guide for PO Suppliers* or *USC Supplier Portal Guide for DV Suppliers*. The registration email you received will indicate if you qualify as a PO or DV supplier.

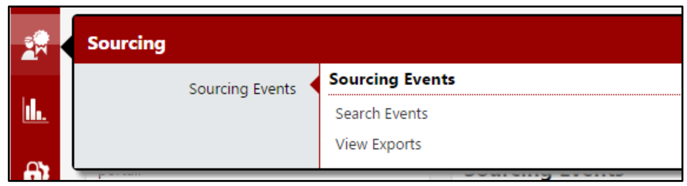
Navigating the site

Access the **Home** page by clicking on the icon, near the USC Supplier Portal logo, in the left toolbar. The icons in the toolbar facilitate site navigation and are described below. Additionally, each page includes a page trail that shows your current location on the site.

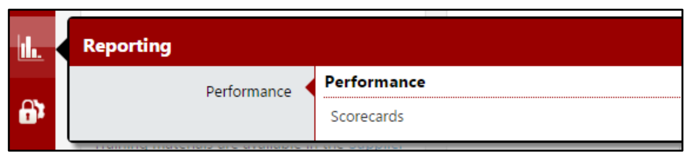


The icon accesses the **Orders and Documents** feature which allows you to search for purchase orders issued to your company and invoices which you have previously submitted. These search results can be used to verify orders, submit new invoices and credit memos, and search for the status of payments. You can also print or export search results.

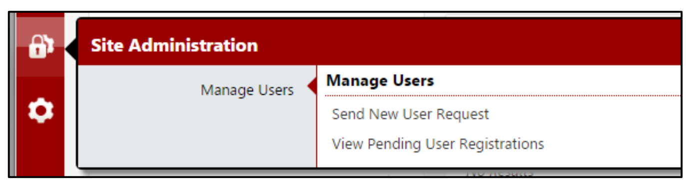
The icon accesses university **Sourcing** events for which your company has been invited to participate. This includes requests for information, requests for proposals, and requests for quotes. This functionality is currently under development and will be available starting September 2016.



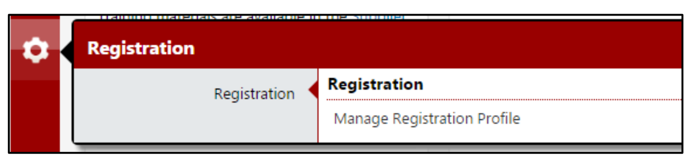
The icon accesses **Reporting**, including performance management. This functionality is currently under development.



The icon accesses **Site Administration**, which allows you to self-manage user access to your registration profile, documents, and sourcing events in the USC Supplier Portal.



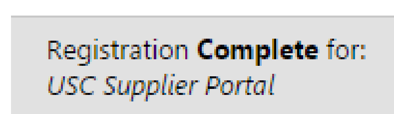
The icon accesses your **Registration** profile. Use this feature to update information such as addresses, contacts, order receipt method, and method of payment, including direct deposit.



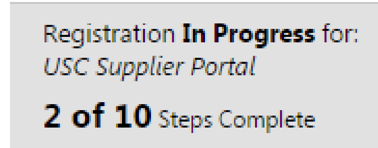
Verifying registration status

Access your registration by clicking on **Manage Registration Profile** under the **Registration** fly-out menu. The status of your registration will appear at the top.

If you see the status of **Complete**, you will be able to use the full functionality of the site. You can update your registration information at any time without impacting functionality.

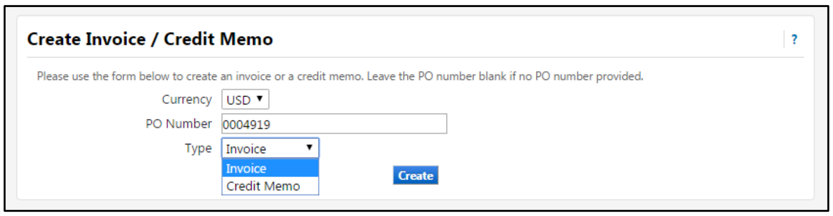


If you see the status of **In Progress**, or any other status, you must take additional action to complete the new registration process and unlock the full functionality of the site.

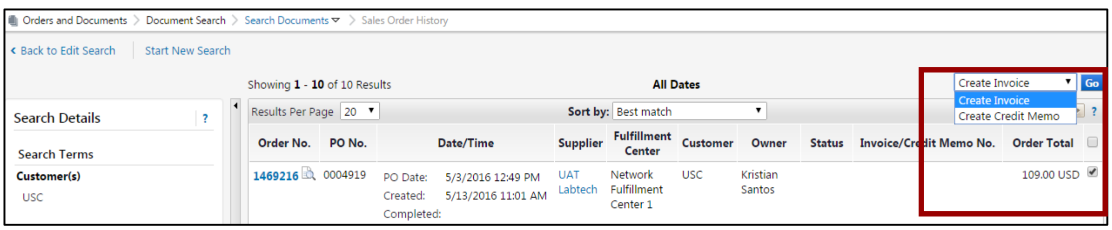


Submit and track invoices and credit memos

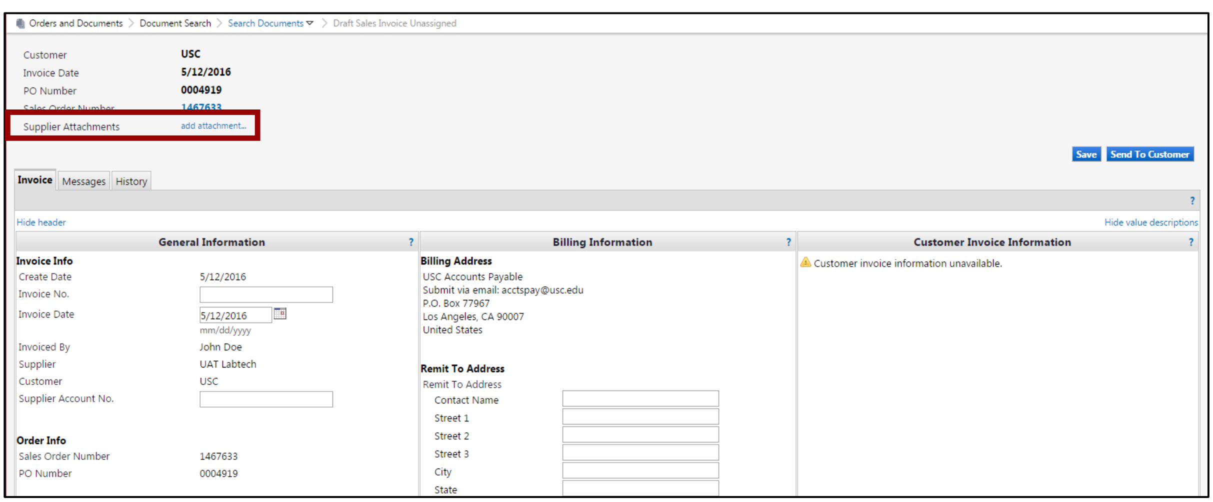
1. There are two different ways to initiate the submission of an invoice or credit memo. If you know the purchase order number, use the **Create Invoice / Credit Memo** quick link on the Home page.



If you do not know the purchase order number, use **Document Search** under the **Orders and Documents** fly-out menu to locate the orders submitted to your company. You will be able to initiate the invoice or credit memo from the search results.

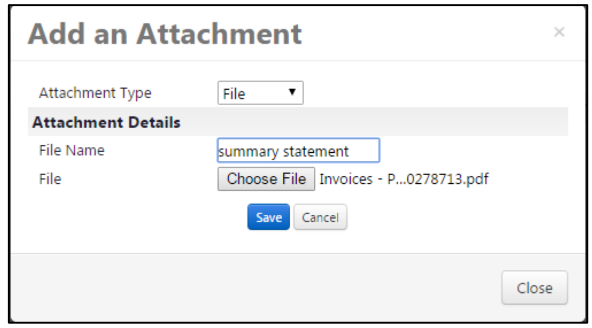


2. Invoice creation through this system is referred to as a **Purchase Order Flip Invoice** (see template below). Essentially, the information contained on the purchase order is converted into a document that can be used for invoicing. This saves the time and effort of data entry.

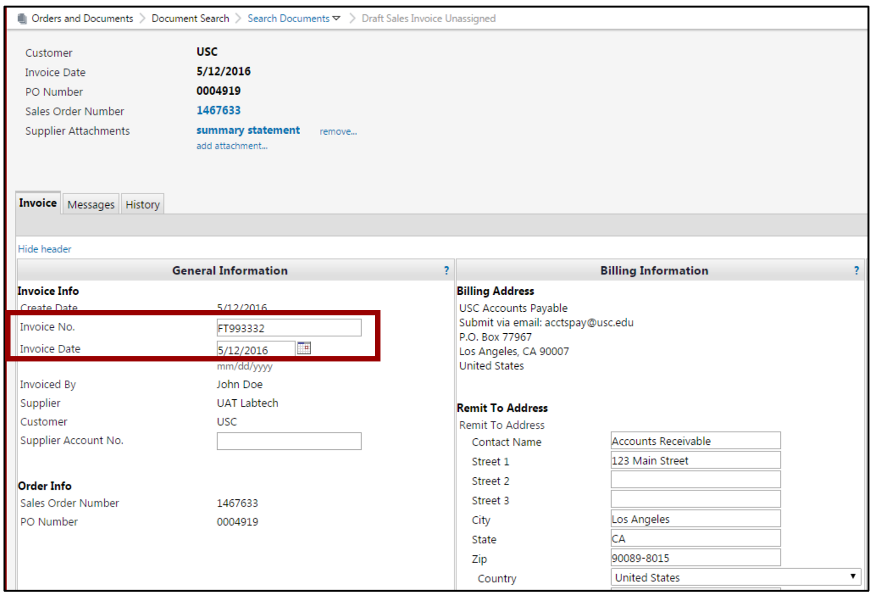


3. If you have a system-generated invoice with itemization of the fulfilled order, you can add this document, or any other attachment, in the **Supplier Attachments** field (indicated in the figure above).

   Click on **add attachment**, follow the prompts in the pop-up window, and click **save**.

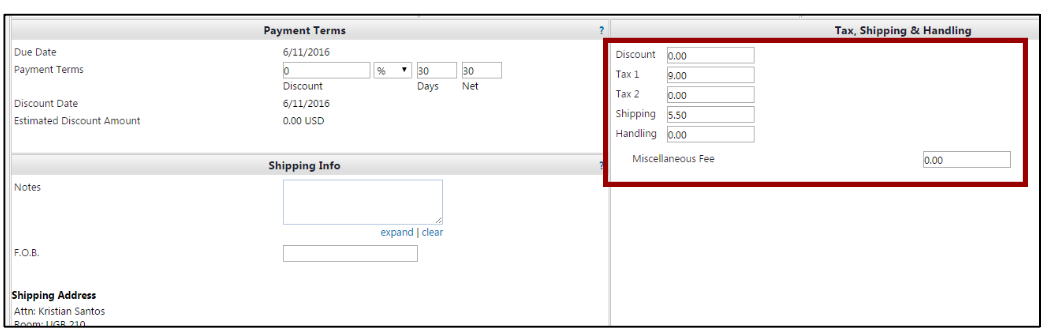


4. In **General Information,** enter the **Invoice No.** and **Invoice Date**. Other data fields are optional. In **Billing Information**, select or enter your preferred **Remit To Address**.



5. In **Tax, Shipping & Handling**, enter or update the amount(s) appropriate to **Discounts**, Sales Tax (**Tax 1**), **Shipping**, **Handling**, and any **Miscellaneous Fees** involved in the fulfillment of the order. Examples of miscellaneous fees include dry ice, recycle fee, hazardous material handling charges, restocking fee, etc. **Shipping Info** can be used to provide additional information to the customer.

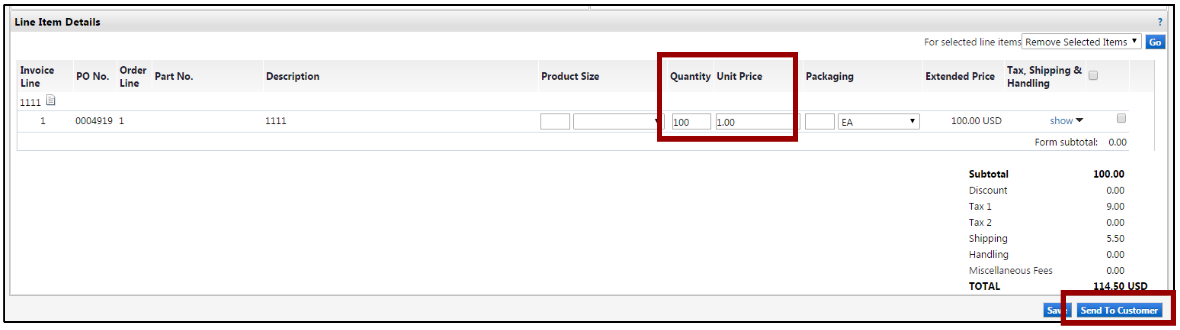
   While **Payment Terms** are shown as optional, the university will disregard information entered and use standard university terms.



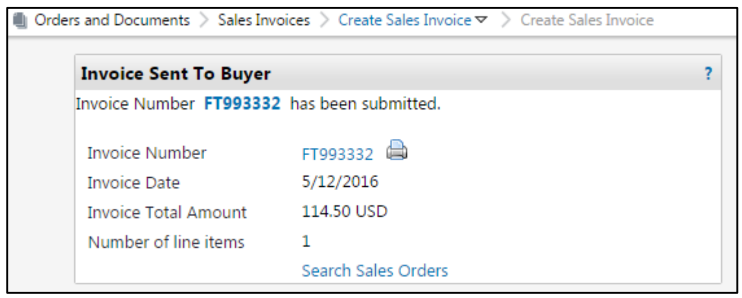
6. **Line Item Details** displays the items or services as originally defined on the purchase order.

   If you are creating a partial invoice or credit memo, click the **checkbox** for the lines you want to remove from the document, select **Remove Selected Items** from the **For selected line items** drop-down list and click **Go**.

   For the remaining lines, enter or update the **Quantity and Unit Price** for the invoice or credit memo. Click **Send to Customer** to submit the invoice or credit memo.



7. You will receive a confirmation that your invoice or credit memo has been successfully submitted.



8. Use **Search for Sales Invoices** under **Sales Invoices** in the **Orders and Document** fly-out menu to track and obtain status of payment.