

# Step-by-Step Guide

## Submit and Track Invoices and Credit Memos



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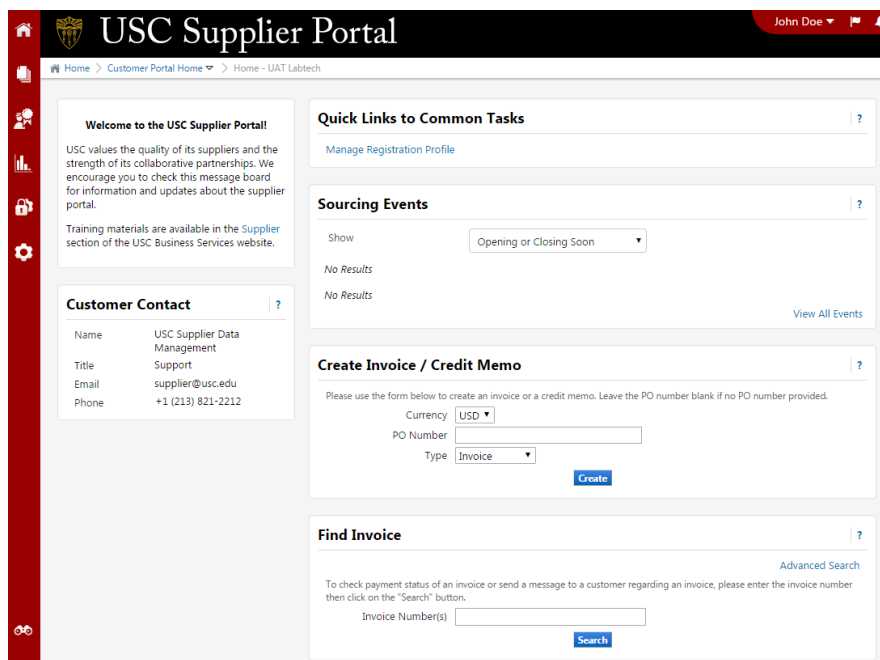
The purpose of this guide is to familiarize suppliers with how to submit and track payment status for purchase order-related invoices or credit memos via the USC Supplier Portal. You must have already been issued a valid purchase order by USC in order to submit an invoice or credit memo through this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

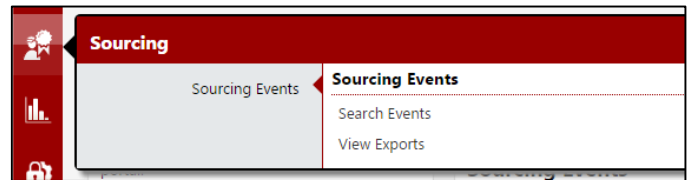
Access the **Home** page by clicking on the  icon, near the USC Supplier Portal logo, in the left toolbar. The icons in the toolbar facilitate site navigation and are described below. Additionally, each page includes a page trail that shows your current location on the site.




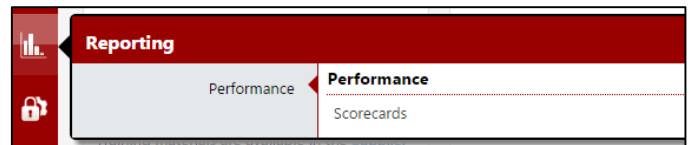
The  icon accesses the **Orders and Documents** feature which allows you to search for purchase orders issued to your company and invoices which you have previously submitted. These search results can be used to verify orders, submit new invoices and credit memos, and search for the status of payments.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




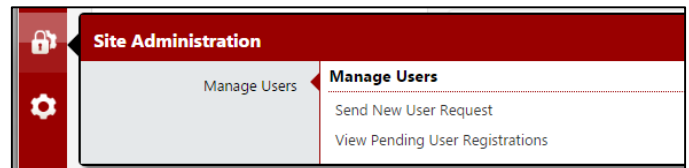
The  icon accesses university **Sourcing** events for which your company has been invited to participate. This includes requests for information, requests for proposals, and requests for quotes. This functionality is currently under development and will be available starting September 2016.




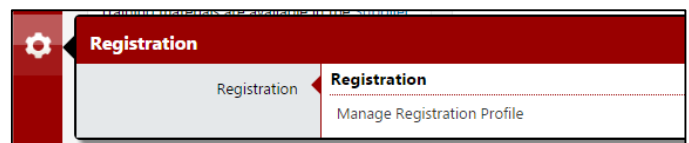
The  icon accesses **Reporting**, including performance management. This functionality is currently under development.



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.

Registration **Complete** for:  
*USC Supplier Portal*

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.

Registration **In Progress** for:  
*USC Supplier Portal*  
**2 of 10** Steps Complete

## 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.

**Create Invoice / Credit Memo**

Please use the form below to create an invoice or a credit memo. Leave the PO number blank if no PO number provided.

Currency: USD  
PO Number: 0004919  
Type: Invoice  
**Create**

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.

Orders and Documents > Document Search > Search Documents > Sales Order History

Showing 1 - 10 of 10 Results

Order No.	PO No.	Date/Time	Supplier	Fulfillment Center	Customer	Owner	Status	Invoice/Credit Memo No.	Order Total
1469216	0004919	PO Date: 5/3/2016 12:49 PM Created: 5/13/2016 11:01 AM Completed:	UAT Labtech	Network Fulfillment Center 1	USC	Kristian Santos			109.00 USD

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.

Orders and Documents > Document Search > Search Documents > Draft Sales Invoice Unassigned

Customer: USC  
Invoice Date: 5/12/2016  
PO Number: 0004919  
Sales Order Number: 1467633  
Supplier Attachments: add attachment...

**Invoice** Messages History

General Information	Billing Information	Customer Invoice Information
<b>Invoice Info</b> Create Date: 5/12/2016 Invoice No.: Invoice Date: 5/12/2016 Invoiced By: John Doe Supplier: UAT Labtech Customer: USC Supplier Account No.: <b>Order Info</b> Sales Order Number: 1467633 PO Number: 0004919	<b>Billing Address</b> USC Accounts Payable Submit via email: acctspay@usc.edu P.O. Box 77967 Los Angeles, CA 90007 United States <b>Remit To Address</b> Remit To Address Contact Name Street 1 Street 2 Street 3 City State	Customer invoice information unavailable.

- 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**.

- 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**.

- 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.

Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling
1111						100	1.00	EA	100.00 USD	

Form subtotal: 0.00

Subtotal: 100.00  
 Discount: 0.00  
 Tax 1: 9.00  
 Tax 2: 0.00  
 Shipping: 5.50  
 Handling: 0.00  
 Miscellaneous Fees: 0.00  
**TOTAL: 114.50 USD**

Buttons: **Send to Customer**

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

**Invoice Sent To Buyer**

Invoice Number **FT993332** has been submitted.

Invoice Number: FT993332  
 Invoice Date: 5/12/2016  
 Invoice Total Amount: 114.50 USD  
 Number of line items: 1

[Search Sales Orders](#)

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

Orders and Documents > Document Search > Search Documents > Document Search

Showing 1 - 1 of 1 Results

Invoice Number	Customer	Created By	Sales Order No	PO No	Invoice Date	Submit Date	Type	Invoice Status	Total
<a href="#">FT993332</a>	USC	John Doe	1467633	0004919	5/12/2016	5/12/2016 5:27 PM	Invoice	Status: Paid Paid Date: Payment Method: Check	114.50 USD