

# S2Pconnect

Supplier Portal Training Guide: How to flip a Purchase Order into invoice



Please note:

These instructions are ONLY for suppliers who have been onboarded to the S2P Connect Supplier Portal.

In addition, if your Purchase Order or billing instructions include the term “ERS,” you should not use the S2P Connect Portal to submit invoices. (ERS stands for Evaluated Receipt Settlement, and reflects a prior agreement on a specific invoice process with designated suppliers.)

# Create Invoice

**Note: You will NOT have to acknowledge new POs in the Portal as they will already be in acknowledged status**

- 1) On the order Management Page, choose the PO in supplier/partner acknowledged status.
- 2) Select the order you want the Invoice for by clicking the order name. This will show the order details screen.
- 3) Click on the **Create Invoice** button.

The screenshot displays the S2Pconnect Order Management interface. The top navigation bar includes the GEP logo, a search bar, and a user profile icon labeled 'TS'. The main content area is titled 'Order Management' and shows a list of orders. A red circle and arrow labeled '1' point to the 'Supplier Acknowledged' filter button. Below the filter buttons, a table lists orders. A red circle and arrow labeled '2' point to the order 'Order1 for Requisition58'. The bottom section of the screenshot shows the 'LINE DETAILS' for the selected order. A red circle and arrow labeled '3' point to the 'Create Invoice' button at the bottom right.

**Order Management Table:**

DOCUMENT NAME ↓↑	DOCUMENT ... ▾	SUPPLIER	PURCHASE TYPE	CREATED BY	CREATED ON ↓↑	TOTAL VALUE	STATUS
Order1 for Requisition58	7500002154		Standard	Requester1 Las...	11/13/2020	839.28 USD	PartnerAcknowledged

**LINE DETAILS Table:**

Line*	ERP Line Reference Number ↑↓	Type*	Item Number	Line Descriptio... ↑↓	Supplier Item Nu... ↑↓	Category*
1	1	Material		Dell Latitude 5310;L...	210-AWLN	PERSONAL COMPUT...

# Create Invoice (cont.)

- 4) You can enter a unique **Invoice Name**.
- 5) Make sure that the amount in **Invoice Amount** is exactly what is depicted at the top right corner.
- 6) Enter the unique **Invoice number** generated from your invoice system.

NOTE: Special Characters cannot be used in the Supplier Invoice Number field

- 7) You can edit the **Supplier Invoice Date**, but it must be not be earlier than the PO date.
- 8) Scroll down to check the line item. You can create a partial invoice by changing the value in the **Quantity** field.

The screenshot shows the 'BASIC DETAILS' section of the 'Create Invoice' form. The form includes the following fields and values:

- Invoice Name\***: Invoice2 for Order1 for Ren (highlighted with a red circle and arrow 4)
- Invoice Number**: INV-01:21-00000230
- Invoice Amount\***: 839.28 (highlighted with a red circle and arrow 5)
- Supplier Invoice Number\***: A1234 (highlighted with a red circle and arrow 6)
- Invoice Creation Date**: 01/11/2021
- Supplier Invoice Date\***: 01/11/2021 (highlighted with a red circle and arrow 7)
- Order Number\***: 7500002154
- Order Name**: Order1 for Requisition58
- Supplier Code**: 1000115531
- Currency**: USD

The top right corner shows the total amount: 839.28 USD (highlighted with a red circle and arrow 5). The form also includes a 'Comments' button and a 'More' dropdown menu.

The screenshot shows the 'LINE DETAILS' section of the 'Create Invoice' form. The table displays the following data:

Line Item	Invoice Amount	Quantity	Unit Price	Fulfillment
1	839.280000	1.00	839.280000	Receipt

The 'Quantity' field for Line Item 1 is highlighted with a red circle and arrow 8. The table also includes columns for 'L...', 'E...', 'Type...', 'Lin...', 'U...', 'Line St...', 'Unit Price...', 'Flexible Priced It...', and 'Fulfillment...'. The bottom of the table shows 'Rows Per Page: 10' and '1 - 1 Of 1'.

# Create Invoice (cont.)

- 9) Click on the **drop-down menu** in the upper right corner.
- 10) You can add **Taxes** and other charges in this column.
- 11) Once the taxes are added, click **Save**.

DUPLICATE CATALOG CONTRACT PURCHASING INVOICE SUPPLIER

INV-01:21-00000230 - Invoice2 For Order1 For... DRAFT

Basic Details

Invoice Name\* Invoice2 for Order1 for Req... Invoice Number INV-01:21-00000230 Invoice Amount\* 839.28 Supplier Invoice Number\* A1234 Invoice Creation Date 01/11/2021 Supplier Invoice Date\* 01/11/2021

Supplier Name Multi PO Invoice Order Number\* 7500002154 Order Name Order1 for Requisition58 Supplier Code 1000115531 Currency USD

Purchase Type Standard Invoice Type Standard

Comments

DUPLICATE CATALOG CONTRACT PURCHASING INVOICE SUPPLIER

INV-01:21-00000230 - Invoice2 For Order1 For... DRAFT

Basic Details

Invoice Name\* Invoice2 for Order1 for Requisition58 Invoice Number INV-01:21-00000230 Invoice Amount\* 839.28 Supplier Invoice Number\* A1234 Invoice Creation Date 01/11/2021 Supplier Invoice Date\* 01/11/2021

Order Number\* 7500002154 Order Name Order1 for Requisition58 Supplier Code 1000115531

Purchase Type Standard Invoice Type Standard

Supplier Details

Supplier Name Multi PO Invoice Order Number\* 7500002154 Order Name Order1 for Requisition58 Supplier Code 1000115531

Invoice Value (USD) 839.28

Shipping & Freight (USD) 0.00

Prorate X ✓

Taxes & Charges (USD) 0.00

Prorate X ✓

Invoice Total (USD) 839.28

Accrued Taxes (USD) 0.00

View Details

Print Preview

SAVE Send To Buyer

Line(1)

Line *	Type *	Line Description...	Unit Price	Quantity	UOM *	Start
1	Material	Delt Latitude 5310;L...	839.280000	1.00	EACH	

Rows Per Page: 10 1 - 1 of 1

SAVE Send To Buyer

# Create Invoice (cont.)

12) Click on **More**.

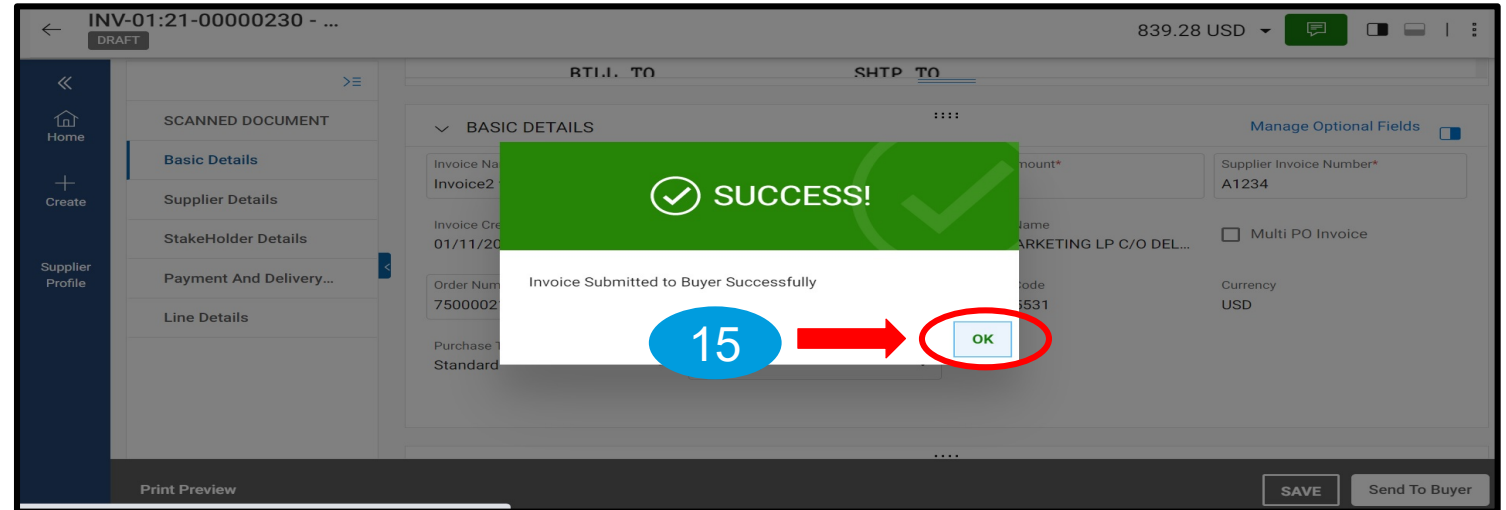
13) Click on **Upload Image** to upload the invoice copy (acceptable formats are PDF, JPG & PNG).

**NOTE: Attaching an image is mandatory**

14) Once the image is uploaded, click on **Send to Buyer** tab.

# Create Invoice (cont.)

- 15) You will receive the message *Invoice Submitted to Buyer Successfully*. Click **OK**.
- 16) You will then be taken to the Invoice Management screen, where the status of the invoice(s) created will read *Sent for Payment*.



Document Name ↑↓	Document N...	PO Num...	Invoice Rec... ↑↓	Total Value	Purchas...	Created ... ↑↓	Status
Search	Search	Search					
Invoice7 for Order1 f...	SCN-01:21-00002...	6400002674	jsn... 01/11/2021	324.00 USD	Standard	01/11/2021	Sent For Payment



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