

# **S2Pconnect**

Supplier Portal Training Guide: Creating a partial 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 Partial 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, locate the PO for which you need to create a partial invoice
- 2) Select the order by clicking the order name. This will show the order details screen.
- 3) Click on the **Create Invoice** button.

The screenshot shows the GEP Order Management interface. At the top, there's a search bar and a user profile icon. Below that, a navigation sidebar on the left contains 'Home' and 'My Tasks'. The main content area is titled 'Order Management' and shows a summary of orders: 'All 1' and 'Supplier Acknowledged 1'. Below this is a table with columns: DOCUMENT NAME, DOCUMENT ID, SUPPLIER, PURCHASE TYPE, CREATED BY, CREATED ON, TOTAL VALUE, and STATUS. The first row of the table is highlighted with a red circle and a red arrow pointing to it, labeled with a blue circle containing the number 1. The second row is also highlighted with a red circle and a red arrow pointing to it, labeled with a blue circle containing the number 2.

DOCUMENT NAME	DOCUMENT ID	SUPPLIER	PURCHASE TYPE	CREATED BY	CREATED ON	TOTAL VALUE	STATUS
Order for Requester1	7500002154		Standard	Requester1 Las...	11/13/2020	839.28 USD	PartnerAcknowledged

The screenshot shows the GEP LINE DETAILS page. At the top, there's a 'LINE DETAILS' section with a 'LINES' tab selected. Below this is a table with columns: Line, ERP Line Reference Num., Type, Item Number, Line Description, Supplier Item, Category, Schedule Pay, and Invoice Approv. The table contains 4 rows of data. At the bottom right of the page, there's a 'Create Invoice' button highlighted with a red circle and a red arrow pointing to it, labeled with a blue circle containing the number 3.

Line	ERP Line Reference Num.	Type	Item Number	Line Description	Supplier Item	Category	Schedule Pay	Invoice Approv.
1	1	Material		Item 1		PERSONAL COMPUT...	NO	NO
2	2	Material		Item 2		PERSONAL COMPUT...	NO	NO
3	3	Fixed-Service		Service 1		PERSONAL COMPUT...	NO	NO
4	4	Fixed-Service		Service 2		PERSONAL COMPUT...	NO	NO

# Create Partial Invoice (cont.)

- 4) You can enter a unique **Invoice Name**.
- 5) For now, leave **Invoice Amount** blank.
- 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 not be earlier than the PO date.

441 - Test For Partial Invoice 6,350.00 CNY

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Manage Optional Fields

▼ BASIC DETAILS

\* Indicates mandatory fields

Invoice Name\* Test for partial invoice

Invoice Number INV-21-000002441

Invoice Amount\*

Supplier Invoice Number\* TestParInv1

Invoice Creation Date 09/24/2021

Supplier Invoice Date\* 09/24/2021

Supplier Name Test Supplier - SET

Order Number\* 75000008357

Supplier Code 1000006525

Currency CNY

Multi PO Invoice

Invoice Type Standard

Purchase Type Standard

Order1 for For Invoice 2 - Copy

# Create Partial Invoice (cont.)

- 8) Select the lines you do NOT want included in the partial invoice.
- 9) Click on the **Delete** icon to remove the selected lines.

**Note: The deleted lines will remain open in the PO & can be invoiced when required.**

- 10) Make any needed changes to **Quantity** and **Unit Price** fields for a *Material* line item.
- 11) Make any needed changes to **Unit Price** for a *Service* line item.

LINE DETAILS

LINES

Line(4)

✓	Line	Type	Line Descript...	PO Line Item N...	Category	Unit Price	Quantity	UOM	Start Date	End Da
✓	1	Material	Item 1	1-Item 1	PERSONAL COMPUT...	20.000000	30.00	EACH		
✓	2	Material	Item 2	2-Item 2	PERSONAL COMPUT...	30.000000	25.00	EACH		
✓	3	Fixed	Service 1	3-Service 1	PERSONAL COMPUT...	1,000.000000	1.00	EACH	09/24/2021	09/29/21
✓	4	Fixed	Service 2	4-Service 2	PERSONAL COMPUT...	4,000.000000	1.00	EACH	09/24/2021	09/29/21

LINE DETAILS

LINES

Line(4)

Required fields

✓	Line	Type	Line Descript...	PO Line Item N...	Category	Unit Price	Quantity	UOM	Start Date
✓	1	Material	Item 2	2-Item 2	PERSONAL COMPUT...	30.000000	25.00	EACH	
✓	2	Fixed	Service 2	4-Service 2	PERSONAL COMPUT...	4,000.000000	1.00	EACH	09/24/2021

# Create Partial Invoice (cont.)

- 12) Click on the **drop-down menu** in the upper right corner.
- 13) You can add **Shipping & Freight** and **Taxes** and other charges in this pop-up. Click the check mark once value is entered
- 14) Once the taxes and other charges are added, click **Save** to save the invoice in draft.
- 15) The invoice amount in the upper right (next to the drop down arrow in step 12) will now reflect the changes you have made. Return to the Basic Details section and enter the new amount in the **Invoice Amount** field.

The screenshots illustrate the process of creating a partial invoice in S2Pconnect. The first screenshot shows the 'Basic Details' section with the 'Invoice Amount' field set to 2,920.00. A red circle and arrow labeled '12' point to the drop-down menu in the upper right corner. The second screenshot shows the 'Shipping & Freight' and 'Taxes' pop-up, where values are entered and confirmed with checkmarks. A red circle and arrow labeled '13' point to the 'Save' button. The third screenshot shows the 'Line Details' table with two lines: 'Material' and 'Fixed'. A red circle and arrow labeled '14' point to the 'Save' button at the bottom right.

Line	Type	Line Description	Date	Line Total	Taxes	Calculated Taxes	Applicable Tax	Other Charges	Freight
1	Material	Item 2		447.88	2.8767	0.00	Invoice Tax	0.00	25.00
2	Fixed	Service 2	/2021	2,517.12	17.1233	0.00	Invoice Tax	0.00	0.00

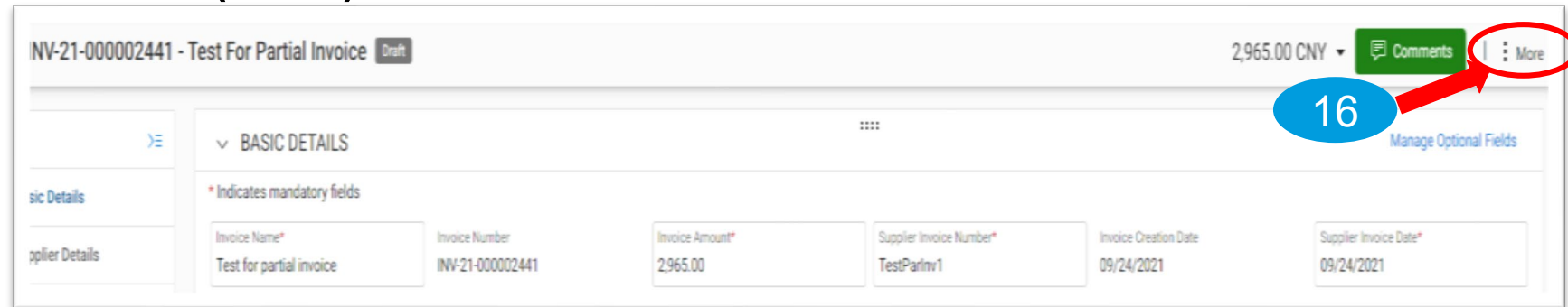
# Create Partial Invoice (cont.)

16) Click on **More**.

17) Click on **Upload Image** to upload the invoice copy (Format – PDF, JPG & PNG)

**NOTE: Attaching an image is mandatory.**

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



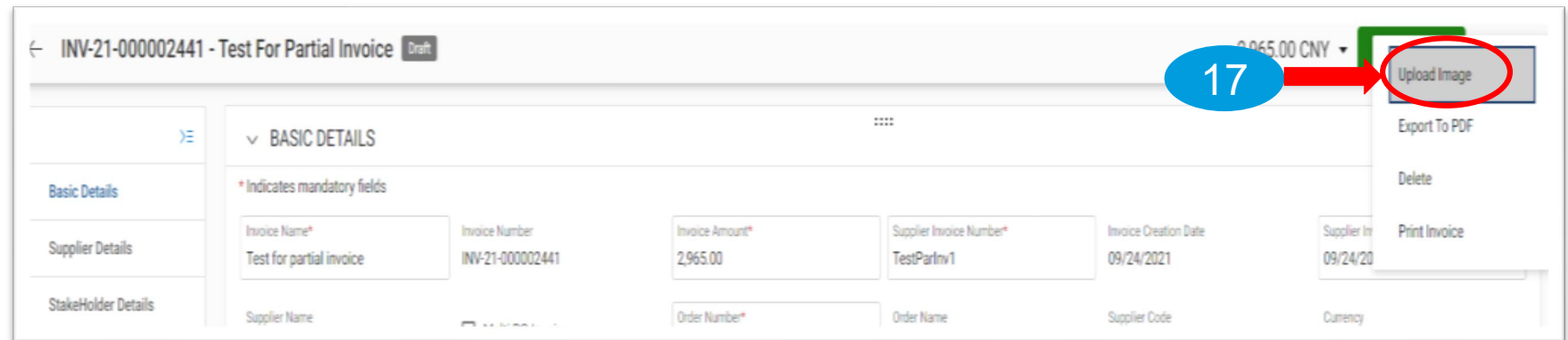
INV-21-000002441 - Test For Partial Invoice Draft 2,965.00 CNY Comments More

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**BASIC DETAILS**

\* Indicates mandatory fields

Invoice Name*	Invoice Number	Invoice Amount*	Supplier Invoice Number*	Invoice Creation Date	Supplier Invoice Date*
Test for partial invoice	INV-21-000002441	2,965.00	TestParInv1	09/24/2021	09/24/2021



← INV-21-000002441 - Test For Partial Invoice Draft 2,965.00 CNY Comments More

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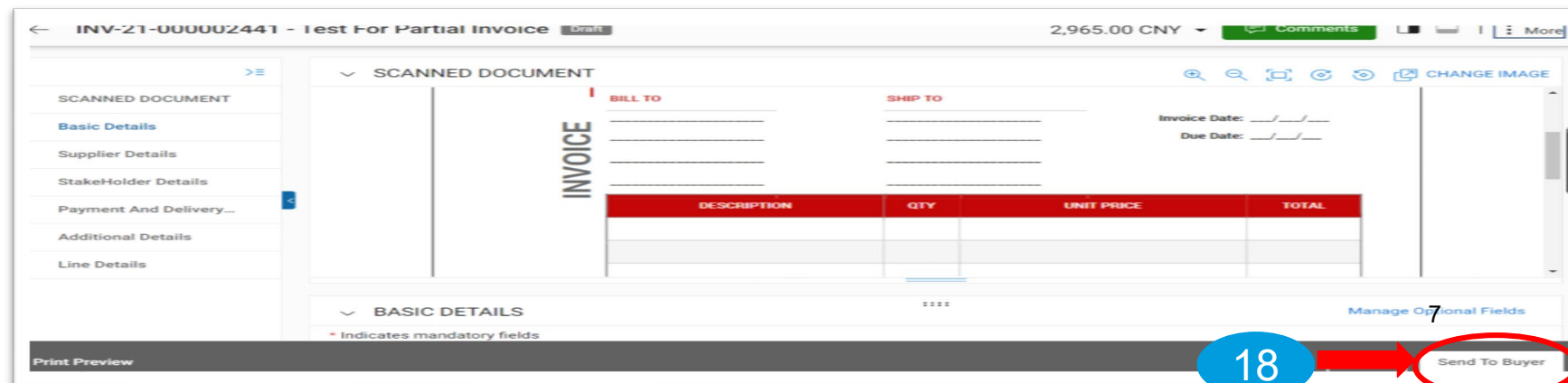
**BASIC DETAILS**

\* Indicates mandatory fields

Invoice Name*	Invoice Number	Invoice Amount*	Supplier Invoice Number*	Invoice Creation Date	Supplier Invoice Date*
Test for partial invoice	INV-21-000002441	2,965.00	TestParInv1	09/24/2021	09/24/2021

Supplier Name Order Number\* Order Name Supplier Code Currency

Upload Image  
Export To PDF  
Delete  
Print Invoice



← INV-21-000002441 - Test For Partial Invoice Draft 2,965.00 CNY Comments More

**SCANNED DOCUMENT**

Basic Details  
Supplier Details  
StakeHolder Details  
Payment And Delivery...  
Additional Details  
Line Details

**INVOICE**

BILL TO SHIP TO

Invoice Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

DESCRIPTION	QTY	UNIT PRICE	TOTAL

**BASIC DETAILS**

\* Indicates mandatory fields

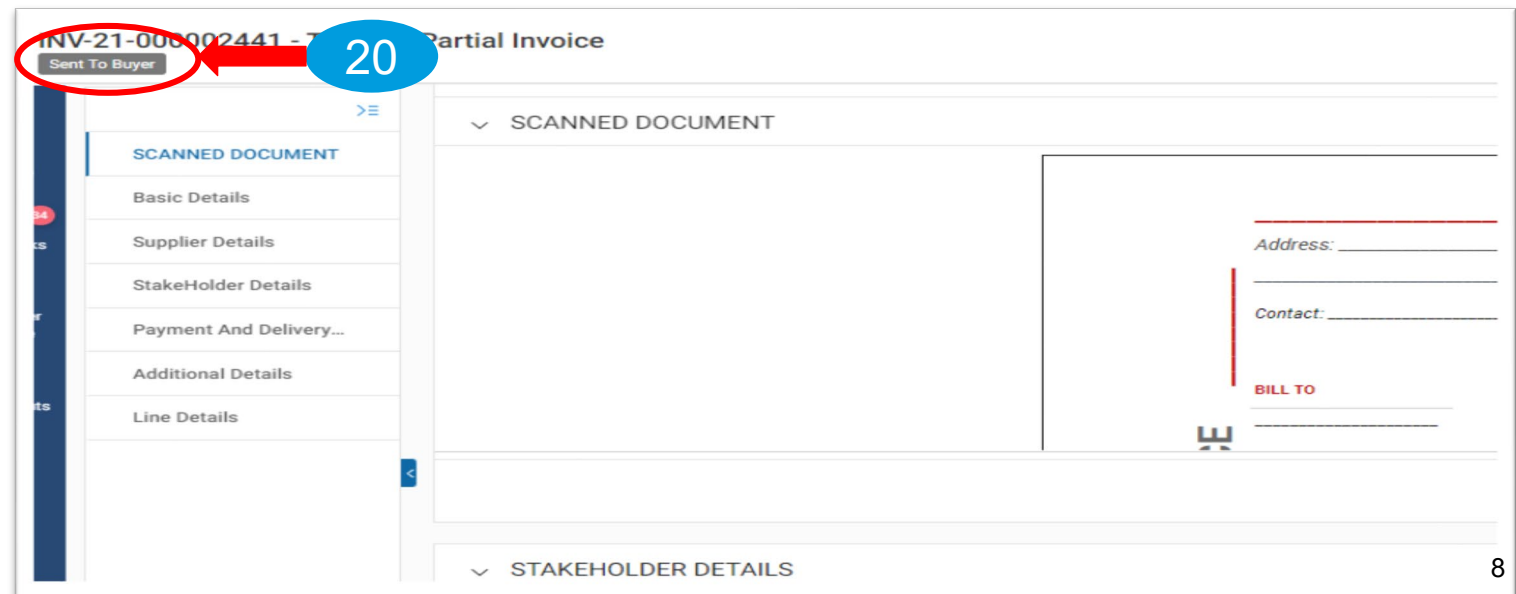
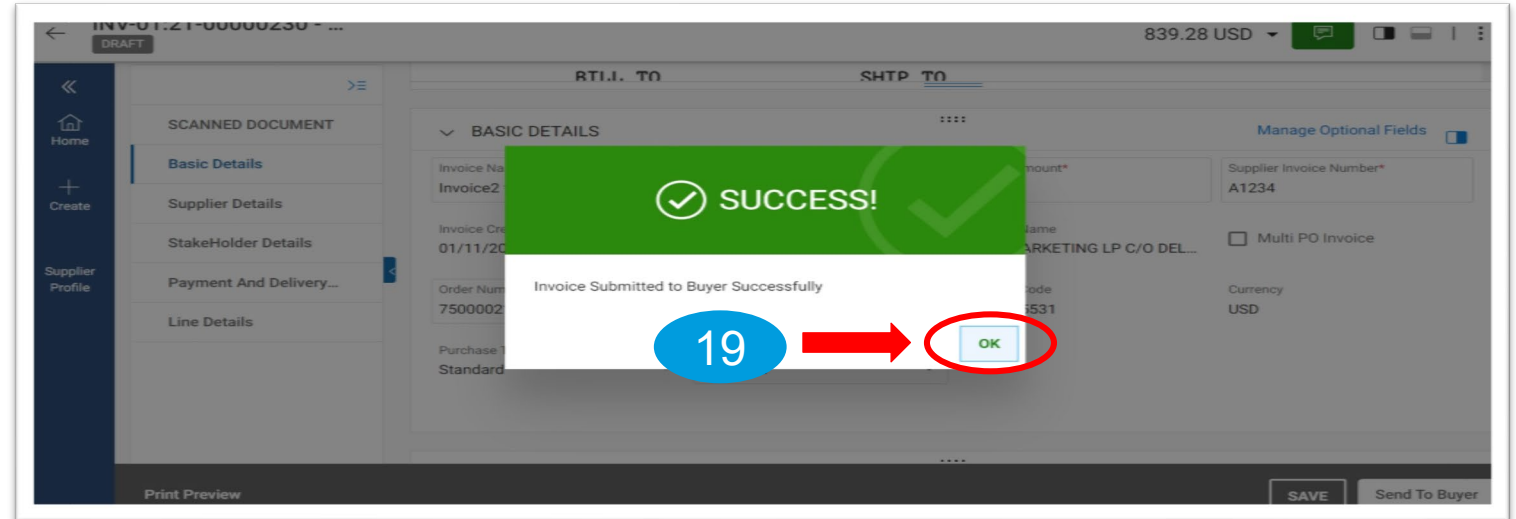
Print Preview

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Send To Buyer

# Create Partial Invoice (cont.)

- 19) You will receive the message *Invoice Submitted to Buyer Successfully*. Click **OK**.
- 20) The invoice will be marked as *Sent to Buyer*.







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