

# S2Pconnect

Supplier Portal Training Guide



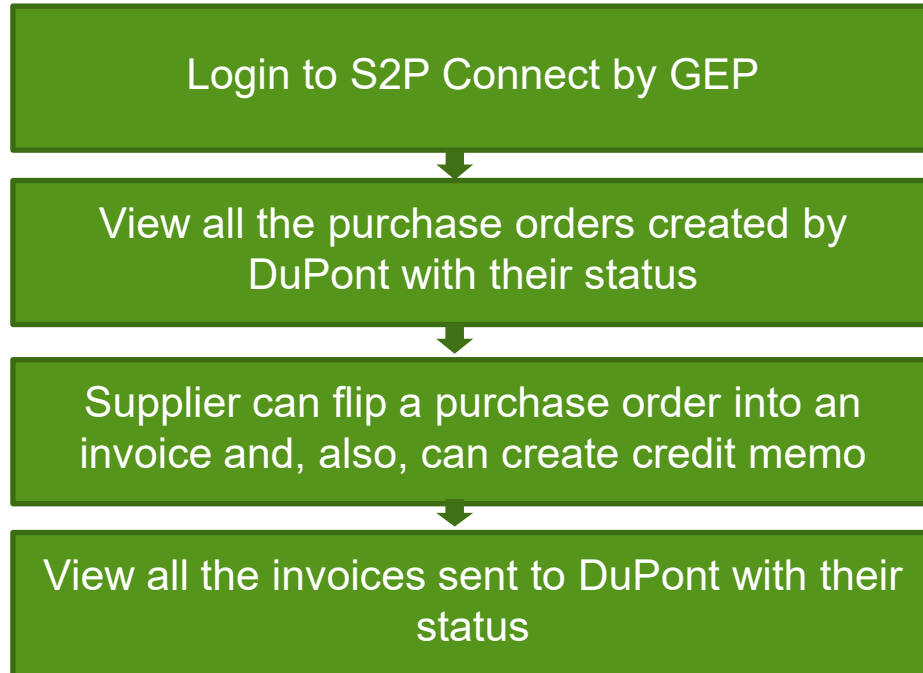
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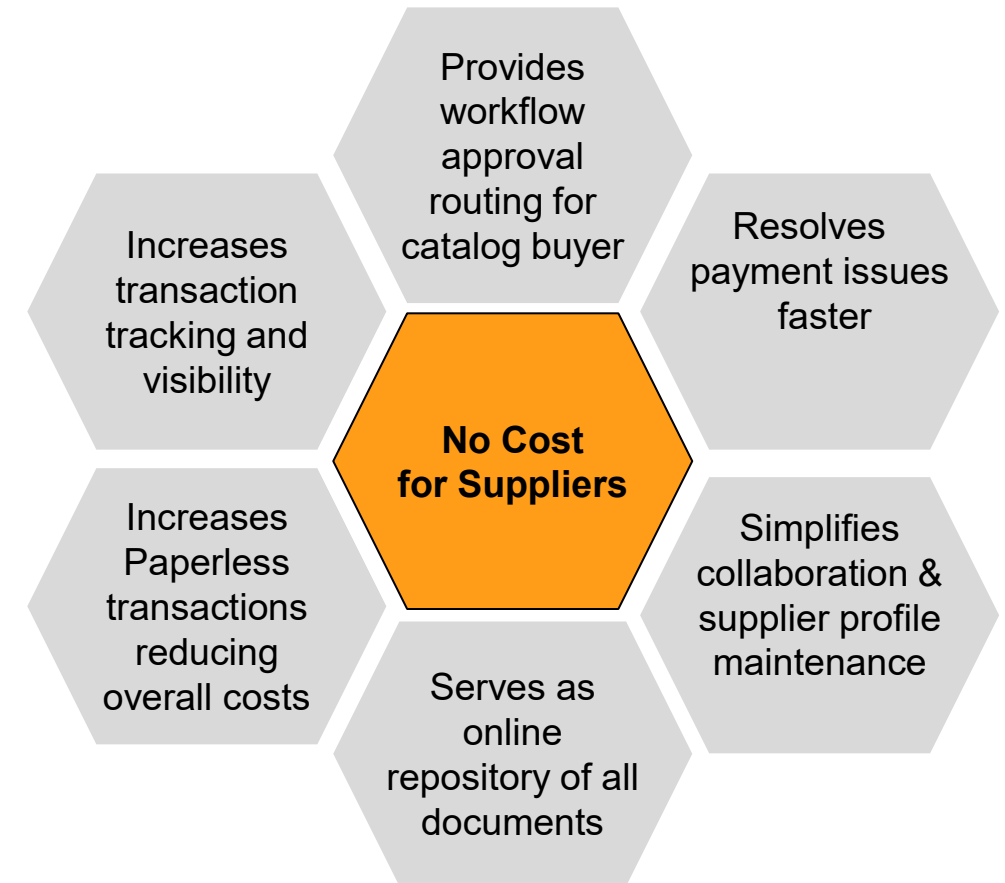
# What you can do in the Supplier Portal

# What you can do in the Supplier Portal

## Portal Registered Supplier Options



## Benefits of GEP SMART



# Help and Resources

# Support Contacts

## DuPont Contacts by Topic

**Purchase Order:** If a PO appears to be incorrect or to require modification for any reason, please reach out to the DuPont contact reflected on the purchase order

**Invoice & Payment queries:** AP team of DuPont  
[NA.DSCIAP@dupont.com](mailto:NA.DSCIAP@dupont.com)

**Update Supplier Profile:** Send details to  
[Vendor\\_Master\\_Maintenance@dupont.com](mailto:Vendor_Master_Maintenance@dupont.com)

**For any S2P portal Query:**  
[s2pconnect.support@dupont.com](mailto:s2pconnect.support@dupont.com)



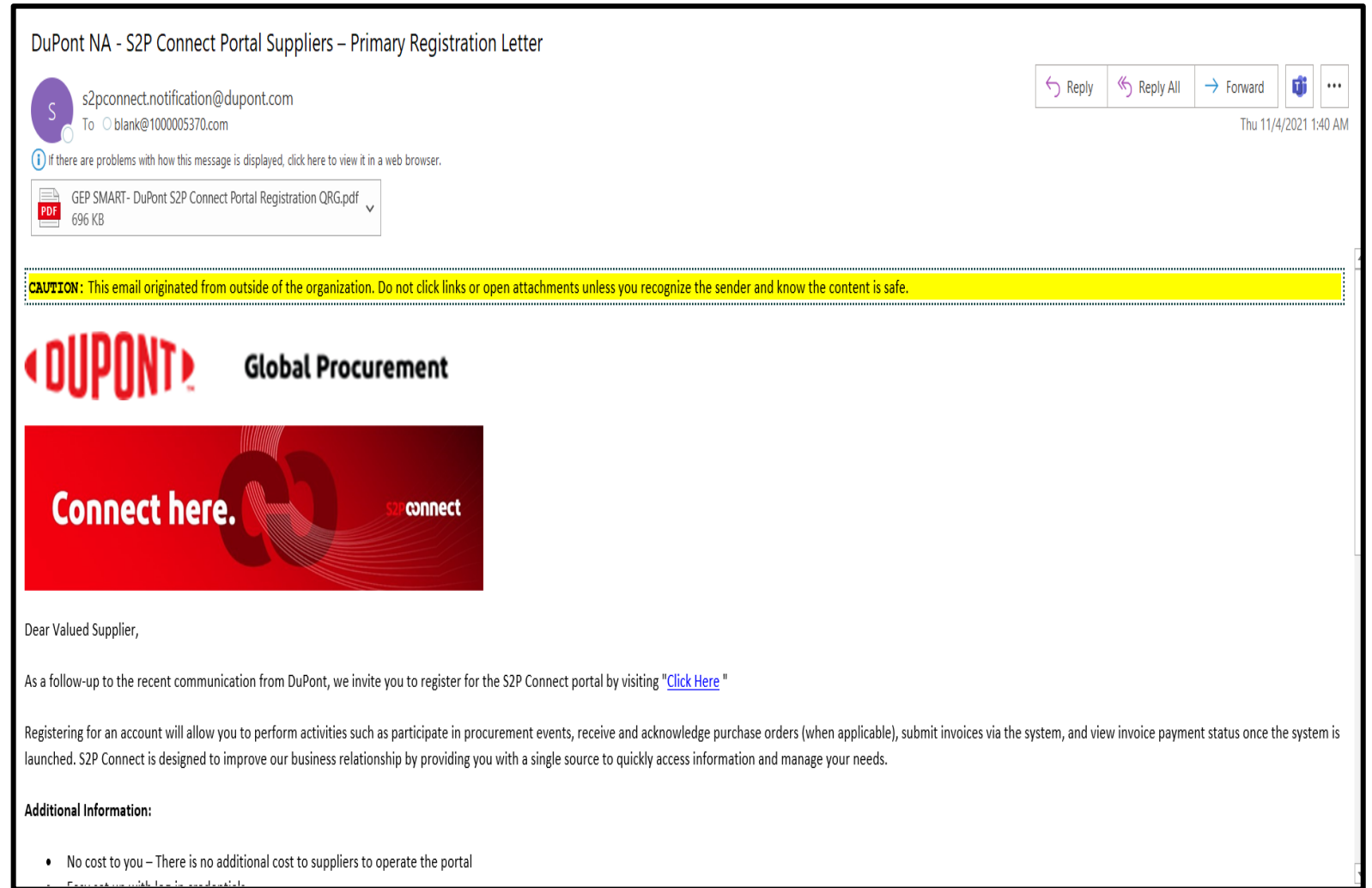
## S2P Helpdesk Contact Information

North America (all)	+1 888 325 8964	Latin America	
		Colombia	8007522367
Europe, Middle East, and Africa		Chile	800835148
Belgium	+32 15 44 13 00	Brazil	8008923366
France	+33 389 383 759	Argentina	8001220375
Germany	+49 6102 18 3710	Mexico	+52 (55) 57221000
Italy	+39 029 2622 9340		
Luxembourg	+352 3666 5611	Asia-Pacific	
The Netherlands	+31 7862 19 400	China	+86-512-3685 6030
United Kingdom	+44 287 186 4443	Korea	+82 2-2222 5443
Spain (Asturias Service Center)	+34 985 12 4633	Japan	+81 3-5521 8805
Switzerland	+41 22717 5600	Taiwan	+886 2-2514 4456
		Hongkong	+852 2734 1969
		Singapore	+65 6586 3608
		Australia	+61 2-99236106
		Malaysia	+60 3-2859-0817
		Philippines	+63 2555 4417

# S2P Connect Supplier Portal Account Setup

# Registration Request

- 1) Suppliers will receive an email from [s2pconnect.notification@dupont.com](mailto:s2pconnect.notification@dupont.com) with the email subject: **DuPont - S2P Connect Portal Suppliers – Primary Registration Letter**.  
\*\*Check your spam or junk email folder if you cannot locate it.
- 2) \*\*Do not forward the invite to other contacts as the link is specific to you. Please send any requests for contact information changes to [s2pconnect.support@dupont.com](mailto:s2pconnect.support@dupont.com)
- 3) Click on the “**Click Here**” link in the email “Click Here”.





# GEP Business Network Registration Form

- 1) On the next screen, enter the mandatory (\*) details and create your credentials.
- 2) Check the box to accept Terms & Conditions & Privacy Policy in the lower left corner.
- 3) Click the **Submit** button in the lower right corner.

NOTE: If you are an existing GEP user, you can use your existing GEP SMART credentials by putting your existing username in the username field and you will see a popup as shown, and then clicking **YES** on the error screen that will follow.

The image shows two screenshots from the GEP Business Network registration process. The top screenshot is the registration form, and the bottom screenshot is an error message popup.

**GEP Business Network Registration Form:**

- Header:** GEP Business Network
- Form Title:** GEP Business Network Registration Form
- CUSTOMER INFORMATION:**
  - FIRST NAME\*: Noel
  - LAST NAME\*: Raj
  - USER NAME\*: Demo15
  - PASSWORD\*: [empty]
  - CONFIRM PASSWORD\*: [empty]
  - WORK EMAIL: noel.raj@gep.com
  - LEGAL COMPANY NAME\*: Test\_Supplier\_SET1
  - COUNTRY\*: [empty]
  - CATEGORY\*: SELECT
- DISCLAIMER:**

By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.
- Agreement:** ☒ I have read and agree to GEP Term & Conditions & Privacy Policy
- Buttons:** CLOSE, RESET, Submit

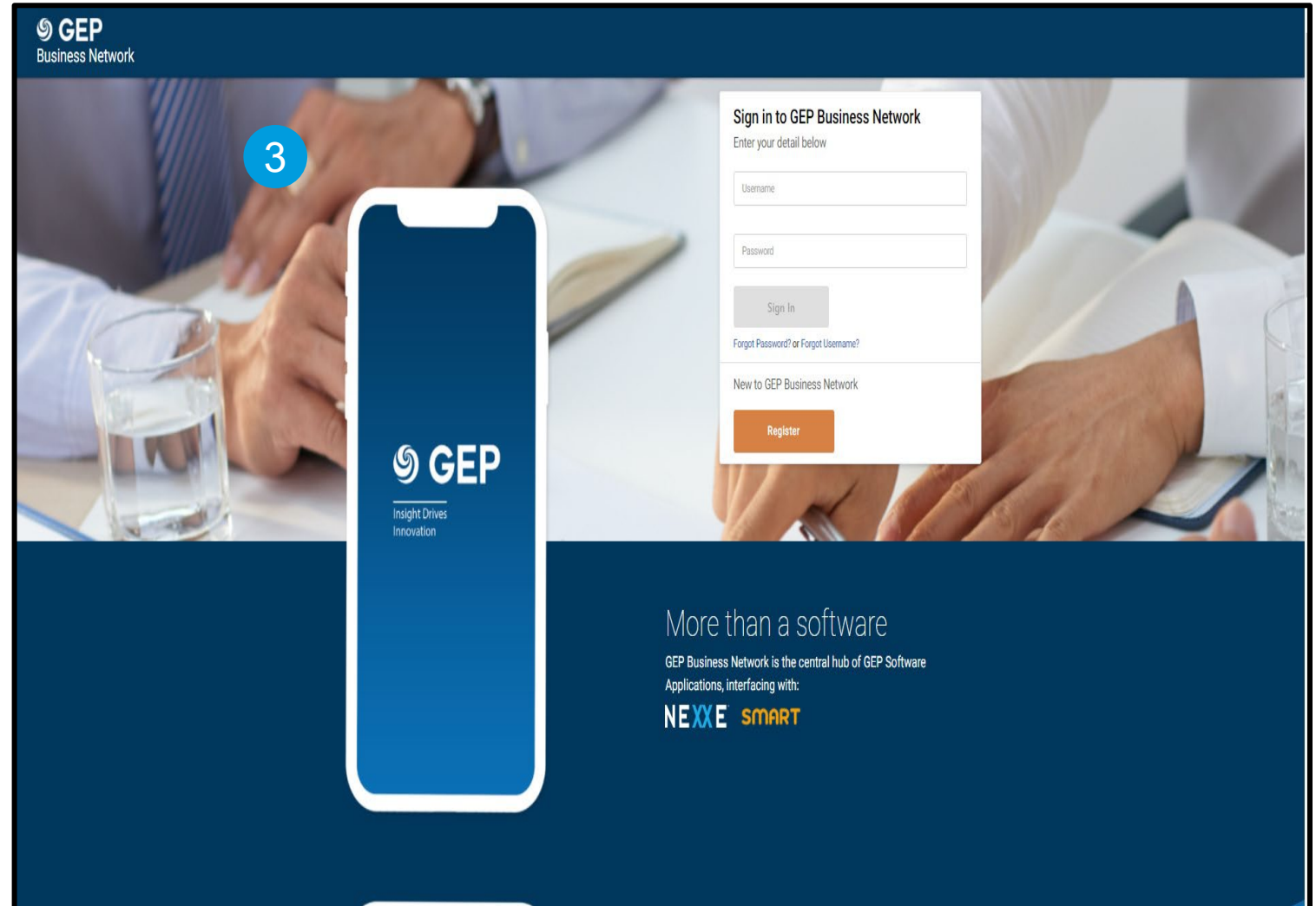
Annotations on the form: A red arrow points to the 'I have read and agree' checkbox (labeled 2), and a yellow box with 'Click Here' points to the 'Submit' button (labeled 3).

**Error Message Popup:**

- Header:** ! ERROR!
- Text:** There is already an account for the Username. Would you like to continue with existing account?
- Buttons:** NO, YES

# Account Creation Steps (cont.)

- 3) Screen 3: Clear any prefilled data in the username and password field and enter your credentials to sign-in.



# Home Page and Manage Supplier Profile

# Home Page and Manage Supplier Profile

- 1) This is the home screen you will see after logging in. To move back to the home screen, click on the home icon on the upper left side of the screen and it will take you to the Home Page.

NOTE: The Home Page displays RFx, Auction, Contract, Forms, Order, Invoice and Credit Memo icons

- 2) The values next to each icon represents the number of existing documents for each category. If there are no documents the value is zero.
- 3) Click on the “Manage Profile” to check your company profile details.

The screenshot displays the S2Pconnect Home Page. On the left is a dark blue sidebar with a 'Home' icon (labeled with a blue circle '1') and a 'My Tasks' section. The main content area has a light blue header with the 'GEP' logo, a search bar, and a user profile icon 'TS'. Below the header, there's a 'Home' section with the 'DuPont' logo. A red box labeled '3' with an arrow points to the 'Manage Profile' button in the top right. The main area shows several document categories with icons and counts: RFx (0), Auction (0), Contract (2), Forms (0), Order (29), Invoice (13), and Credit Memo (3). The 'Order (29)', 'Invoice (13)', and 'Credit Memo (3)' categories are circled in red, with red text below them: 'Order management', 'Invoice management', and 'Credit Memo management' respectively. A blue circle '2' is placed over the 'Invoice' and 'Credit Memo' icons.

# Home Page and Manage Supplier Profile (cont.)

- 4) When you enter your workspace for the first time, you will be prompted to accept the **Privacy Policy** to gain further access to the supplier profile.

NOTE: [The Privacy Statement is located here.](#)

The screenshot shows the 'Manage Supplier Profile' interface in the S2Pconnect system. A modal dialog titled 'Privacy' is displayed in the center, requiring user consent. The background page shows a sidebar with navigation options like Home, My Tasks, Create, Supplier Profile, and My Clients. The main content area is titled 'BASIC DETAILS' and includes sections for Identification Information, Supplier Source Information, Certificates, Diversity Status, Location Information, Contact Information, Business Information, Transaction Type, Marketing Information, Inco Terms, Payment Terms, and Documents. A progress bar at the bottom indicates '24% PROFILE COMPLETENESS'. The top navigation bar includes links for Catalog, Contract, Purchasing, and Invoice, along with a search bar and user profile icon.

**Privacy**

Here at GEP, we take your privacy seriously and will only use your personal information to provide the procurement services as per the agreed contract.  
<https://www.gep.com/privacy-statement>  
 Your permission allows us to process your personal information that enables digital procurement transformation.

☒ I hereby give my consent for this activity.

If at any point of time after this consent, should you have any queries or requests related to data privacy, then you may do so by emailing your request to us at "privacy@gep.com".  
 We will respond to your request within ten business days after receipt.

**CANCEL** **ACCEPT**

**24% PROFILE COMPLETENESS**

**CLOSE** **SAVE**

Additional information available:

- 5

BASIC DETAILS

IDENTIFICATION INFORMATION

SUPPLIER SOURCE INFORMATION

CERTIFICATES

DIVERSITY STATUS

LOCATION INFORMATION

CONTACT INFORMATION

BUSINESS INFORMATION

TRANSACTION TYPE

> SUPPLIER SOURCE INFORMATION

> CERTIFICATES

> DIVERSITY STATUS

> LOCATION INFORMATION

> CONTACT INFORMATION

> BUSINESS INFORMATION

> TRANSACTION TYPE

> MARKETING INFORMATION

26%

PROFILE COMPLETENESS

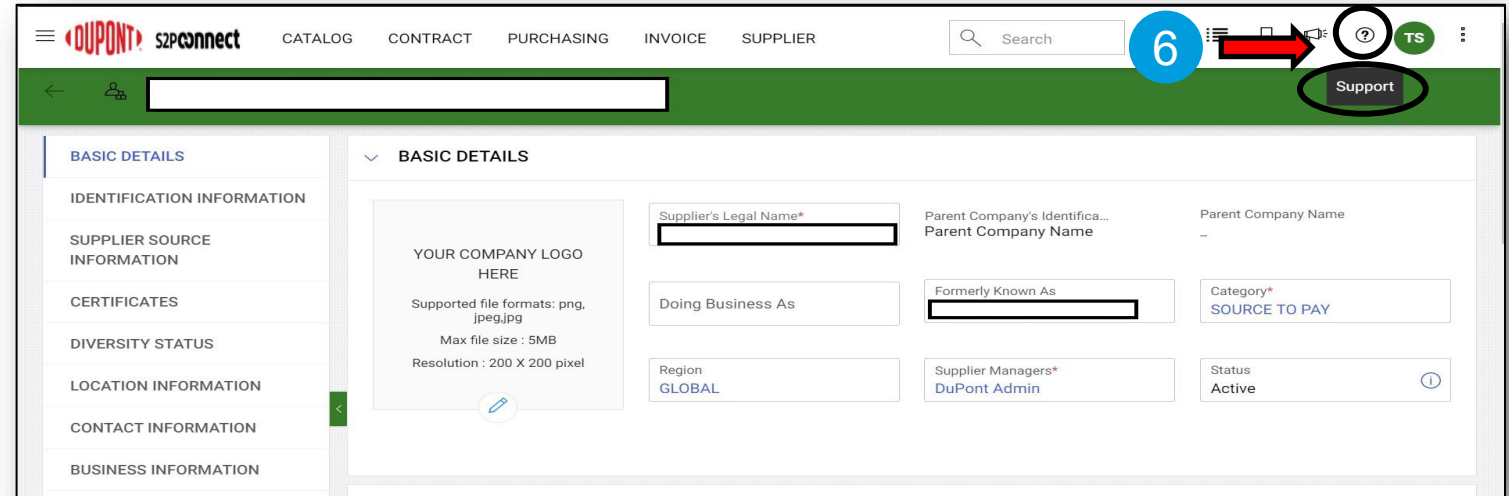
CONTINUE

SAVE

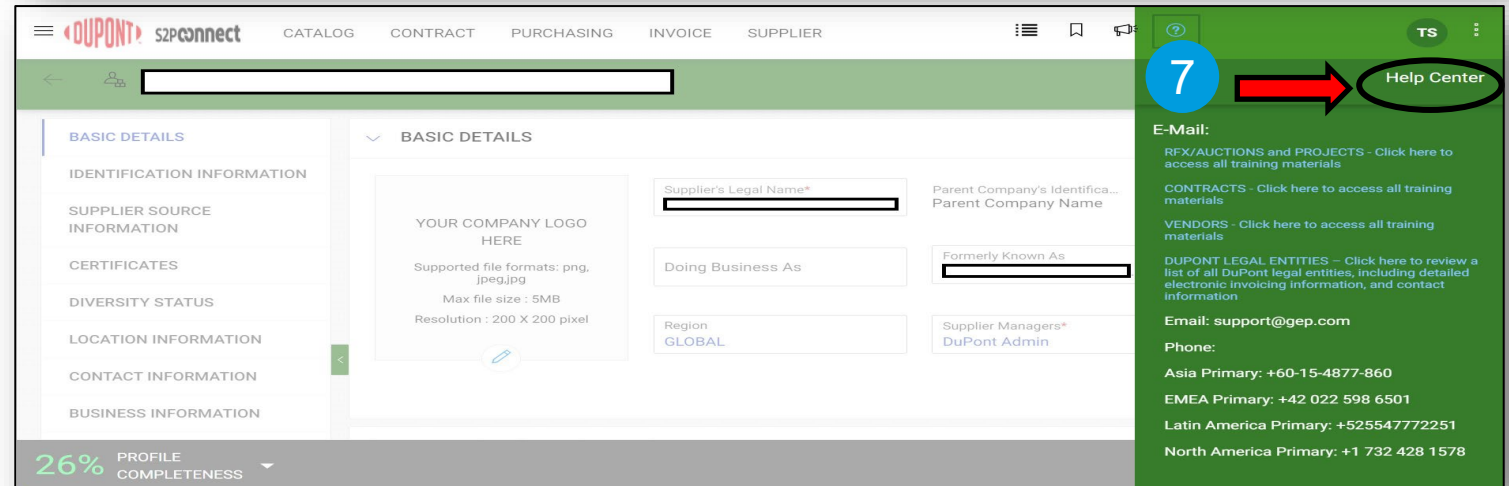
# Home Page and Manage Supplier Profile (cont.)

NOTE: If you find any discrepancies in the information, you will not be able to make any changes directly.

- 6) To request a change, click on the ? **Support Icon** to access the Help Center.
- 7) Click the **Help Center** icon and navigate to the **Portal** section to access the file named **Profile Change Request Form**.



The screenshot shows the 'Manage Supplier Profile' page. The top navigation bar includes 'CATALOG', 'CONTRACT', 'PURCHASING', 'INVOICE', and 'SUPPLIER'. A search bar is on the right. A blue circle with the number 6 is positioned above a red arrow pointing to a question mark icon in the top right corner, which is labeled 'Support'. The main content area is divided into a left sidebar with tabs like 'BASIC DETAILS', 'IDENTIFICATION INFORMATION', 'SUPPLIER SOURCE INFORMATION', 'CERTIFICATES', 'DIVERSITY STATUS', 'LOCATION INFORMATION', 'CONTACT INFORMATION', and 'BUSINESS INFORMATION'. The main panel shows 'BASIC DETAILS' with fields for 'Supplier's Legal Name\*', 'Parent Company's Identification Number', 'Parent Company Name', 'Doing Business As', 'Formerly Known As', 'Category\*' (SOURCE TO PAY), 'Region' (GLOBAL), 'Supplier Managers\*' (DuPont Admin), and 'Status' (Active). A 'YOUR COMPANY LOGO HERE' section is also present.



This screenshot shows the same 'Manage Supplier Profile' page, but with the 'Help Center' sidebar open on the right. A blue circle with the number 7 is positioned above a red arrow pointing to the 'Help Center' link in the sidebar. The sidebar contains contact information for support, including email (support@gep.com), phone numbers for Asia, EMEA, Latin America, and North America, and links to training materials for RFX/AUCTIONS and PROJECTS, CONTRACTS, VENDORS, and DUPONT LEGAL ENTITIES. The main content area is partially visible, showing the same 'BASIC DETAILS' section as the previous screenshot. At the bottom left, a '26% PROFILE COMPLETENESS' indicator is shown.



# Home Page and Manage Supplier Profile (cont.)

- 8) Highlight the discrepancy in the profile data through the **Profile Change Request Form** and submit to [this email address](#).

Help Center

Portal

Sourcing

Contracts

Supplier Management

Procurement

Release Notes

User Interface Upgrade

User Manuals and Video Tutorials

Name	Type	Date Modified
<b>Profile Change Request Form</b>	Manual	24 November, 2020
Workspace Overview User Manual	Manual	8 June, 2020
Workspace Quick Reference Guide	Manual	8 June, 2020

**S2P Connect Supplier Profile Change Request Form**

Please email this completed form to [Vendor\\_Master\\_Maintenance@dupont.com](mailto:Vendor_Master_Maintenance@dupont.com)

Name of Person sending update \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Supplier Name \_\_\_\_\_

Supplier/Vendor Code \_\_\_\_\_

Please describe below the information requested to be updated in profile (fill in below)



# Retrieve Username and Password

# Retrieve Username and Password

- 1) In the event that you forget your username or password, click **Forgot Password?** or **Forgot Username?** on [the GEP Business Network site](#).



The screenshot shows the GEP Business Network login interface. At the top, the GEP logo and 'Business Network' text are displayed. The main heading is 'Sign in to GEP Business Network' with the instruction 'Enter your detail below'. There are input fields for 'Username' and 'Password'. Below these is a language selector 'English | English' and a 'Sign In' button. A red box highlights the link 'Forgot Password? or Forgot Username?' with a blue circle containing the number '1' next to it. At the bottom, there is a section for 'New to GEP Business Network' with a 'Register' button. The background of the page shows a person's hands working on a laptop and a hand pointing at a diagram on a piece of paper.

# Retrieve Username and Password (cont.)

- 2) If you have forgotten your password, enter your username and click **submit**. The instructions to change your password will be emailed to you.
- 3) Enter and confirm your new password as prompted. Once successfully changed, you can login using the new password.



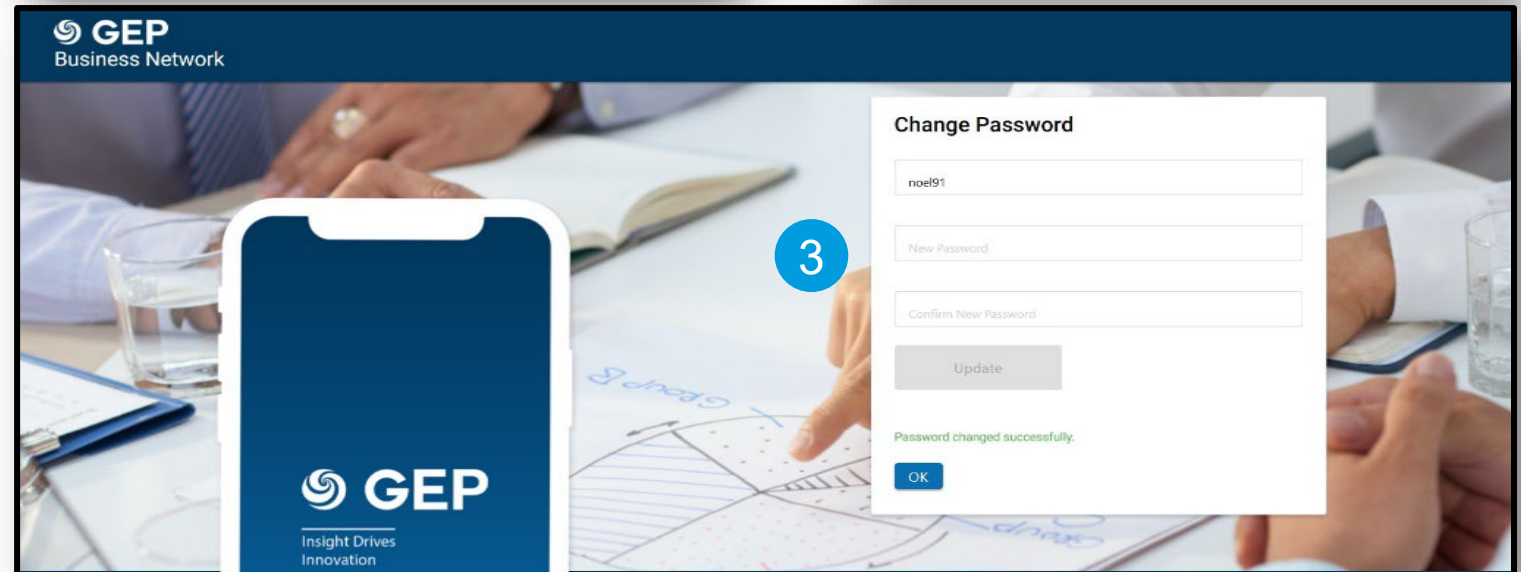
The screenshot shows the GEP Business Network login interface. A modal window is open with the title 'GEP Business Network'. It contains two links: 'Forgot Password' and 'Forgot Username'. Below these links is a text input field labeled 'Enter Username:'. At the bottom of the modal are two buttons: 'Submit' and 'CANCEL'. In the background, there is a blurred image of hands pointing at a document with a graph. A blue smartphone icon with the GEP logo is overlaid on the left side of the screen.

2

## GEP Business Network

The link to reset password will be sent to your user email, if it is registered with us. If your account is locked, a set of instructions and a verification code will be mailed. If your account is yet to be activated, an activation link will be sent.

OK



The screenshot shows the 'Change Password' page of the GEP Business Network. It features three input fields: 'Current Password' (containing 'noel91'), 'New Password', and 'Confirm New Password'. Below these fields is an 'Update' button. A green message 'Password changed successfully.' is displayed below the button. An 'OK' button is at the bottom right. The background is the same blurred image of hands pointing at a document. A blue smartphone icon with the GEP logo is overlaid on the left side. A blue circle with the number '3' is positioned to the left of the 'Change Password' modal.

3

# Retrieve Username and Password (cont.)

- 4) If you have forgotten your username, enter your e-mail address and click **submit**. You will receive this pop-up message:

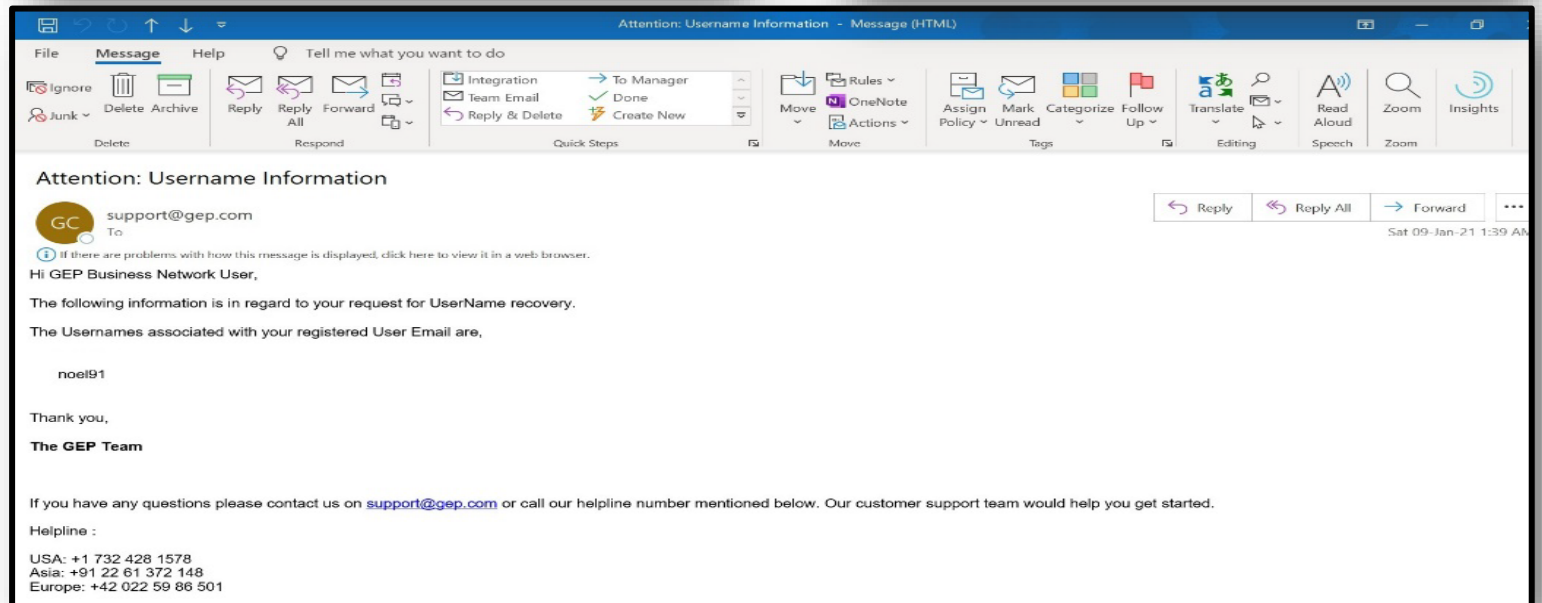
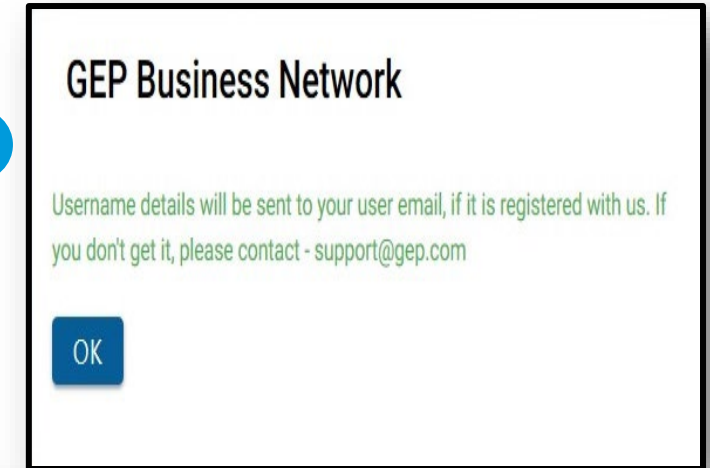
*The username details will be sent to user email.*

- 5) Any usernames associated with the e-mail address will be e-mailed to you.

NOTE: If you have issues retrieving your username or password, [send an e-mail to the S2P Connect Support mailbox](#).



4

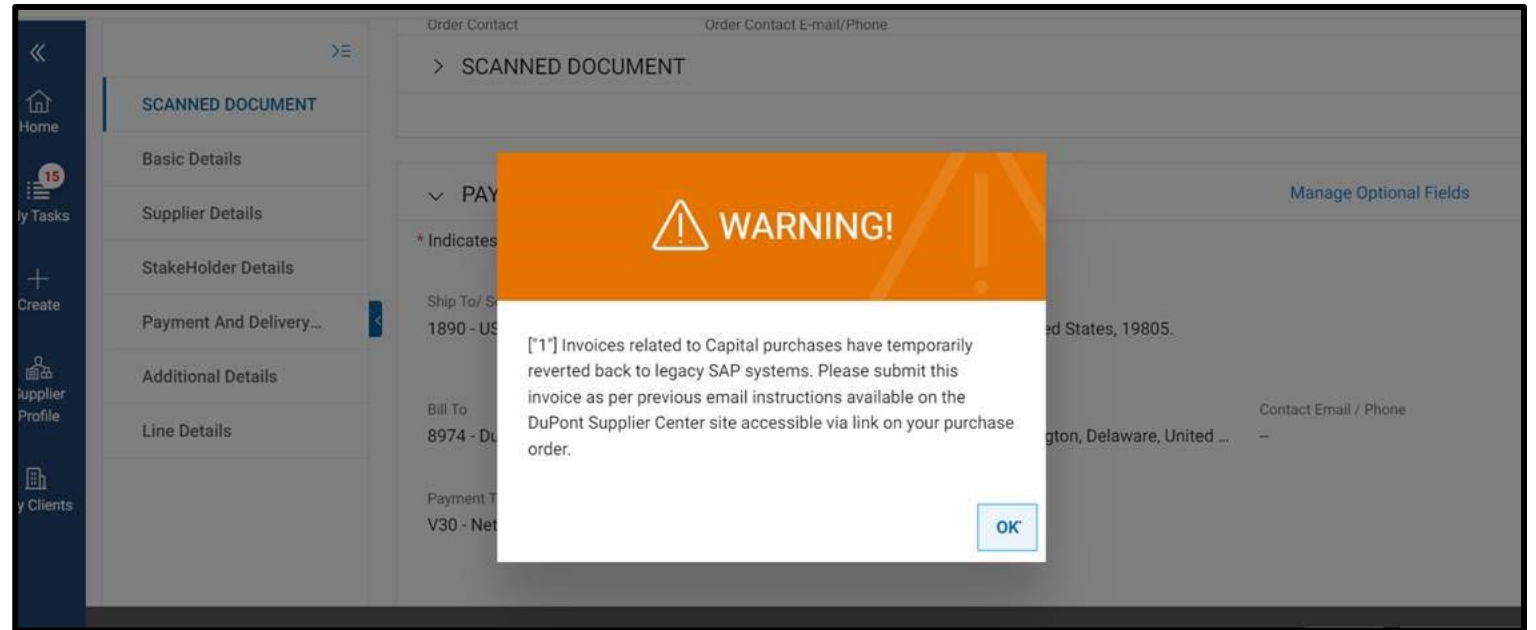


5

# Create Invoice

# Note: All Capital Project POs and transactions are moved to SAP ERP systems

Capital Project POs have reverted back to legacy SAP systems and no longer managed in S2P Connect. Please submit this invoice as per previous email instructions available on the DuPont Supplier Center site accessible via link on your purchase order.



# 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 portal interface. At the top, there's a navigation bar with 'Catalog', 'Contract', 'Purchasing', and 'Invoice' tabs. Below this is a 'Supplier Support' banner. The main content area shows an 'ORDER' management page with a table of orders. A red circle and arrow labeled '1' point to the 'Supplier Acknowledged' status filter. Another red circle and arrow labeled '2' point to the order number '2600719353' in the table. Below the table, the 'ORDER: 2600719353' details screen is shown, including 'SIC DETAILS' and 'SUPPLIER DETAILS'. A red circle and arrow labeled '3' point to the 'Create Invoice' button at the bottom right of the screen.

Document Name	Document Number	Supplier	Purchase Type	Created By	Created On	Total Value	Status
2600719353	2600719353		Standard		12/02/2021	50,000.00 CAD	Supplier Acknowledged
2600512835	2600512835-017		Standard		01/25/2021	778,784.20 CAD	Supplier Acknowledged
2600701401	2600701401-001		Standard		11/04/2021	3,895.00 CAD	Supplier Acknowledged

**ORDER: 2600719353** Supplier Acknowledged 50,000.00 CAD

**SIC DETAILS**

Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
2600719353	2600719353			Standard	12/02/2021

**SUPPLIER DETAILS**

Supplier Name	Supplier Code	Ordering Location	Supplier Contact	Payment Terms	Dispatch Mode
				CA08 - Net 30 Days from L...	Portal

**Create Invoice**



# 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 should not be earlier than the PO date.
- 8) Scroll down to check the line item. Change **Quantity** to create partial invoice.

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

839.28 USD

Comments

Manage Optional Fields

**BASIC DETAILS**

Invoice Name\* Invoice2 for Order1 for Ren

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 Standard

LINE DETAILS

LINES

Line (1)

✓	L...↑↓	E...↑↓	Type*↑↓	Lin...↑↓	Invoice A...↑↓	Quantity*↑↓	U...↑↓	Line St...↑↓	Unit Price*↑↓	Flexible Priced It...↑↓	Fulfillment↑↓
✓	1	1	Material	Dell Latitude 40	1.00	EACH	Sent To	839.280000	No	Receipt	

Rows Per Page: 10 1 - 1 Of 1

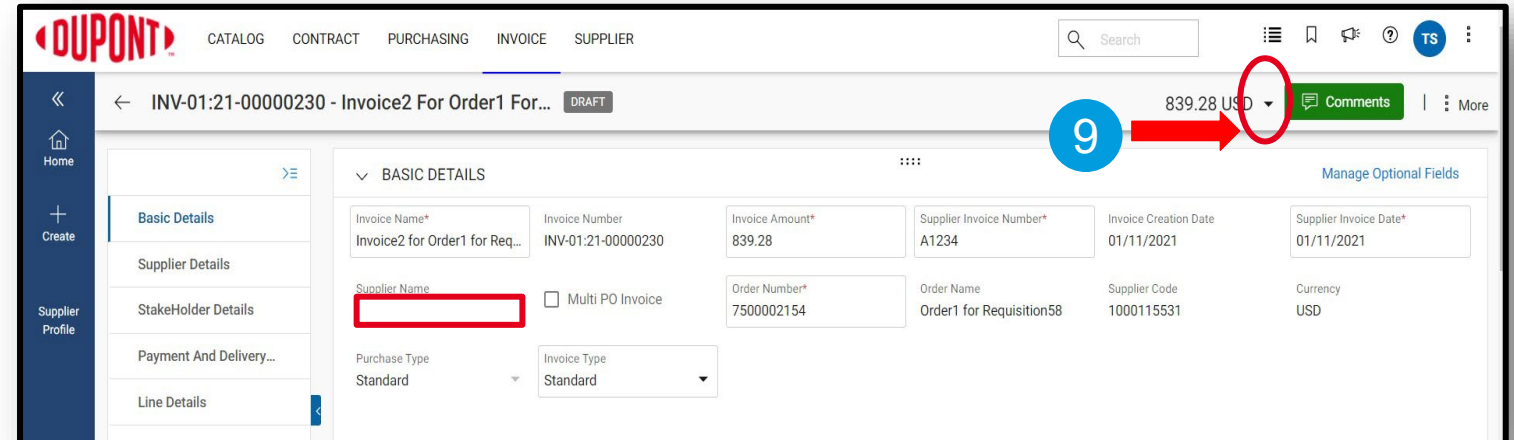
8

Send To Buyer



# 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**.



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

839.28 USD

Comments

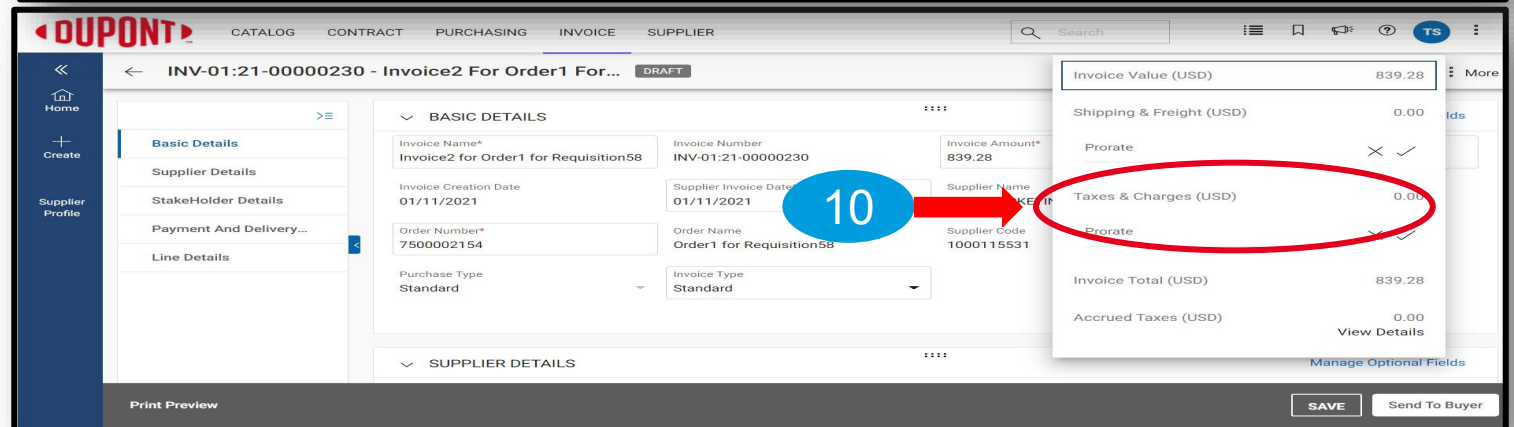
Manage Optional Fields

**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



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

Invoice Value (USD) 839.28

Shipping & Freight (USD) 0.00

Prorate

**Taxes & Charges (USD)** 0.00

Prorate

Invoice Total (USD) 839.28

Accrued Taxes (USD) 0.00

View Details

Manage Optional Fields

**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

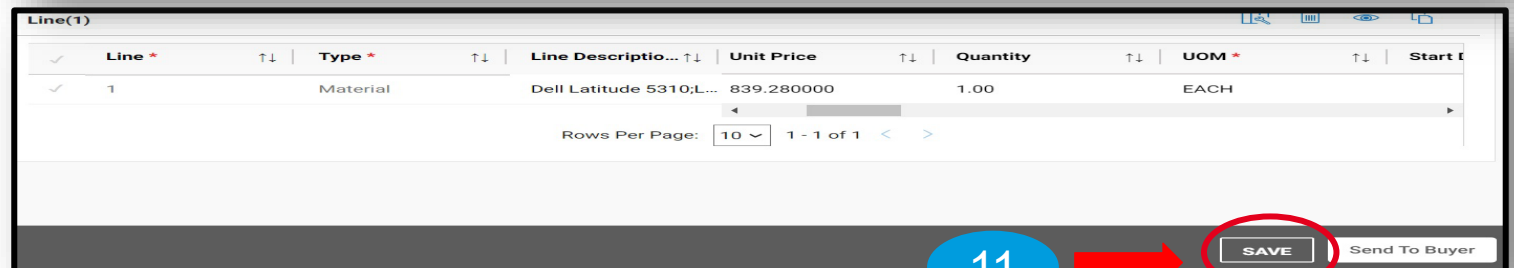
Order Number\* 7500002154 Order Name Order1 for Requisition58 Supplier Code 1000115531

Purchase Type Standard Invoice Type Standard

**SUPPLIER DETAILS**

Print Preview

SAVE Send To Buyer



Line *	Type *	Line Description...	Unit Price	Quantity	UOM *	Start
1	Material	Dell 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

NOTE: Image of Invoice copy is mandatory to attach

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

INV-01:21-00000230 - Invoice2 For Order1 For... DRAFT 839.28 USD

**BASIC DETAILS**

Invoice Name*	Invoice Number	Invoice Amount*	Supplier Invoice Number*	Invoice Creation	Supplier Invoice Date*
Invoice2 for Order1 for Req...	INV-01:21-00000230	839.28	A1234	01/11/2021	01/11/2021
Supplier Name	<input type="checkbox"/> Multi PO Invoice	Order Number*	Order Name	Supplier Code	Currency
		7500002154	Order1 for Requisition58	1000115531	USD
Purchase Type	Invoice Type				
Standard	Standard				

INV-01:21-00000230 - Invoice2 For Order1 For... DRAFT 839.28 USD

**BASIC DETAILS**

Invoice Name*	Invoice Number	Invoice Amount*	Supplier Invoice Number*
Invoice2 for Order1 for Requisition58	INV-01:21-00000230	839.28	A1234
Invoice Creation Date	Supplier Invoice Date*	Supplier Name	<input type="checkbox"/> Multi PO Invoice
01/11/2021	01/11/2021		
Order Number*	Order Name	Supplier Code	Currency
7500002154	Order1 for Requisition58	1000115531	USD
Purchase Type	Invoice Type		
Standard	Standard		

INV-01:21-00000230 - ... DRAFT 839.28 USD

**SCANNED DOCUMENT**

invoice

FROM

RTI.L. TO

SHTP TO

INVOICE #

INVOICE DATE

P.O.#

DUE DATE

LOGO

21

7500002154

**BASIC DETAILS**

Print Preview

SAVE Send To Buyer

# Create Invoice (cont.)

Invoice attachment is mandatory.  
If you do not attach the invoice,  
you will receive this error and  
not be able to submit this invoice  
to DuPont

The screenshot displays the 'Create Invoice' interface in the S2Pconnect system. A warning dialog box is centered on the screen, featuring an orange header with a warning icon and the text 'WARNING!'. The main body of the dialog is white and contains the message 'Please upload Invoice copy' with an 'OK' button in the bottom right corner.

The background interface is dimmed and shows the following elements:

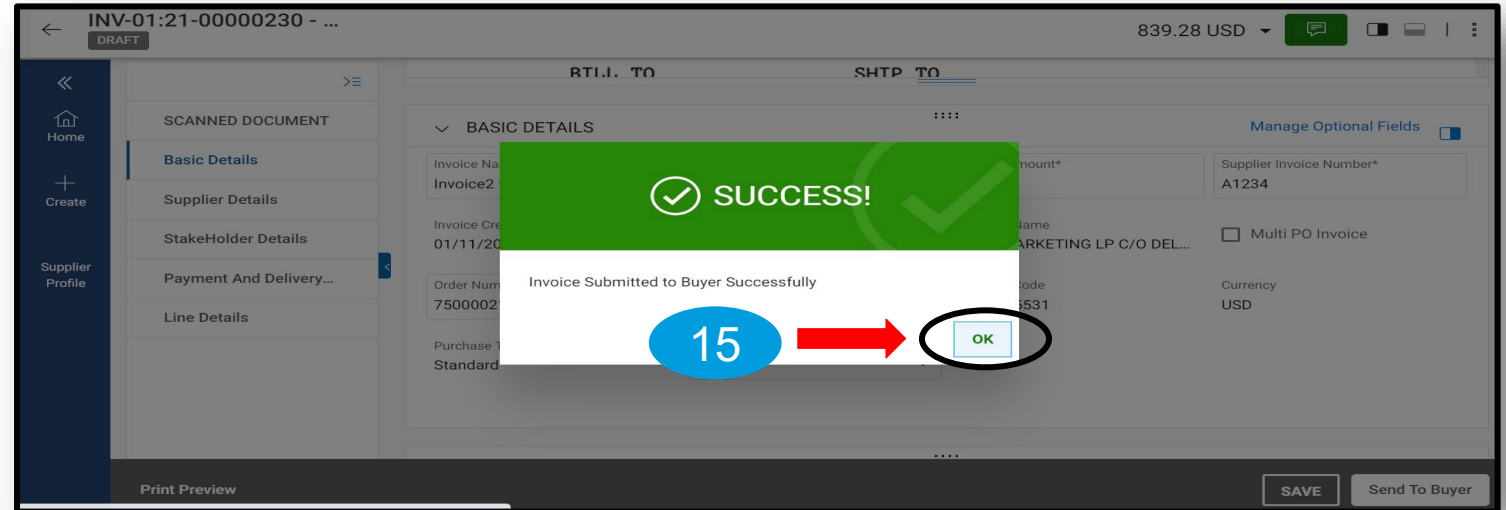
- StakeHolder Details** sidebar on the left.
- LINE DETAILS** section with a 'LINES' sub-tab.
- Line(3)** table with columns: Line, Type, Quantity, UOM, Start Date, End Date.
- Table Data:**

Line	Type	Quantity	UOM	Start Date	End Date
1	Material	1.00	EACH		
2	Material	1.00	EACH		
3	Material	1.00	EACH		

- Rows Per Page:** 10, 1 - 3 of 3.
- Print Preview** button at the bottom left.
- SAVE** and **Send To Buyer** buttons at the bottom right.

# Create Invoice (cont.)

- 15) You will receive the message *Invoice Submitted to buyer Successfully*. Click **OK**.
- 16) You will then land on 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

# Create Partial Invoice

# Create Partial Invoice

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

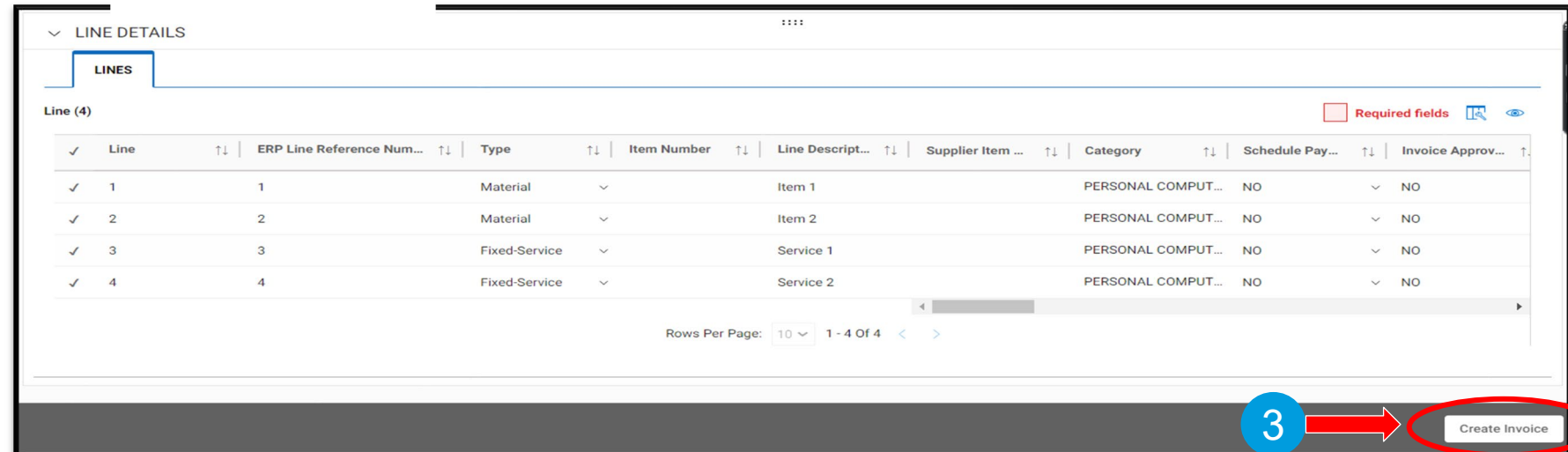
- 1) On the order Management Page, locate the PO for which you need to create a partial invoice
- 2) Select the order by clicking the order name. This will show the order details screen.
- 3) Click on the **Create Invoice** button.



Home / Orders  
Order Management

All 1 Supplier Acknowledged 1

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

LINES

Line (4)

Line	ERP Line Reference Num...	Type	Item Number	Line Descript...	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

Rows Per Page: 10 1 - 4 Of 4

Create Invoice

# Create Partial 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 should be not be earlier than the PO date.

The screenshot shows the '441 - Test For Partial Invoice' form. The form is divided into sections, with 'BASIC DETAILS' expanded. The form contains several fields, some of which are circled in red and numbered with blue circles and red arrows:

- 4**: Points to the 'Invoice Name\*' field, which contains 'Test for partial invoice'.
- 5**: Points to the 'Invoice Amount\*' field, which contains '6,350.00'. A red arrow also points from this field to the top right corner of the form, where '6,350.00 CNY' is displayed.
- 6**: Points to the 'Supplier Invoice Number\*' field, which contains 'TestParInv1'.
- 7**: Points to the 'Supplier Invoice Date\*' field, which contains '09/24/2021'.

Other visible fields include 'Invoice Number' (INV-21-000002441), 'Supplier Name' (Test Supplier - SET), 'Purchase Type' (Standard), 'Invoice Type' (Standard), 'Order Number' (75000008357), 'Order Name' (Order1 for For Invoice 2 - Copy), 'Invoice Creation Date' (09/24/2021), 'Supplier Code' (1000006525), and 'Currency' (CNY).

# Create Partial Invoice (cont.)

8) Select the lines which you would not want as a part of the partial invoice

9) Click on "Delete" to remove the selected lines

Note: The deleted lines can be invoiced separately as and when required.

10) Make changes to "Quantity" and "Unit price" for "Material" line item

11) Make changes to "Unit Price" for "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)

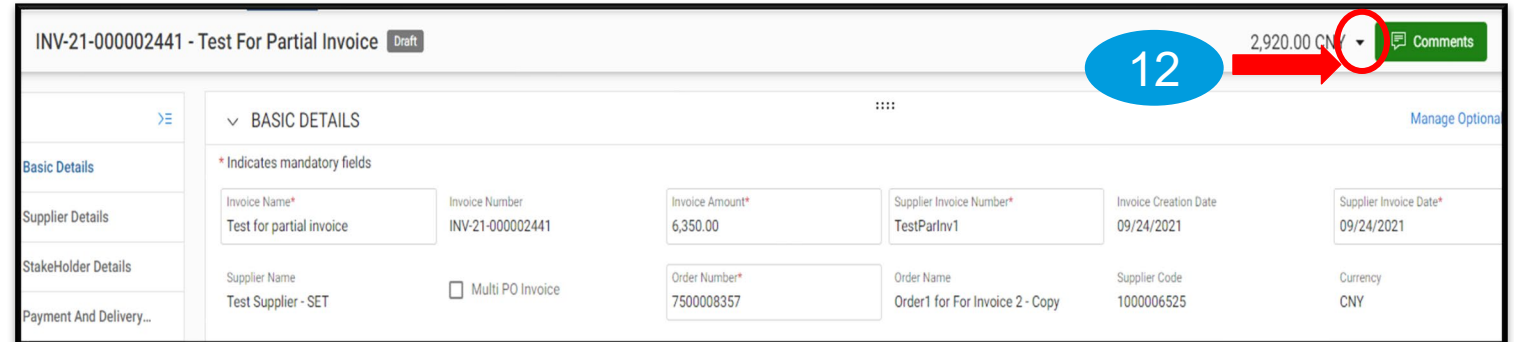
Required fields

✓	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.



INV-21-000002441 - Test For Partial Invoice Draft

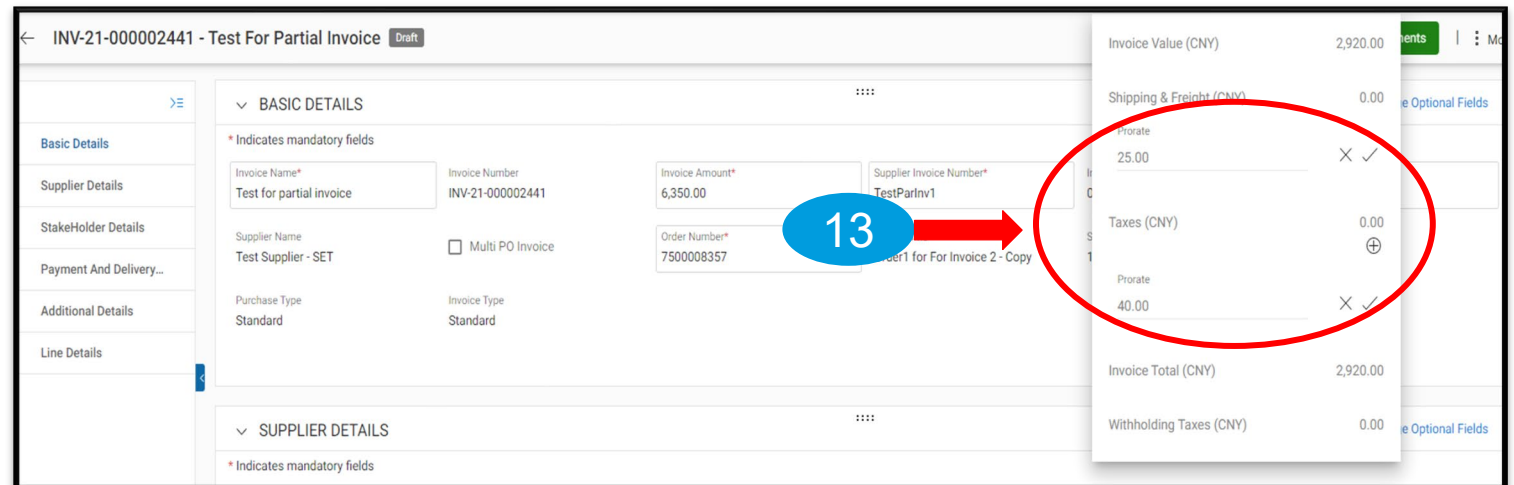
2,920.00 CNY Comments

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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	6,350.00	TestParInv1	09/24/2021	09/24/2021
Supplier Name	<input type="checkbox"/> Multi PO Invoice	Order Number*	Order Name	Supplier Code	Currency
Test Supplier - SET		7500008357	Order1 for For Invoice 2 - Copy	1000006525	CNY



← INV-21-000002441 - Test For Partial Invoice Draft

**BASIC DETAILS**

\* Indicates mandatory fields

Invoice Name*	Invoice Number	Invoice Amount*	Supplier Invoice Number*
Test for partial invoice	INV-21-000002441	6,350.00	TestParInv1
Supplier Name	<input type="checkbox"/> Multi PO Invoice	Order Number*	Order Name
Test Supplier - SET		7500008357	Order1 for For Invoice 2 - Copy
Purchase Type	Invoice Type		
Standard	Standard		

**SUPPLIER DETAILS**

\* Indicates mandatory fields

13

Invoice Value (CNY) 2,920.00

Shipping & Freight (CNY) 0.00

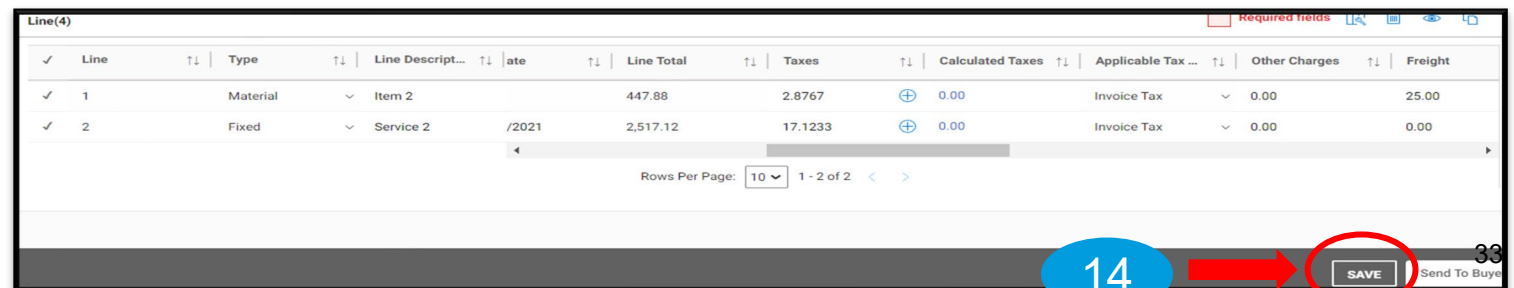
Prorate 25.00 X ✓

Taxes (CNY) 0.00

Prorate 40.00 X ✓

Invoice Total (CNY) 2,920.00

Withholding Taxes (CNY) 0.00



Line(4)

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

Rows Per Page: 10 1 - 2 of 2

14

**SAVE** Send To Buy

# Create Partial Invoice (cont.)

15) Click on **More**.

16) Click on **Upload Image** to upload the invoice copy

NOTE: Image of Invoice copy is mandatory to attach

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

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

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Comments More

Manage Optional Fields

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

16

Upload Image

Export To PDF

Delete

Print Invoice

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

Multi PO Invoice

Order Number\*

Order Name

Supplier Code

Currency

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

Comments

More

CHANGE IMAGE

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

Manage Optional Fields

34

Print Preview

17

Send To Buyer

# Create Partial Invoice (cont.)

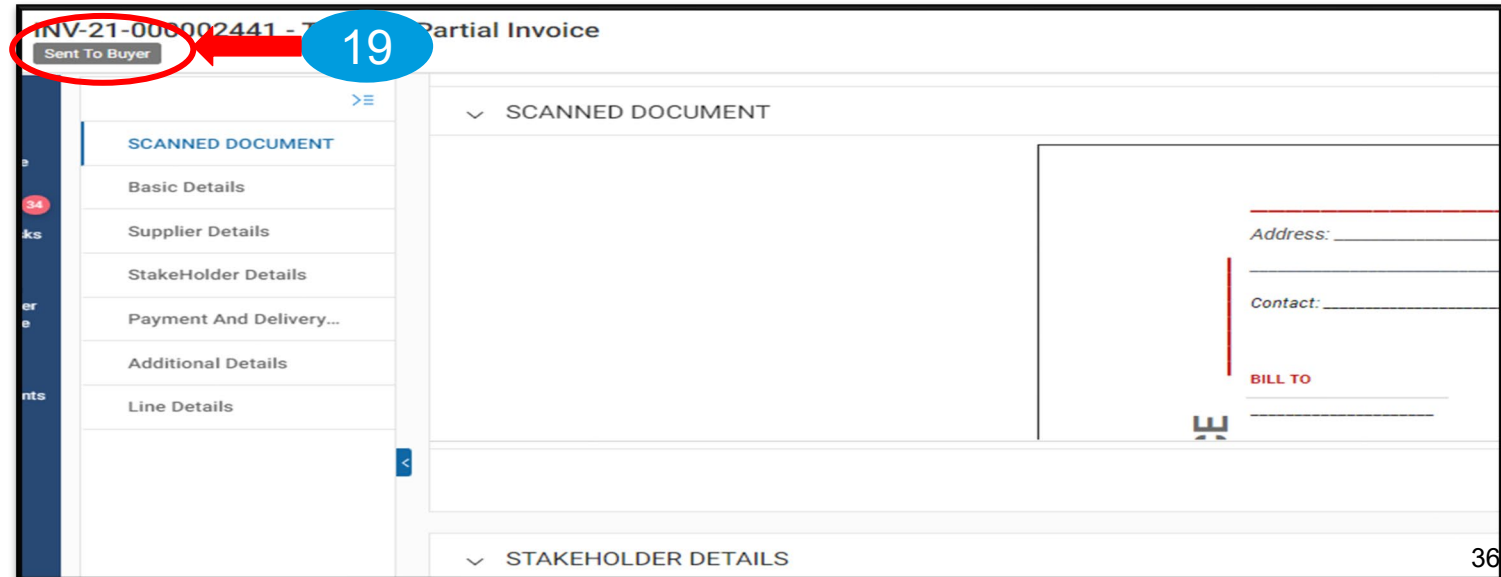
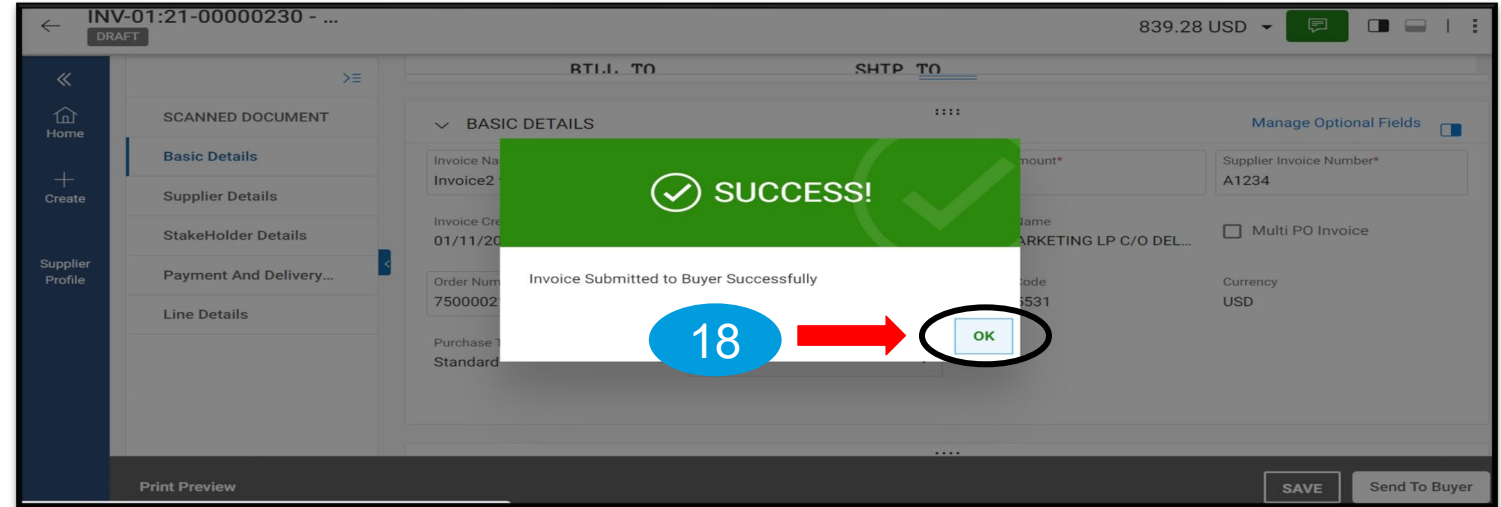
Invoice attachment is mandatory.  
If you do not attach the invoice,  
you will receive this error and  
not be able to submit this invoice  
to DuPont

The screenshot displays the 'LINE DETAILS' section of the S2Pconnect interface. A modal dialog box with an orange header and a warning icon is centered on the screen, displaying the text 'WARNING!' and 'Please upload Invoice copy'. The background interface is dimmed, showing a table with columns: Line, Type, Quantity, UOM, Start Date, and End Date. The table contains three rows of data, all with a quantity of 1.00 and UOM of EACH. The first row is partially obscured by the dialog box. The second row shows 'Dell 24 USB-C Mon...'. The third row shows 'PERSONAL COMPUT...'. The table is paginated with 'Rows Per Page: 10' and '1 - 3 of 3'. At the bottom right, there are buttons for 'SAVE' and 'Send To Buyer'. The bottom left corner has a 'Print Preview' link.

Line	Type	Quantity	UOM	Start Date	End Date
1	Material	1.00	EACH		
2	Material	1.00	EACH		
3	Material	1.00	EACH		

# Create Partial Invoice (cont.)

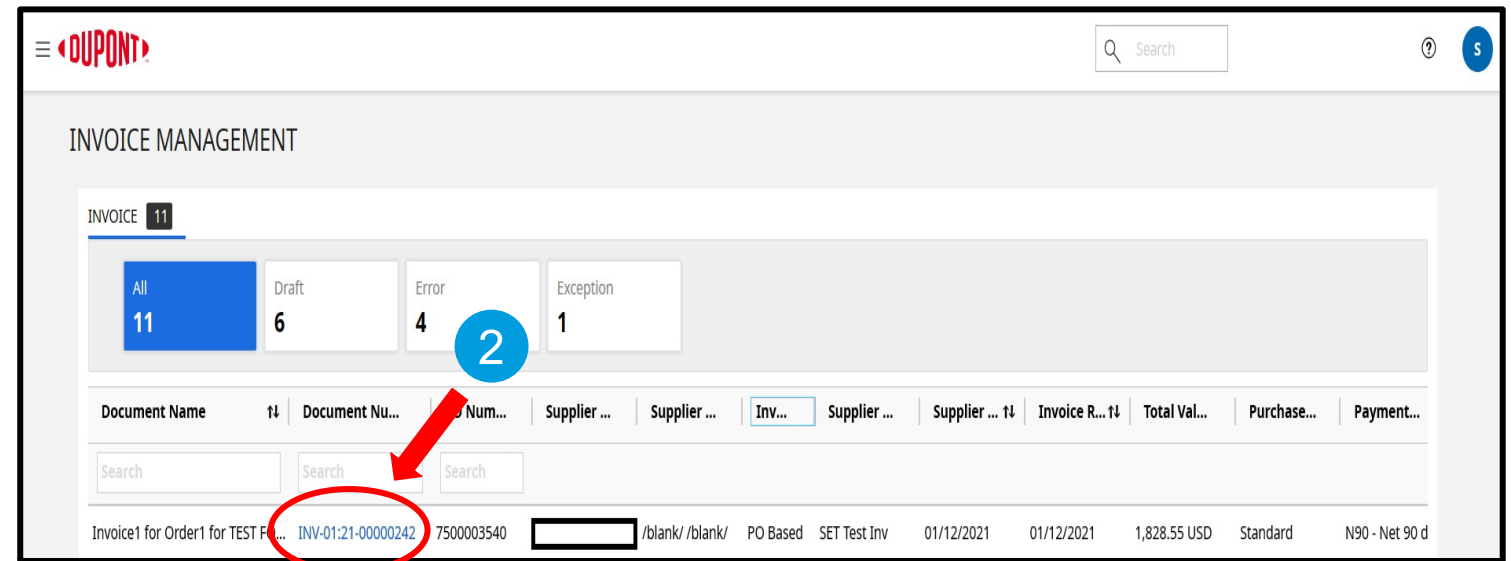
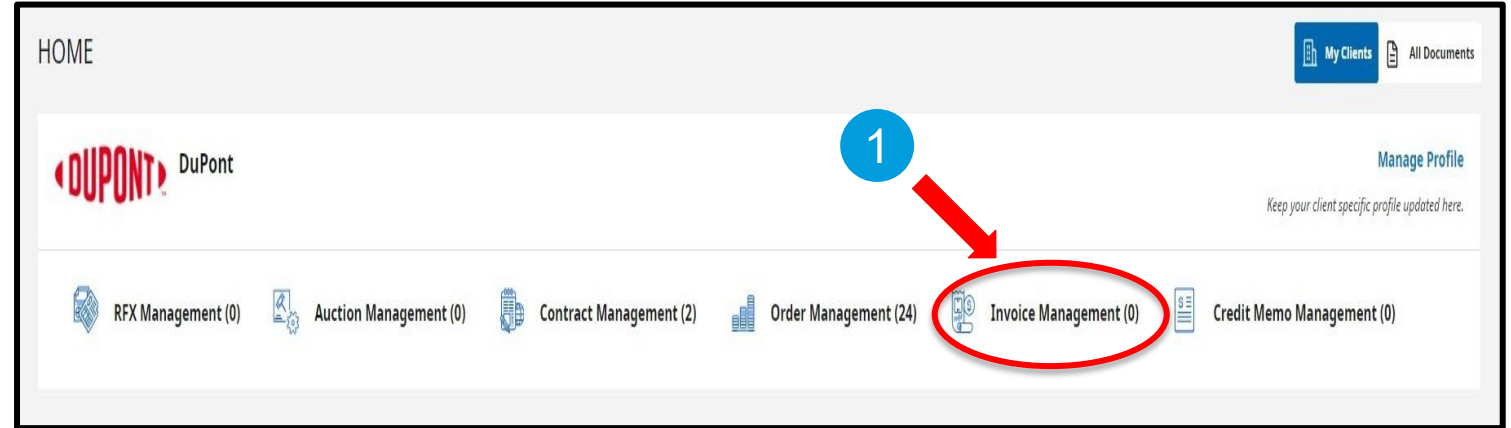
- 18) You will receive the message *Invoice Submitted to buyer Successfully*. Click **OK**.
- 19) The invoice will be marked as “Sent to Buyer”.



# Create Credit Memo

# Create Credit Memo

- 1) To issue a Credit Memo to your customer, click on the **Invoice Management** tile from the home page.
- 2) Click on the **invoice number** for which the credit memo is to be applied.



# Create Credit Memo (cont.)

- 3) Click on the **More** button.
- 4) Select **Create Credit Memo** option.
- 5) Enter **Supplier Memo Number**.
- 6) Enter **Credit Quantity** or **Credit Amount** as required.

The screenshot shows the S2Pconnect interface for creating a credit memo. The interface is divided into several sections: a top navigation bar, a left sidebar, and a main content area. The main content area is titled 'INV-01:21-00000242 - Invoice1 For Order1 For TEST FOR SCRIPT 6343' and includes a 'More' button in the top right corner. The 'More' button is circled in red, and a red arrow points to it with a blue circle containing the number 3. Below the 'More' button, there is a 'Create Credit Memo' option in the 'Export To PDF' section, which is also circled in red, with a red arrow pointing to it from a blue circle containing the number 4. The 'Create Credit Memo' option is highlighted in green. The 'BASIC DETAILS' section contains fields for 'Credit Memo Name', 'Credit Memo Number', 'Supplier Memo Number', 'Invoice Number', 'Supplier Invoice Number', 'Invoice Creation Date', 'Supplier Invoice Received Date', 'Invoice Received On', 'Memo Received On', 'Memo Creation Date', 'Supplier Memo Date', 'Purchase Type', 'Supplier Code', and 'Supplier Tax Identification Number'. The 'Supplier Memo Number' field is circled in red, and a red arrow points to it with a blue circle containing the number 5. The 'LINE DETAILS' section contains a table with columns for 'LI...', 'Item ...', 'Supplier Item ...', 'Line Description', 'Type', 'UOM', 'Credit Quantity', 'Credit Amount', and 'Supplier Tax Identification Number'. The 'Credit Quantity' and 'Credit Amount' columns are circled in red, and a red arrow points to them with a blue circle containing the number 6. The table has three rows of data, each with a checkmark in the 'LI...' column.

LI...	Item ...	Supplier Item ...	Line Description	Type	UOM	Credit Quantity	Credit Amount	Supplier Tax Identification Number
✓	1	210-AWLN	Dell Latitude 5310;L...	Material	EACH	0.00	839.280000	400.00
✓	2	210-AWLN	Dell Latitude 5310;L...	Material	EACH	1.00	839.280000	839.28
✓	3	210-AQCO	Dell 24 USB-C Moni...	Material	EACH	1.00	149.990000	149.99

# Create Credit Memo (cont.)

7) Click on the **3 dots**.

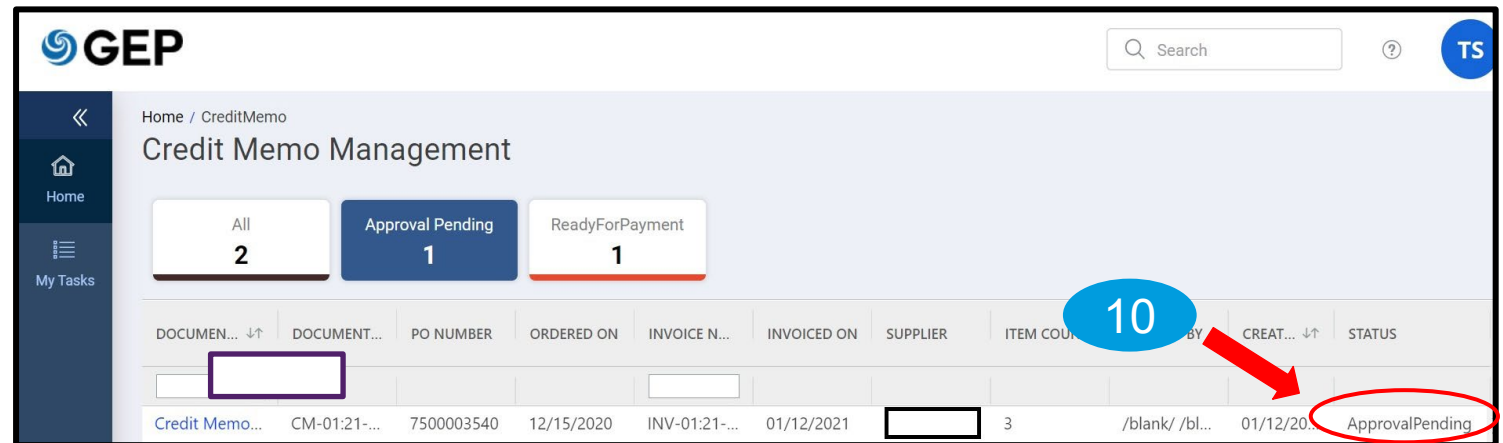
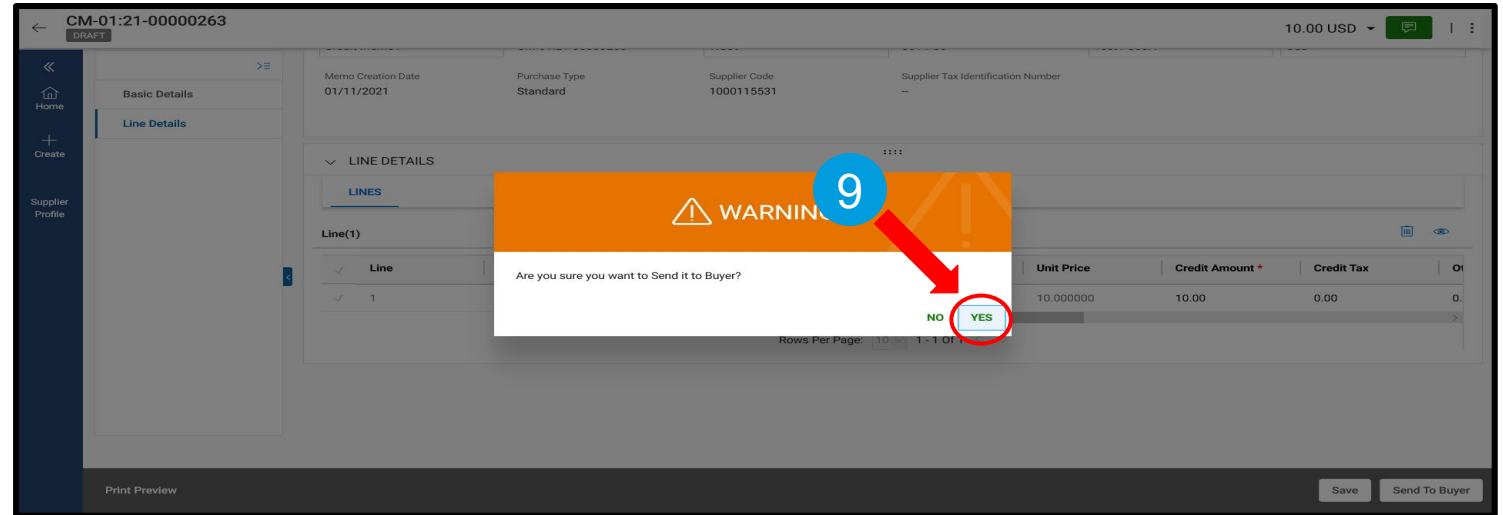
8) Click **Upload Image** and attach the credit memo document.

NOTE: It is mandatory to attach the image of Credit copy



# Create Credit Memo (cont.)

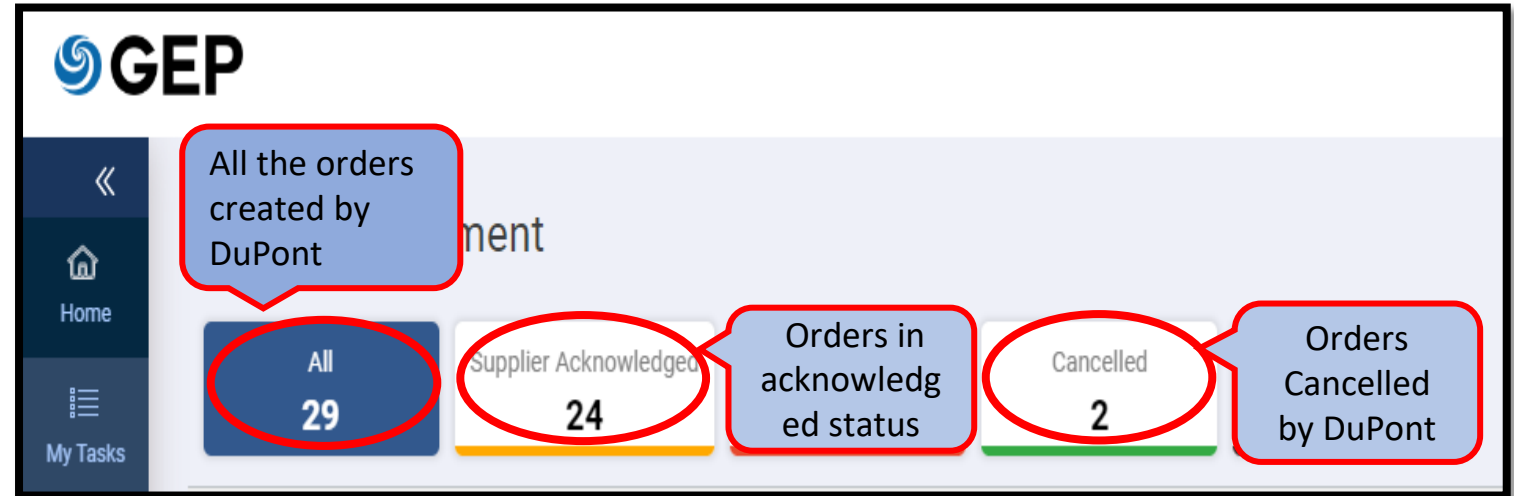
- 9) After uploading the scan copy of document, click on the *Send To Buyer* tab on bottom right-hand corner. You will receive the message “Are you sure you want to send to Buyer?” Select **Yes**.
- 10) Once you click *Send to Buyer*, it will take you to *Credit Memo* tab, where you can see the credit memo with **Approval Pending Status**



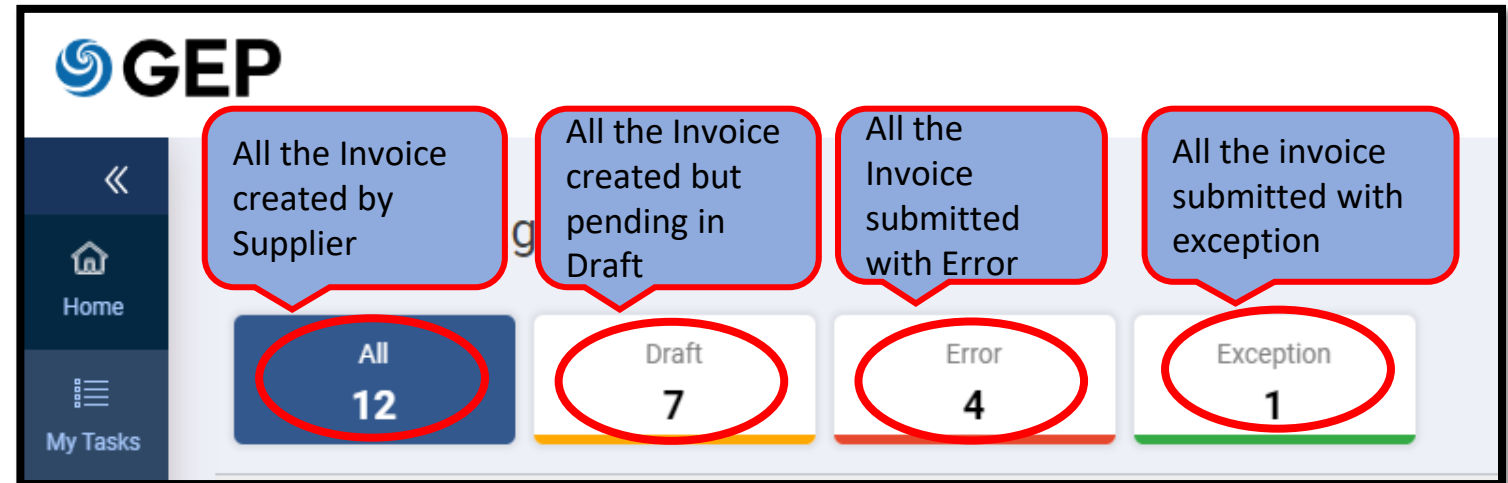
# Order and Invoice Status Definitions

# Order and Invoice Status Definitions

## 1. Different PO Statuses



## 2. Different Invoice Statuses



# Order and Invoice Status Definitions (cont.)

## Order Status :

- Supplier Acknowledged – Orders in acknowledged status
- Cancelled – Orders cancelled by buyer

## Invoice Status :

- Draft – Any Invoice created and saved but not submitted to buyer
- Matched – When no Tax or Shipping is applied
- Matched with Tolerance – When tax or Shipping charges is applied
- Exception – Difference in Price, Quantity or Matching
- Sent for Processing – Invoice is submitted to Buyer
- Sent for Payment – Invoice is sent for Payment
- Invoice Paid with Remittance - Invoice has been paid with remit details
- Returned/Rejected – Invoice has been rejected by the buyer
- Cancelled/Returned – Invoices returned by DuPont for correction

# THANK YOU

**Support:**

- Invoice and payment related queries: [NA.DSCIAP@dupont.com](mailto:NA.DSCIAP@dupont.com)
- PO related and other queries: [s2pconnect.support@dupont.com](mailto:s2pconnect.support@dupont.com)
- Training material: <https://www.dupont.com/supplier-center/s2pconnect.html>
- S2P Connect: <https://businessnetwork.gep.com/>



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