CADMUS
INVOICE SUBMISSION
USER GUIDE

February 2024

Contents

Cadmus Invoice Submission User Guide

This guide is targeted to consultants accessing the Cadmus Invoice and Payment Processing System for submitting hours and invoices.

The Consultant/Supplier is responsible for:

1. Reviewing the submitted Purchase Orders (POs).
2. Uploading invoices and attaching them to a Deltek record.
3. Entering invoice line items (including labor hours if applicable).
4. Submitting the invoice.

Introduction

The Cadmus Invoice and Payment Processing System which is also referred to as the Supplier Portal, allows Cadmus Vendors (Consultants and Sub Contractors) to create invoices, and attach files such as, status or weekly reports and detailed timesheets which are required by some clients. The Supplier Portal is also a centralized site to interact with Cadmus personnel responsible for issuing Purchase Orders (POs), reviewing issued POs, and submitting invoices to the Cadmus accounts payable team without the need to send multiple emails. This saves you time and expedites your invoice processing.

Within this training, Consultants and Sub-Contractors may be referred to as "Vendors."

As a Cadmus authorized Consultant/Supplier, you have been issued a user account and password to access the Cadmus Supplier Portal.

When a PO is issued, you receive an automated email from the Cadmus system describing the PO with a link to Cadmus Supplier portal where you can review the details of the issued PO.

We recognize that the Cadmus Invoice and Payment Processing System is challenging to navigate and requires more steps to complete than seems reasonable. Cadmus is working with Deltek, the product vendor, to improve the overall experience and streamline the steps. These feature enhancements are forthcoming in the next release (v8.2). Cadmus is in the process of testing this release which we anticipate going into production in Q1 FY24. Until then, please be patient, use this guide, the checklist, and the video provided to enable the submission and processing of your invoice for payment.

Please Note: Cadmus has over 1,000 consultants. Processing your invoice through the Supplier Portal ensures you are paid consistently with NET Terms in your contract. If you submit your invoice manually, we cannot guarantee payment within those terms.

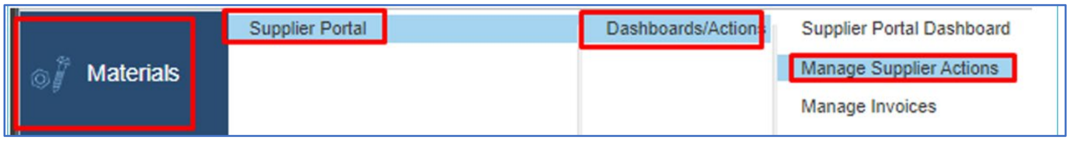
Navigation Tip:

On various screens, you can click the button **Table/Form** which toggles between the two views. In most cases the Form View is easier to navigate, look at, and enter data.

View Issued Purchase Order(s)

Use these instructions to view the assigned purchase orders and the remaining balance.
To review the issued PO(s) log-in to the Cadmus Supplier Portal using the credentials provided to you by the Cadmus IT team and, follow the steps below:

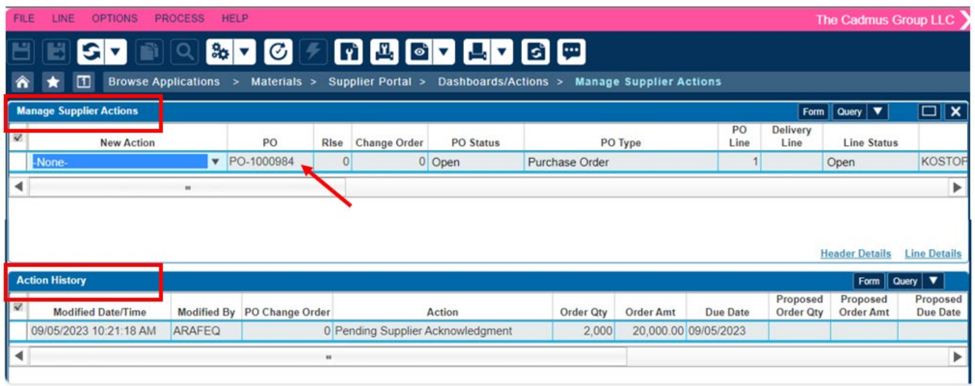
1. Navigate to https://costpoint.cadmusgroup.org/cpweb
2. Log in to the Cadmus Supplier Portal using credentials that were provided.
3. You are prompted to set up a new password after the first login.
4. Once logged in, click on the **Browse Applications** panel, navigate to **Materials >> Supplier Portal >> Dashboards/Actions >> Manage Supplier Actions**



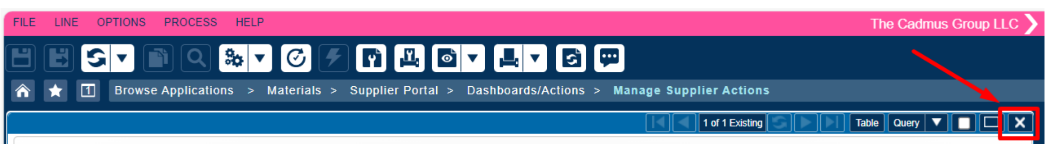
Result: The **Manage Supplier Actions Query** dialog box displays.

5. At the bottom of the dialog box, click the button: **Find**
6. **Result**: The screens **Manage Supplier Actions** and **Action History** display.

Note: On the right you can click the buttons, **Form**, to see more details about issued Purchase Orders.



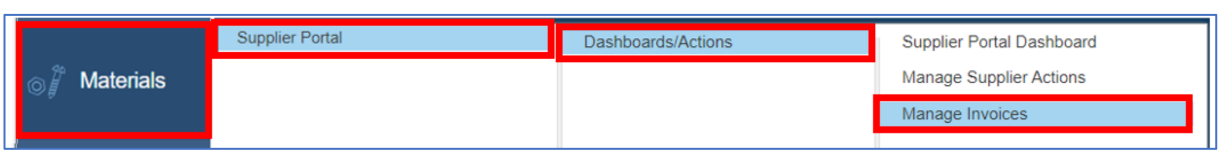
7. To close this window, on the right of the **Manage Supplier Actions** window, click the X.



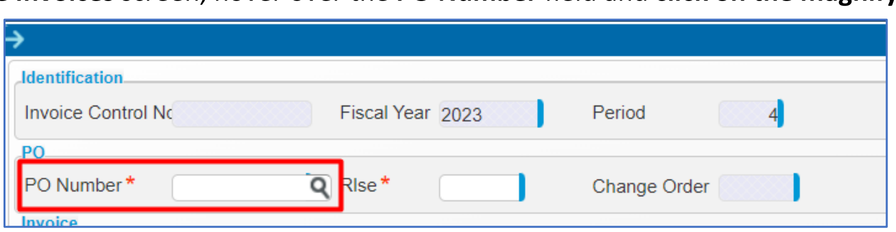
Submit an Invoice

Follow the steps below to submit an invoice to Cadmus for review, approval, and payment.

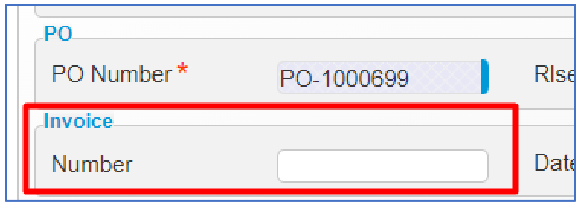
1. Use the credentials provided to you and log-in to the Cadmus Supplier Portal.
2. Navigate to: **Materials >> Supplier Portal >> Dashboards/Actions >> Manage Invoices**



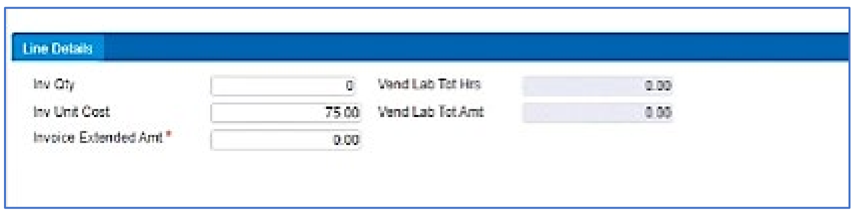
3. On the **Manage Invoices** screen, hover over the **PO Number** field and **click on the magnifying glass**.



4. On the left, **click the box to highlight/select** the desired PO you are billing to.
5. Click the button: **Select**
6. Under the **PO** field, in the **Invoice Number** field, **enter your invoice number.**

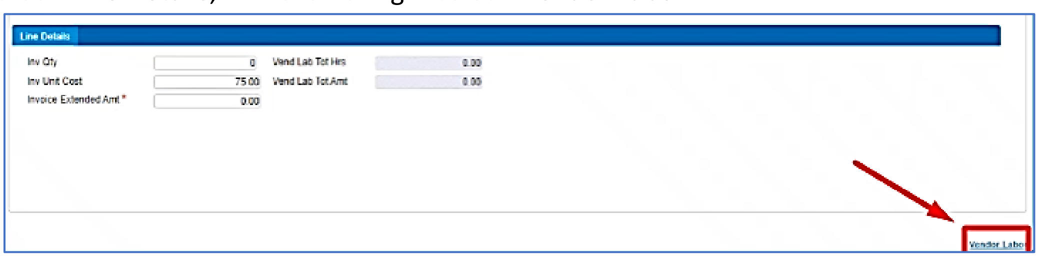


7. In the **Date** field, use the calendar icon to **select a date <u>in the previous month</u>**.
8. To populate all the line items associated with the PO to Invoice lines window, to the right, click the button: **Autoload**
   Result: At the bottom of the screen, the **Line Details** screen populates.
9. With invoice lines populated, in the **Invoice Quantity (Inv Qty)** field, enter the hours to be invoiced.
   Note: As part of the project setup, your Inv Unit Cost (pay rate) is pre-populated.

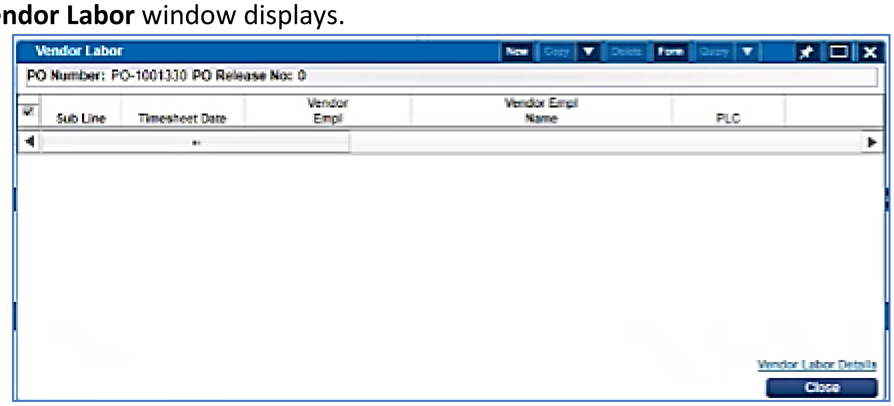


11. On the keyboard, press the **Tab** key.
    Result: The **Invoice Extended Amt.** field calculates.

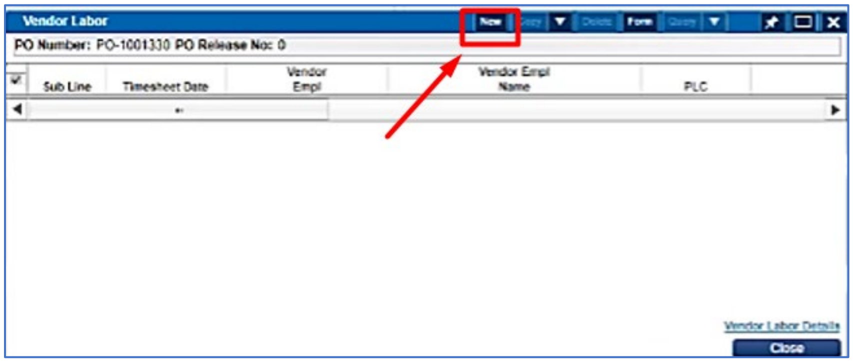
12. On the screen **Line Details**, in the lower right select: **Vendor Labor**



13. **Result**: The **Vendor Labor** window displays.



14. At the top of the **Vendor Labor** screen, click: **New**



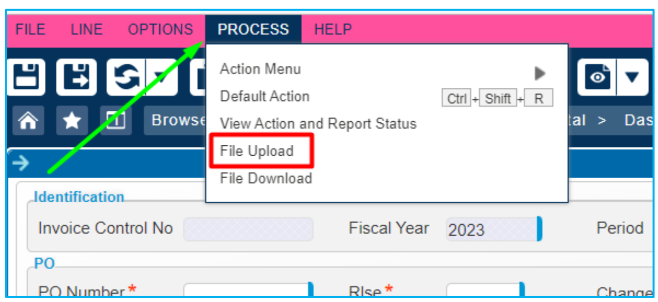
Result: The fields populate.

15. In the upper left of the screen, on the **Menu** bar, click the icon: **Save** 
16. On the Vendor Labor screen, click: **Close**

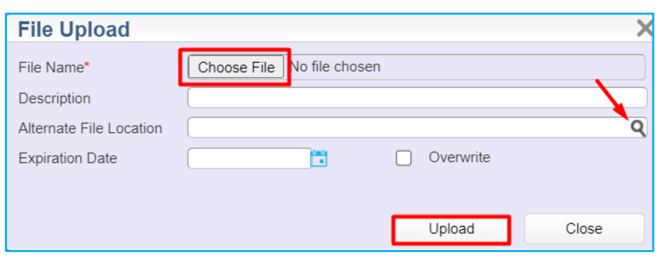
Upload and Attach a Document (invoice) to Costpoint Record

Follow the steps below to upload and attach an invoice to your invoice record.
NOTE: In this process step you **MUST** **Upload** and **Attach** documents.

1. On the **Manage Invoices** screen (the same one you are on above), at the top of the screen next to File, Line, Options, and Help, click: **Process**
2. Click: **File Upload**

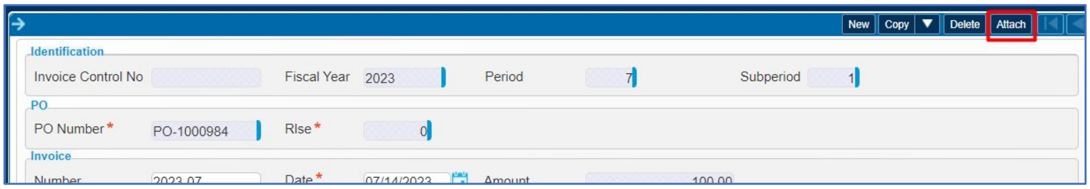


3. In the **File Upload** screen, click on **Choose File** and select a file from your local computer to upload to Costpoint
4. Next to **Alternate File Location** click on the **magnifier** icon
5. Choose **SUPP-PROD-SP-AFL**, then click: **Select**

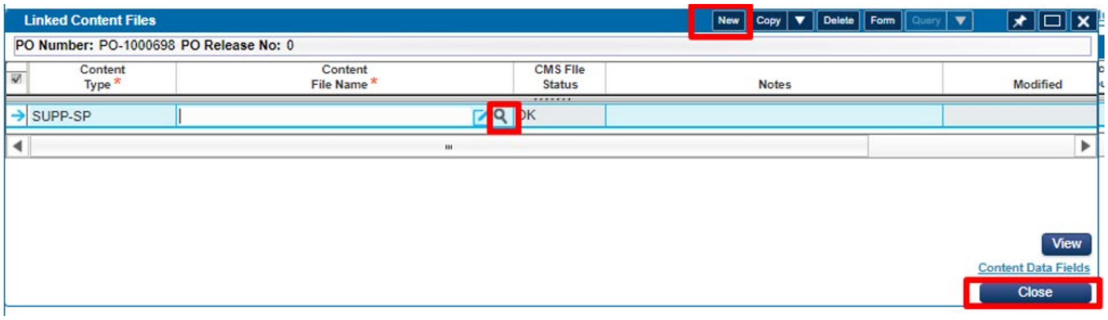


6. Click the button: **Upload**
   Result: At the bottom of the screen a notification displays once the selected file successfully uploads.
7. On the bottom of the screen in the message, click: **Close**

8. To attach the uploaded document to your invoice record, scroll up and in the upper right, click: **Attach**



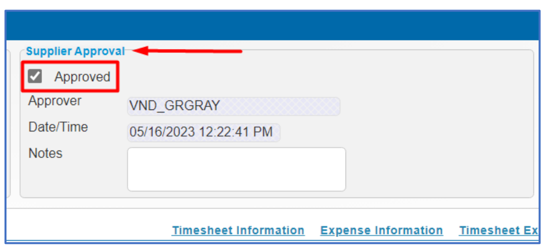
9. Below the **Linked Content Files** screen, in the toolbar, click: **New**
10. Hover over the field, **Content File Name**, click the **Magnifier**, and **select the file** you just uploaded.
11. Click: **Select**



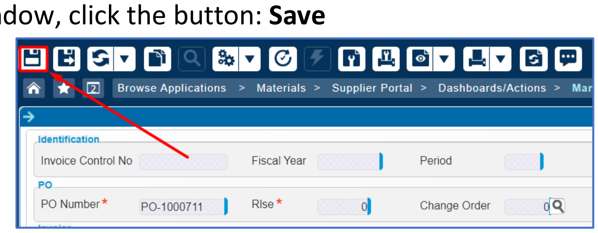
12. When complete, on the lower right, click: **Close**

Submitting the Invoice

1. When you are ready to submit your invoice, in the **Invoice Approvals / Supplier Approval** area, click the checkbox **Approved**



2. In the **Notes** field, add any desired notes.
3. In the upper left of the window, click the button: **Save**



4. Log out of the system, in the upper right, click the icon:

Once an invoice is submitted the Cadmus team will be notified to review, approve, and process the invoice. If you have any questions or run into any issues accessing the Supplier Portal, please contact the Cadmus Support Team at Support@cadmusgroup.com

Quick Checklist: Once you are familiar with the steps, use this checklist as a reference.

You must complete all steps to correctly submit your invoice.

View Purchase Orders (Optional – can be used to check available POs**)**

1. Log in.
2. Click: **Materials >>Suppler Portal >> Dashboards/Actions >> Manager Supplier Actions**
3. In the **PO field**, **enter the issued PO number** (PO-10NNNN).
4. Click: **Find**
5. If necessary, to easily view the PO info., click the button: **Form**

View Attachments

1. After accessing the PO, click the button: **Attach**
2. In the area **Linked Content Files**, on the left, **click the row to highlight**
3. Scroll down, click: **View**
4. To view the attachment, open the file downloaded to your browser.

Submit an Invoice

1. Log in.
2. Navigate to **Materials >> Supplier Portal >> Dashboards/Actions >> Manage Invoices**
3. Hover over the field **PO** and **click the magnifying glass**, **highlight/select the PO.**
4. In the field, **Invoice Number**, enter your invoice information.
5. In the **Date** field, use the dropdown to **select the date of the Invoice**.
6. On the right, click: **Autoload**
7. At the bottom in the field **Inv Qty**, enter the **Hours value**.
8. Press: **Tab**

Consultant – Enter Hours Worked – Note: *This entry must be completed to match the invoice amount.*

1. On the screen **Invoice Lines**, in the lower right select: **Vendor Labor**
2. Click: **New**
3. In the upper left of the window, on the **Menu** bar, click the icon**: Save**
4. On the **Vendor Labor** screen, click: **Close**

Upload and Attach an Invoice – *You must do both upload and attach.*

1. On the top menu, click: **Process**
2. Click: **File Upload**
3. Select the file, enter a Description.
4. In the **Alternative File Location** field, click the **magnifying glass > SUPP-PROD-SP-AFL**
5. Click: **Upload**
6. To attach the invoice to the record: Click: **Attach**
7. On the **Linked Content Files** screen, click: **New**
8. Hover over the **Content File Name magnifying glass.**
9. Highlight/select the file you just uploaded and click: **Select**
10. Click: **Close**

Submitting the Invoice

1. In the **Supplier Approval** area, **click the checkbox: Approved**
2. Enter any desired **Notes** (optional).
3. In the most upper left of the screen click the button: **Save**
4. Log out of the system.