

Cadmus Consultant Supplier Invoicing Quick Reference Checklist:

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

**If you wish to View Purchase Orders**

1. Log in.
2. Click: **Materials >> Supplier Portal >> 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**

**If you wish to 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 >> 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. Click: **Autoload**
7. At the bottom in the **Line Details** area, in the field, **Inv Qty**, enter the **Hours value**.
8. Press: **Tab**


**Enter Vendor Labor Hours Worked**

1. On the screen **Invoice Lines**, in the lower right select: **Vendor Labor**
2. Click: **Form view**
3. Enter: **Timesheet Date, Vendor Employee, Hours** (this is the Total Amount)
4. Click: **Close**

**Attach an Invoice**

1. On the **Manage Invoices** menu, click: **Attach**
2. On the **Choose File** screen, if necessary, click the radio button: **Local File**
3. Click: **Choose File**
4. Select the file, enter a description.
5. In the **Alternative File Location** field, verify the location is: **Supplier Portal SP AFL(SUPP-SP)**
6. Click: **Attach**

**Submitting the Invoice and Log Out**

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. 