Supplier Portal Contractor Invoice Submission and Subcontractor Payment Reporting

Participant Guide

175 W. Jackson Blvd, Suite 1650
Chicago, IL 60604

(312) 913-3200
RTAChicago.org

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Note: Contents may change without notice.

Topic Objectives

After completing this course, you should be familiar with the following processes:

◆ Contractor Submit an Invoice

◆ Contractor Reports Subcontractor Payment - only applicable for Service Contracts and not purchase orders.

Supplier Portal Management

## Using the Supplier Portal: Contractor Submit an Invoice

The Supplier Portal allows suppliers to access the RTA's Procurement system through a browser. It is recommended that Suppliers use Google Chrome.

Suppliers can register themselves as a supplier, respond to events, update their supplier information, maintain subcontractors, and look up information relating to their contracts.

This process covers the steps performed by a Supplier to submit an invoice and report subcontractor payment using the RTA Supplier Portal.

Step by Step Guide for Submitting Invoice for Contractor

1. Click the Supplier Portal Link to access the system http://rtachicago.org/supplierportal

2. From the **Supplier Portal** home page, click on the following icon 👤 found in the upper-right corner of the screen and then select **Sign In** from the dropdown list.

3. Enter the username in the **Username** field.
   NOTE: Username is case-sensitive.

4. Enter the Password in the Password field.

5. Click the **Login** button.

6. Select **Create Invoices** from the **Order Management** drop-down list in the Navigation bar.
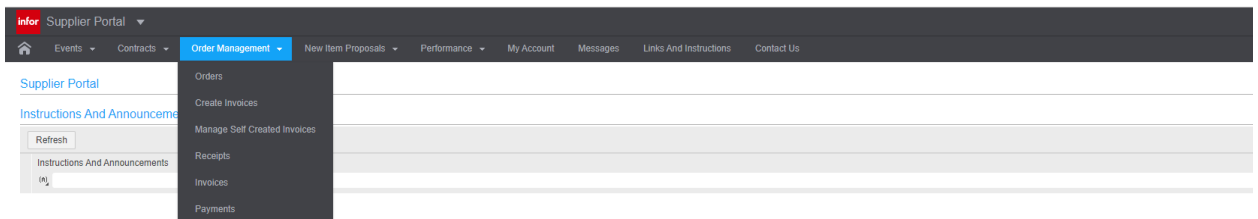
7. On the **Create Invoices** screen, select one of the two invoice options:

   a. **PO Match**

   b. **Service Contract** – *Service Contract is Selected for Purposes of this Guide*

   Note: The **Expense option** is for RTA internal use only.
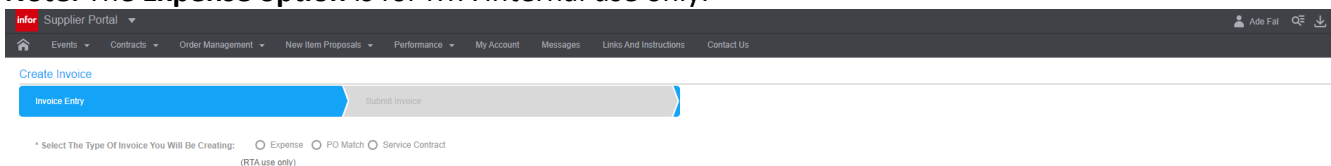
8. The **Create Invoice** screen displays. Provide information in the following fields:
   a. **Company:** *This field will auto-default.*
   b. **Invoice Number:** Enter in the name or number of the invoice being submitted.
   c. **Service Contract:** Click on the magnifying glass and select the Service Contract (or Purchase Order) number being invoiced against.
      i. *You may click on the checkbox for "Select To Create Details For All Open Contract Lines; Otherwise, You Will Be Asked To Select Which Lines To Invoice" button if you wish to invoice against all lines of a Service Contract or Purchase Order.*
   d. **Description:** Enter in a brief description of the invoice.
   e. **Invoice Date:** Enter in or select the date the invoice is being submitted on.
   f. **Service Date From:** Enter in or select the beginning date the invoice is covering.
   g. **To:** Enter in or select the final date the invoice is covering.
   h. **Invoice Amount:** Enter in the monetary amount of the invoice.
   i. **Invoice Image:** *Attach a scanned copy of the invoice.*
   j. **Proof of Delivery:** *Optionally attach a scanned proof of delivery document.*

9. Click Next

10. Under the **Service Contract Information Tab** enter the amount you are requesting to be invoiced in the **Enter Invoice Detail** Field and click **Save.**
    NOTE #1: There may be multiple lines, so please ensure amounts are entered correctly against the various lines.

    NOTE #2: The "Invoice Amount" on the *Invoice Entry* tab must be equal to the bolded "Total Distribution Amount" found on this tab.

11. Click **Next**

12. Under the **Submit Invoice** tab, review the information to ensure that it is correct. After reviewing, click **Submit.** NOTE #1: The "Invoice Amount" on the *Invoice Entry* tab must be equal to the bolded "Total Distribution Amount" found on this tab.

Using the Supplier Portal: Contractor Reports Subcontractor Payment

THIS NEXT SECTION IS FOR REPORTING SUBCONTRACTOR PAYMENTS only applicable for Service Contracts and not purchase orders.

13. Click the **Contracts** Drop Down Box and select **My Contracts.**

14. Select **View Subcontractors**

15. Under the **Subcontractors for Contracts** screen select **Update**

16. In the **Contract Subcontractor** screen select **Add**

17. On the **Contract Subcontractor Payment** screen complete the following fields to report payment to subcontractor. Then Click **Save.**
    a. **Payment Number:** *Must match the invoice number that were submitted for Contractor payment.*
    b. **Payment Date:** *Enter the date of invoice.*
    c. **Payment Amount:** *Enter amount paid to subcontractor.*
    d. **File:** *Select and attach the proof of payment to subcontractor.*

18. Click the Back-browser button. Your invoice should appear in the **Contract Subcontractor** screen.   This completes your subcontractor payment reporting.