



# Supplier Portal Contractor Invoice Submission and Subcontractor Payment Reporting

## Participant Guide

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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

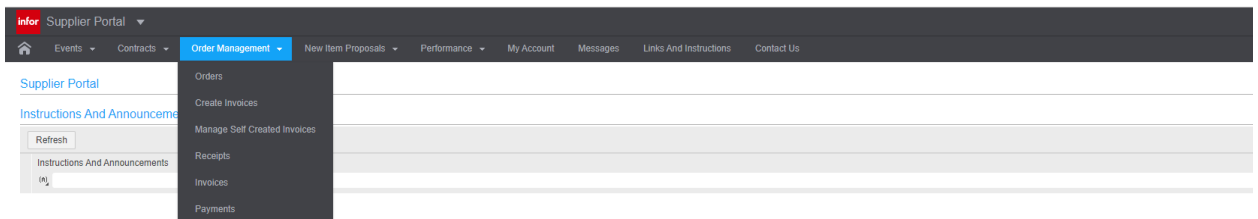
The Supplier Portal allows suppliers to access the RTA's Procurement system through a browser. It is recommended that Suppliers use Google Chrome.

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.

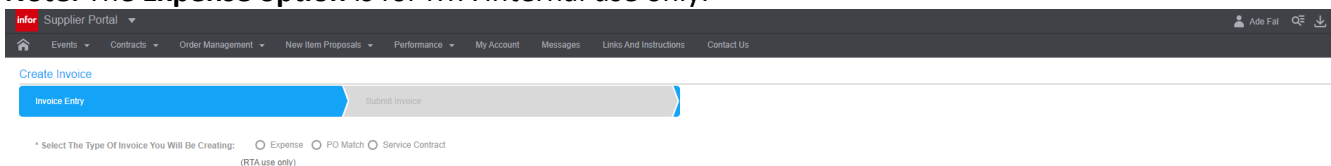
### Step by Step Guide for Submitting Invoice for Contractor

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.

Create Invoice

Invoice Entry  Service Contract Information  Submit Invoice

Contract Lines

Contract Line	Item Number	Description	UCM	Service Code	Amount Remaining	Quantity Remaining	Quantity	Enter Invoice Detail	Unit Cost	Total Distribution Amount
1		Line 1	EA	Amount	2,000.00		1,000		500.00	0.00
<b>Total</b>										<b>0.00</b>

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.

Create Invoice

Invoice Entry  Service Contract Information  **Submit Invoice**

Submit Invoice

Company: 1 RTA Payables Company  
 Invoice Number: 111112020  
 Invoice Amount: 1,000.00  
 Total Detail Amount: 1,000.00

Click the **Submit** button to submit this invoice immediately.

**Submit**

Click the link below to view the invoice  
[View Invoice](#)

The invoice can also be viewed any time in manage self created invoices

## 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**.

infor Supplier Portal

Events - **Contracts** - Order Management - New Item Proposals - Performance - My Account - Messages - Links And Instructions - Contact Us

Create Invoice

Invoice Entry  Service Contract Information  **Submit Invoice**

Submit Invoice

My Contracts

My Terms Negotiation

Create A Proposed Contract

My Proposed Contracts

Comp All Contracts For My Supplier

Invoice Number Subcontractors

Invoice Amount 500.00

Total Detail Amount: 500.00

This invoice has been submitted

**Submit**

Click the link below to view the invoice  
[View Invoice](#)

The invoice can also be viewed any time in manage self created invoices

14. Select **View Subcontractors**

Events | Contracts | Order Management | New Item Proposals | Performance | My Account | Messages | Links And Instructions | Contact Us

Active | Expiring

My Active Contracts (1)

Contract:  Working Contract ID:

Name:  Primary Contact:

Effective Date:  Expiration Date:

Search | Clear

View Details | Print Contract No Lines | Print Contract With Lines | Attachments | Email Primary Contact | **View Subcontractors**

Contract	Name	Primary Contact	Effective Date	Expiration Date
494	SBS Invoice 11/10/2020	Ademola Faleti	10/5/2020	10/5/2099

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

Subcontractors For Contract 494

Refresh

Contract Name: SBS Invoice 11/10/2020  
Proposed Total Amount: 8,000.00

Subcontractors

Attach Subcontractor To Contract: **Update** | Delete

Name	Commodity Code	Committed Amount	Committed Percent	Total Amount Paid	Total Percent Complete	Lien Release Required	Lien Release Completed
SBSSubContractor		2,400.00	30.000 %	100.00	4.167 %	No	No
<b>Total</b>		<b>2,400.00</b>	<b>30.000 %</b>	<b>100.00</b>			

Records Per Page: 10

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

Contract Subcontractor

Save

Contract: 494 SBS Invoice 11/10/2020  
Subcontractor: SBSSubContractor  
Proposed Total Contract Amount: 8,000.00

Commodity Code:

Lien Release Required  Lien Release Completed

Enter Committed Amount:  - Or - Committed Percent:  **30.000 %**

Committed Amount: 2,400.00 Committed Percent: 30.000 % Total Paid: 100.00 4.167 % Remaining: 2,300.00 95.833 %

Subcontractor Payments **Add** | Update | Delete

Comments	Payment Number	Payment Date	Payment Amount
Diversity	11112020	11/11/2020	100.00 <i>Proof Of Payment</i>

Records Per Page: 10

17. On the **Contract Subcontractor Payment** screen complete the following fields to report payment to subcontractor. Then Click **Save**.

- Payment Number:** Must match the invoice number that were submitted for Contractor payment.
- Payment Date:** Enter the date of invoice.
- Payment Amount:** Enter amount paid to subcontractor.
- File:** Select and attach the proof of payment to subcontractor.

infor Supplier Portal

Events Contracts Order Management New Item Proposals Performance My Account Messages Links And Instructions Contact Us

Contract Subcontractor Payment

Save

Contract: 494 SBS Invoice 11/10/2020

Subcontractor: SBSSubContractor

Payment Number: 11112020

Payment Date: 11/11/2020

Payment Amount: 100.00

Proof Of Payment Attachment

Title: RTA\_PO#521\_20200527v3.pdf

File: C:\fakepath\RTA\_PO#:

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