

Oracle Cloud Supplier Portal User Guide

#### Contents

OVERVIEW	2
GETTING STARTED	3
Logging in to the Supplier Portal Setting Regional and Language Preferences Reviewing your company's profile Setting up your account on EFT/ACH	4 5
MANAGING USERS ON THE PORTAL	7
CREATING USERS ON THE PORTAL INACTIVING USERS ON THE PORTAL REACTIVATING USERS THAT WERE PREVIOUSLY INACTIVE UNLOCKING SUPPLIER PROFILE RECEIVING NOTIFICATIONS FOR RETURNED INVOICES	9 11 13
SUBMITTING AN INVOICE	
ENTERING INVOICE HEADER INFORMATION MATCHING LINE LEVEL DETAILS CALCULATING CANADIAN TAXES. CALCULATING US TAXES. CALCULATING US TAXES. FRIEGHT AND MISCELLANEOUS CHARGES EXCEPTION PURCHASE ORDERS THAT INCLUDE A TAX LINE	17 20 23 25 27
MATCHING A CREDIT MEMO TO A PURCHASE ORDER	28
INVOICE AND PAYMENT INQUIRY	30
Invoice Inquiry Description of Invoice Statuses Payment Inquiry	32
WORK ORDER AND PURCHASE ORDER INQUIRY	35
FREQUENTLY ASKED QUESTIONS	40
My Work Order not Visible in Oracle Cloud Portal, what do I do? My purchase order has insufficent funds, what do I do? Do I still need to send the invoices to my BGIS contact or designated inbox once I have been onboarded to the por	40 <sub>TAL</sub> ? 40
CHANGE IN SUPPLIER NAME AND NEW SUPPLIER NUMBER	
GENERAL INVOICING REQUIREMENTS	41
CONTACT INFORMATION	41

# Overview

In effort to enhance the billing, invoice and payment inquiry experience, BGIS is providing its suppliers and service providers with the BGIS Oracle Cloud Supplier Portal.

This web based portal enables transparency and timely information and can be used for:

- Submitting invoices with a Purchase Order or Work order
- Inquiring on Invoices or Payment Status
- Submitting a Credit Memo
- Managing Users of the portal
- Viewing Purchase Orders and Work Orders life cycle (Ordered, billed and remaining balance)

#### The BGIS Oracle Cloud Supplier Portal <u>cannot</u> be used for:

- Submiting invoices where no Work Order or Purchase Order was provided
- Invoicing Purchase Orders and Work Orders which begin with PM, BUS, and TDU.
- Updating your Company's information in BGIS records (ex: Company name, address, banking details)

Once you have been granted access to the BGIS Oracle Cloud Supplier Portal, you will have visibility to <u>all</u> clients you are currently servicing for BGIS.

**Please note**: The BGIS Oracle Cloud supplier portal does not replace Avetta, which is used for vendor compliance; nor RealSuite, the platform used to manage your work orders with BGIS.

# **Getting Started**

#### Logging in to the Supplier Portal

The supplier portal can be accessed through <u>https://egzp.fa.ca2.oraclecloud.com/</u> and is optimized with the latests versions of Microsoft Edge or Chrome browsers.

Your **User ID** is the email address used when you requested access to the BGIS Oracle Cloud Supplier portal.

If you are logging into the portal for the first time, please select **Forgot Password** and follow the prompts to create your unique password.

Sign In Oracle Applications Cloud	d
Company Single Sign-On or User ID Password Forgot Password Sign In English	

During the process of resetting your password (contingent that you have been given access to the Oracle Cloud Supplier portal) you will receive an email notification to reset your password.

If an email is not received, please contact BGIS Portal Support team at **portal.invoice@bgis.com** for support.

#### Setting Regional and Language Preferences

Once you have logged into the portal, please ensure to set up your General Preferences as shown below.

From the home page main screen, select the **Set Preference** icon.



Under General preferences tab, select Regional option.

Preferences
General Preferences
Regional
Language
Accessibility Settings
Password
Proxies
Watchlist
Oracle WebCenter Portal

Enter your **Region** and **Time Zone** details as outlined below, then select Save and Close.

	General Prefere	nces: Regional	Save and Close Cancel
	Territory	Canada	
Preferences	Date Format	dd/MM/yy (16/04/18)	
General Preferences	Time Format	h:mm a (10:43 PM)	
Language Accessibility Password	Number Format	1,234.567 🗸	
Proxies Watchlist	Currency	Canadian Dollar	
Oracle WebCenter Portal	Time Zone	(UTC-05:00) New York - Eastern Time (ET)	

The **Region and Time** will be updated and be your default setting during every login. Please ensure your **Date format** remains as dd/mm/yy.

Select the Language option. Enter your Language details then select Save and Close.

	General Preferences: Language	Save Save and Close Cancel
Preferences		
General Preferences	Default American English 🛩	
Regional Language Accessibility	Current Session American English	
Password Proxies	Display Name American English	
Watchlist Oracle WebCenter Portal	Time Zone (UTC-05:00) New York - Eastern Time (ET)	

The Language will be updated and become your default setting going forward.

Ensure you log out and back in to Oracle Cloud Supplier portal to see the changes.

# Reviewing your company's profile

Select Manage Profile under Company Profile section as shown below.



Click on **Organization Details** to view details of your company and users.

You will be able to view but not update information listed in the highlighted tabs. Should you have questions or updates regarding name changes, addresses, and/or tax id, please contact <u>SCA@bgis.com</u>.

**Payments:** If you receive <u>all</u> your payments by Cheque from BGIS, please go to section below "Setting up your account on EFT/ACH" and follow the steps to switch to EFT/ACH.

Company Profile ⑦				
Last Change Reque Request Stati	st 526007 Is Processed	Requested By Request Date		
Organization Details Tax Identifiers Addresses	Contacts Payments Business Classifications Products and Services			
⊿ General				
Company	Supplier Portal Vendor		Tax Organization Type	Corporation
Supplier Number	10001		Status	Active
Supplier Type	JANITORIAL		Attachments	None
Identification				
D-U-N-S Number			National Insurance Number	
Customer Number			Corporate Web Site	
SIC				
Corporate Profile				
Year Established			Chief Executive Title	
Mission Statement			Chief Executive Name	
			Principal Title	
Vera la como este d	h		Principal Name	
Year Incorporated				

### Setting up your account on EFT/ACH

It is critical that you receive all your payments from BGIS as EFT only. If you receive your payments by cheque, please email the <u>EFT Concent Form</u> to <u>EFT@bgis.com</u>.

# Managing Users on the Portal

#### Creating Users on the Portal

Following from the section above, select the Contacts tab

Company Profile ⑦						Edit Don
Last Change Request 526007 Request Status Processed	Requested By SVP, Rieshanth Request Date 2/7/22	Change Description				h
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services						
Vew V Format V Status Active V Er Erreze D Detach of Wrap	▲⊽ Job Title	<b>▲</b> ⊽ Email	▲♥ Phone	Administrative Contact	User Account	Status
CONTACT2, TESTCONTACT		TESTCONTACT@BGI	S.COM	0	0	Active

Below warning appears when **Contact** tab is selected. Select **Yes** to start creating a new user.

A Warning		×
POZ-2130390Making edits will create a change request for the profile. Do you war	nt to cont	inue?
	Yes	<u>N</u> o

Then, select the + icon to add a contact as shown below.

(	ontacts							
	Actions 💌 View 💌 Format 💌 🕂 🧨 💥 Status Active 💌 📑 Freeze 📓 Detach 📣 Wrap							
	Name	▲⊽ Job Title	▲▽	' Email	<b>▲</b> ▼ Phone	Administrative Contact	User Account	Status
	CONTACT2, TESTCONTACT	TESTCONTACT@BGIS.COM			0	٢	Active	

Please note there are two user types, Administrative Contact and User Account.

The Administrator user role's access enables addition, inactivation and reactivation of other users within your organization.

User Account provides access to submit and inquire invoice details as well as inquire work order and purchase order information.

Multiple individuals can be set up with these profiles as required.

Create Contact					3
Salutation	~	Phone		•	
* First Name		Mobile		•	
Middle Name		Fax		•	
* Last Name		Email			
Job Title		Status	Active ~		
	Administrative contact				
Contact Addresse	es .				
Actions  View  Forma	at 🔻 💥 📴 🔟 Freeze	😭 Detach 🐳 Wrap			
Address Name	Address		Phone Addres	s Purpose	Status
No data to display.					
Columns Hidden 5					
User Account	Request user accoun	t			
Actions - View - For	mat 🔻 💥 📑 Free	ze 😭 Detach 🚽 Wrap			
Role	🔺 🔻 Descrip	tion			
No data to display.					
					Create Another OK Cance

Select OK to complete the request. The New contact's name is now added to the list of contacts.

**Warning:** Once your Addition/Change is complete, always ensure to select **Review changes** otherwise your profile will be locked. See section below "Unlocking Supplier Profile" to unlock your account should this occur.

BGIS≽					ΡÛ	TS 🗸
Edit Profile Change Request: 527009		Delete Change Request	Review Changes	Save	Save and Close	Cancel
	Change Description					
Contacts						

Changes which have just been made will be visible in this **Review Changes** section.

Once you have reviewed the changes that were applied and no further updates are required, select **Submit**.

Review Changes	Edit	Submit	Cancel

*Note:* The *Submit* icon will only be available after you click on *Review Changes*.

You will now receive a confirmation message that the profile change request was submitted. No further action needed from your end; the request will be automatically approved.

There is still the option to cancel the change request or edit it at this time before selecting **Done**.

ORACLE						Â	P	2	NB ~
Company Profile					Cano	el Change	Reques	tEdit	Done
There is a profile change request pending approval. You may edit to make addition     Last Change Request 12006     Request Status Pending Approval	onal changes. Requested By Request Date 17/04/19			Change Descriptic	n				
Organization Details Tax identifiers Addresses Contacts Payments View ↓ Format ↓ Status Active ♥ ☞ Freeze 📰 Detact	<ul> <li>Confirmation</li> <li>Your profile change request 12006 was submitted for approval.</li> </ul>	×							
Name 🔺 🗸 Job		o <u>k</u>	hone	Administrat Contact		User Acc	count	Status	

The above message stating "There is a profile change request pending approval. You may edit to make additional changes" appears, there will be no action required from your end as it will be automatically approved. Select done to go back to previous page.

#### Inactiving Users on the Portal

Users who have not logged into to BGIS Oracle Cloud Supplier Portal within 6 months will be automatically deactivated by BGIS.

However, should you need to deactivate a user, please complete the following steps:

From the Manage profile on your task menu. Select Contacts and then Select Edit.

Company Profile ⑦	Edit D <u>o</u> ne
Last Change Request     528007     Requested By     SVP, Rieshanth     Change Description       Request Status     Processed     Request Date     2/10/22	ĥ
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services	

Click on the contact that you would like to inactivate and from the **Status** field, click on the drop-down menu and select **Inactive**.

	,	
Edit Contact: ACCOUN	TS RECEIVABLE1	×
Salutation	~	Phone
* First Name	ACCOUNTS	Mobile 🗸
Middle Name		Fax V
* Last Name	RECEIVABLE1	Email AR1@BGIS.COM
Job Title		Status Active 🗸
	<ul> <li>Administrative contact</li> </ul>	Active
Contact Address	es	
Actions  View  Form	nat 🔻 💥 📮 🎹 Freeze 📓 D	tach 🚽 Wrap
Address Name	Address	Phone Address Purpose Status
No data to display.		
Columns Hidden 5		
User Account	nt Status Active 🗸	
lla		
Use	er Name AR1@BGIS.COM	
Roles Data Access		
Actions ▼ View ▼ Fe	ormat 🔻 🗶 🗐 Freeze 😭	Detach 🚽 Wrap
Role	▲	
BGIS Supplier Account	ts Receivables Specia Custom role to m	anage invoices and payments for the supplier company. Primary tasks include submitting invoices as well as
BGIS Supplier Portal F	PO Inquiry PO Inquire only r	le for Supplier Portal
Supplier Self Service A	Administrator Manages the pro	le information for the supplier company. Primary tasks include updating supplier profile information and requ

Once completed, please ensure to select **Review Changes** otherwise your profile will be locked. If you account is locked, please review section "Unlocking Supplier Profile" to unlock it.

Edit Profile Change Request: 529008		Delete Change Request	Review Changes	Save	<u>Save and Close</u>	<u>C</u> ancel
Change Description						
		6				
Contacts						
Actions 🔻 View 🔻 Format 👻 🕂 🗶 Stat	us Active 🗸 🏢 Freeze 📄 Detach	📣 Wrap				
	Land Land					

Recently requested changes will only be visible in this **Review Changes** section. If the changes are captured correctly, select **Submit**.

A confirmation message that the profile change request was submitted for approval will pop up.

Select **Ok** and then **Done**.

Profile change requests are approved by BGIS and no further action is required on your end.

Review Changes	ption					Edit Subn	nit <u>C</u> ancel
I Contacts View ▼ Format ▼ III Freeze III Detach ↓ Wrap	р						
Name 🛆		▲マ Email	▲▼ Phone	Administrative Contact	User Account	Status	Details
<ul> <li>CONT, SARA</li> </ul>		AR12@BGIS		•	•	Active	5
Company Profile ⑦         There is a profile change request pending approval. You may         Last Change Request 541007         Request Status       Pending Approval         Organization Details       Tax Identifiers       Addresses       Contact	•	changes. Requested By SV Request Date 3/3 ) Confirmation ur profile change request 541007 w	v/22 xvas submitted for approval.	Change Descrip	Cancel Chang	e Request	Edit Done
There is a profile change request pending approval. You may Last Change Request 541007 Request Status Pending Approval	ts Payments B You	Requested By SV Request Date 3/3 Confirmation ur profile change request 541007 w	1/22 ×	Administr	tion	e Request	4
<ul> <li>There is a profile change request pending approval. You may Last Change Request 541007 Request Status Pending Approval</li> <li>Organization Details Tax Identifiers Addresses Contact</li> <li>View           Format</li></ul>	ts Payments B Yo eeze 🛒 Detach	Requested By SV Request Date 3/3 Confirmation ur profile change request 541007 w	v/22 x as submitted for approval. OK	Administ	tion	ccount Statu	//
<ul> <li>There is a profile change request pending approval. You may Last Change Request 541007 Request Status Pending Approval</li> <li>Organization Details Tax Identifiers Addresses Contact</li> <li>View          Format         <ul> <li>Status Active              </li> <li>Free Name</li> </ul> </li> </ul>	ts Payments B Yo eeze 🛒 Detach	Requested By SV Request Date 3/3 Confirmation ur profile change request 541007 w Email	Aras submitted for approval.	Administr Conta	tion rative User Ar	ccount Statu	// IS 0

There is still the option to cancel the change request or edit it at this time before selecting **Done**.

You can click on **Delete Change Request** to undo the changes you made.

Edit Profile Change Request: 529008		Delete Change Request	Review Changes	Save Save and Close	Cancel
Change Description					
Contacts Actions ▼ View ▼ Format ▼ + 🖋 💥 Statu	is Active 🗸 🏢 Freeze 🔝 Detac	∕2) h ↓∎ Wrap			

#### Reactivating Users that were previously inactive

Should you need to reactivate a user, the following will guide on the necessary steps:

From the **Manage** profile on your task menu. Select **Contacts** and then Select **Edit** 

Company Profile ②			Edit D <u>o</u> ne
Last Change Request 528007 Request Status Processed	Requested By SVP, Rieshanth Request Date 2/10/22	Change Description	6
	Payments Business Classifications Products and Service	ces	

Click on the contact that you would like to re-activate and from the **Status** field, click on the drop-down menu and select **active**.

Edit Contact: ACCOUNT	IS RECEIVABLE			×
Salutation	~	Phone	•	
* First Name	ACCOUNTS	Mobile	The second seco	
Middle Name		Fax	•	
* Last Name	RECEIVABLE	Email	AR2@BGIS.COM	
Job Title		Status	Inactive 🗸	
	<ul> <li>Administrative contact</li> </ul>	Inactive Date	Active D	
Contact Address	es		Active	
Actions   View   Form	nat 🔻 💥 📴 Freeze 📓 Detach	🚽 Wrap		
Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				
⊿ User Account				
Accoun	t Status Inactive			
Use	er Name AR2@BGIS.COM			
Roles Data Access	Ū.			
View ▼ Format ▼	🖩 Freeze 📄 Detach 🚽 Wrap			
Role	▲ ♥ Description			
No data to display.				
				O <u>K</u> <u>C</u> ancel

Once completed, please ensure to select **Review Changes** otherwise your profile will be locked.

Edit Profile Change Request: 529008	Dele	ete Change Request Review Chan	ges Save Save and Close Cancel
Change Description			
	1		
Contacts			
Actions  View  Format  Actions  State	Active 🗸 🧰 Freeze 😭 Detach 🚽	Wrap	

Recently requested changes only will be visible in this **Review Changes** section. If the changes are captured correctly, select **Submit**. A confirmation message that the profile change request was submitted for approval will pop up. Select **Ok** and then **Done**.

You still have an option to cancel the change request or edit it at this point of time before clicking on Done.

You can click on **Delete Change Request** to undo the changes you made

Edit Profile Change Request: 529008	Delete Ci	hange Request Review Changes	Save Save and Close Cancel
Change Description			
	4		
Contacts			
Actions 🗸 View 👻 Format 👻 🕂 🗶 State	s Active 🗸 🧰 Freeze 📺 Detach 🚽 Wra	р	

# Unlocking Supplier Profile

If draft changes are not completed by clicking Submit, then your profile will be locked. When your profile is locked, no invoices can be submitted until the profile is unlocked.

If the "Delete Change Request" button is available in your company profile as shown below, this confirms that your profile locked.

Edit Profile Change Request: 547007	Delete Change Request Review Changes 1	ve Save and Close	<u>C</u> ancel
Change Description			
Contacts			

To unlock your profile, you can either delete your change request by click "Delete Change Request" or Reviewing Changes and submitting your change request. Once you have completed that, your profile will be unlocked, and you can continue invoicing.

# Receiving Notifications for returned invoices

Invoices not are not compliant with BGIS's invoicing guidelines and requirements will be returned. Common reasons are: incorrect bill to name, invalid invoice number (e.g. special characters), incomplete information (e.g. service description) and approver rejection.

All returned invoices will be communicated to the ACCOUNTS RECEIVABLE contact set up in your company profile.

Please see below for instructions on setting up/updating the ACCOUNTS RECEIVABLE contacts.

Using the Add Contact feature add a designated ACCOUNTS RECEIVEABLE contact email to the company profile.

Ensure the contact is marked as "ACCOUNTS" in the first name and "RECEIVABLE" in the last name. Please ensure ACCOUNTS RECEIVABLE is entered exactly as shown in capital letters.

Create Contact				×
Salutation	~	Phone	•	
* First Name	ACCOUNTS	Mobile	•	
Middle Name		Fax	•	
* Last Name	RECEIVABLE	Email	Test@tt.com	
Job Title		Status	Active 🗸	
	Administrative contact			
Contact Address	es			
Actions	nat 👻 🔀 💷 Freeze 📰	Detach 🚽 Wrap		
Address Name				
Autress Manie	Address	Phone	Address Purpose	Status
No data to display.	Address	Phone	Address Purpose	Status
	Address	Phone	Address Purpose	Status
No data to display.	Address	Phone	Address Purpose	Status
No data to display. Columns Hidden 5	Address	Phone	Address Purpose	Status
No data to display. Columns Hidden 5		Phone	Address Purpose	Status

Please note Oracle Cloud Supplier Portal only allows for an email to be set up once. If your email is to be also used as the notification email for invoice rejections, simply change the User first name to ACCOUNTS and the last name to RECEIVABLE.

Edit Contact: ACCOUNTS RECEIVABLE1			:
Salutation 🗸		Phone 🔹	
First Name ACCOUNTS		Mobile	
Middle Name		Fax 🔹	
* Last Name RECEIVABLE		Email AR1@BGIS.COM	
Job Title		Status Active 🗸	
Administrative contact	t		
Contact Addresses			
Actions 🔻 View 🔻 Format 👻 📃 💷	Freeze 📓 Detach 🚽 Wrap		
Address Name Address	F	Phone Address Purpose	Status
No data to display.			
Columns Hidden 5			
⊿ User Account			
Account Status Active 🗸			
User Name AR1@BGIS.CC	MC		
Roles Data Access			
Actions 🕶 View 💌 Format 👻 🛛 🗮	🖩 Freeze 🚔 Detach 📣 Wrap		
Role ▲マ	Description		
BGIS Supplier Accounts Receivables Specia	Custom role to manage invoices and payments for th	he supplier company. Primary tasks include si	ubmitting invoices as well as
BGIS Supplier Portal PO Inquiry	PO Inquire only role for Supplier Portal		
Supplier Self Service Administrator	Manages the profile information for the supplier com	pany. Primary tasks include updating supplier	profile information and requ

# Submitting an invoice

Using the home page, select the Supplier Portal icon

ORACLE					4 A	<b>1</b> 0 <b>1</b>	🕑 Shalini Nair 🛩
	Shalini Nair Share thoughts with your colleagues	Supplier Portal	Social	Getting Started			
	1 0 0 Conversations Following Followers	Marketplace	Set Preferences	Worklist			
	Employee News     My Flags						

Then select Create Invoice under Invoices and Payments section

ORACLE	
Supplier Portal Search Invoices  V Invoice Number  V	
Tasks Consigned Inventory • Review Consumption Advices	
Invoices and Payments     Create Invoice     Create Invoice Without PO     View Invoices     View Payments	
View Payments Company Profile     Manage Profile	3

A new screen will open and enable you to input header level information relating to your invoice. The following steps will guide the completion of these elements. Only the highlighed sections will need to be populated.

BGIS≯					Р. Ç. тs	s ~
Create Invoice ⑦			Invoice Action	Ts ▼ Save <u>Save</u> and Close	e Sub <u>m</u> it <u>C</u> an	ncel
* Identifying PO Supplier Taxpayer ID Supplier Site Address Supplier Tax Registration Number	Supplier Portal Vendor	Remit-to Bank Account Unique Remittance Identifier Identifier Check Digit Description Attachments	▼	* Number * Date m/d/yy * Type Invoice Invoice Currency Payment Currency	<u>م</u> ا ۲	
Customer		Tax Control Amount				

#### Entering invoice header information

• Using **Identifying Purchase Order** field, select or type the Purchase Order or Work order number which you are submitting an invoice for. In Oracle Cloud, Work Orders and Purchase Orders are referred to as Purchase Order.

# Please note: Only approved Purchase Orders and Work Orders which have been marked Invoiceable and Complete in RealSuite are available for invoicing.

- The **Supplier site** and corresponding address autopopulate from the Purchase Order or Work Order. You will not be able to change the supplier paysite. Kindly ensure you have submitted your EFT request form to ensure all your payments are electronic as detailed in this guide.
- Using the **Number** field, enter the **Invoice Number** of your submission. Please note the invoice number must be alphanumeric with no special characters or spaces and all capital letters. (e.g. INV1234). If your invoice numbers contains "-" such as INV-1234, please remove the "-" and enter it as INV1234. All invoices with non alphanumeric characters will be rejected and sent back for revision.
- Using the **Date** field, enter the **Invoice Date** which you are submitting. This is not the invoice submission date, but is the date on the invoice copy.

Please note future dated invoices are not be accepted. Invoices are to be submitted once the service has been completed.

- Using the **Type** field, Always keep as default **Invoice** unless you are submitting a Credit Memo. In this case, please change the Type to **Credit Memo**.
- Using the Attachment field, select the + sign beside Attachments link.

The screen below appears. Please keep the defaults as they appear on your screen: The attachment **Type** should remain as the deafult selection **File**. The **Category** should remain as the **From Supplier**.

Supplier Taxpayer iD * Supplier Site Address	TEST123		* Type Invoice Currency	416/15 Tig Invoice CAO - Canadian Dolar CAO - Canadian Dolar
Remit-to Bank Account Unique Remittance Identifier			Description	Testing for E2E
Customer terms Ver • X E Calculate Tax	new ▼ + ¥ Category * File Na	me or URL Title	Description	X Attached By svarcon@vgt > DEgancel
Purchase Order Consump  * Number * Line * Schedule Number No data to display.	tion Advice Supplier Item Line	Item Description	Ship-to Location Available Quantity	Quantity Unit Price UOM * Amount
Total Summary Tax Lines				0.00

Select Choose File to upload the invoice from a folder

Attachments	• + ×			
Туре	Category	* File Name or URL	Title	Description
File 🔻	From Supplier	Choose File No file chosen		
Rows Selected	1			
Rows Selected	1			
				0 <u>K</u>

The invoice attachment will appear under File Name or URL tab and will auto populate the Title with the same file name.

Select OK to proceed. The invoice copy is now attached.

Attachments	+ ×				
Туре	Category	* File Name or URL	_	Title	Description
File 🔻	From Supplier V	TESTINVOICE21.pdf	e	TESTINVOICE21.pdf	
Rows Selected 1					

If you uploaded the incorrect invoice copy and need to delete the attachment, simply click on 'X' button.

ORACLE <sup>®</sup>			Â	100	27	0	0	Sai Varoon +
Create Invoice							Submit	Cancel
* Identifying PO	CAN0000034	* Number	27896.					
Supplier		* Date			60			
Taxpayer ID	TEST123	* туре	Invoice	~				
* Supplier Site	CANADA	Invoice Currency	CAD - Ca	inadian D	ollar			
Address	EAW, TORONTO ON, CANADA	Payment Currency	CAD - Ca	inadian D	ollar			
Remit-to Bank Account		▼ Description						
Unique Remittance Identifier								
Unique Remittance Identifier Check Digit		Attachments	27896.bt	×		+41		
Supplier Tax Registration Number		*		-				

If your invoice covers multiple locations/building and need to include additional documentation, this can also be attached in your submission.

#### Matching line level details

Now that you have completed the invoice information above, you will need to match the invoice to the corresponding lines on the Purchase Order or Work Order.

Click on Select and Add icon highlighted below

Customer										
2	Customer Taxpa	yer ID		•			Name Address			
Lines View <b>- + × </b>	Cancel Line									
***		Purchase	Order	Consum	ption Advice	6	h n h i		Tax Classification	Available
* Number * Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Quantity
No data to display.										
	Total									

The lines of the **Purchase Order** or **Work Order** you had entered on the **Create Invoice** screen will become available for matching:

- By clicking on the row, select the line which matches the item description, service period, building ID and address you are invoicing.
- Then select **Apply** and **OK** to return to the main screen.

	Search						Advanced Save	ed Search			
-	ocuron								** At 1	east one is	s required
	** Pu	rchase Order	r 650C		-		* Consumption Advice		7.6.6	oust one i	orequired
			dd/mm/yy h:	mm a	i o						
									Search	Reset	Save
00	101 (Constant)										
ed	rch Res	sults									
	_		,								
View	-										
	N <b>v</b> 💽	Detach									
View	N <b>v</b> 💽			Consun	nption Advice	Supplier Item	Item Description	Ship.to.l	ocation		Ordered
View	N <b>v</b> 💽	Detach			nption Advice	Supplier Item Number	Item Description	Ship-to L	.ocation		Ordered
View	× ₹	Detach	der			Supplier Item Number	Item Description	Ship-to L			<b>Drdered</b> 5,000.00
	∾ ▼ F F Number	Detach	der Schedule			Supplier Item Number			-TO	2	
	w ▼ E	Detach Purchase Orr Line	der Schedule 1			Supplier Item Number	TEST PO	SHIP	-TO -TO	2	5,000.00
	w ▼ F Number 6500 6500	Purchase Orr Line 1 2	der Schedule 1 1			Suppiler Item Number	TEST PO ONHST	SHIP	-TO -TO -TO	2	5,000.00 3,250.00

**Note:** If the Purchase Order has multiple lines, use the search bar to narrow the line selection for the invoice being matched.

Purchase Order Consumption Advice Supplier Item	Search						Advanced Sav	ved Search			~
Purchase Order       CATEL000003       Consumption Advice         ** Creation Date       m/d/yy h:mm a         Search       Reset         Sarch       Reset         sew ▼       Image: The second sec									** At le	east one i	s require
Search Reset Save.         Search Reset Save.         arch Results         ew ▼ IP       Detach       Select All         Purchase Order       Consumption Advice       Supplier Item Number       Item Description       Sh to Lo         Number       Line       Schedule       Number       Line       Location A - Janitorial Service for the month of Oct 2021       O         CATEL0000       2       1       Image: Colspan="2">Consumption Advice       Location A - Janitorial Service for the month of Nov 2021       O	** Purchas	se Order	CATEL0000	0003	•		** Consumption Advi	ce			
arch Results  iew ▼	** Creati	tion Date	m/d/yy h:m	ma	Ċo						
arch Results iew ▼									Search	Reset	Savo
iew ▼ 🕞 Detach Select All          Purchase Order       Consumption Advice       Supplier Item Number       Item Description       Sh to Lo         CATEL0000       1       1									Jearch	Reser	3446
Purchase Order       Consumption Advice       Supplier Item       Item Description       Sh to Lo         Number       Line       Schedule       Number       Line       Line       Lo       Lo         CATEL0000       1       1       Cate International Service for the month of Oct 2021       O.         CATEL0000       2       1       Image: Construction of the month of Nov 2021       O.	arab Daaulta										
Purchase Order       Consumption Advice       Supplier Item Number       Item Description       Sh to Lo         Number       Line       Schedule       Number       Line	arch Results	5									
Purchase Order       Consumption Advice       Supplier Item Number       Item Description       Sh to Loc         Number       Line       Schedule       Number       Line	_		Select A	JI							
Number     Line     Schedule     Number     Line       CATEL0000     1     1     1     Location A - Janitorial Service for the month of Oct 2021     O.       CATEL0000     2     1     Image: Comparison of the month of Nov 2021     O.	_		Select A	<u>.</u> II							
Number         Line         Number         Line         Number         Lo           CATEL0000         1         1         Lo         Location A - Janitorial Service for the month of Oct 2021         O           CATEL0000         2         1         Location A - Janitorial Service for the month of Nov 2021         O	_		Select A	<u>.</u> II			%location A%				
CATEL0000 2 1 Location A - Janitorial Service for the month of Nov 2021 O	iew ▼ F 🖾	Detach			nption Advice	Supplier Item					
	iew ▼ F 📰	Detach ase Orde	er	Consun		Supplier Item Number					to O
CATEL0000 3 1 Location A - Snow Cleaning Service for the month of O	iew v 🛐 🖃 Purcha Number L	Detach ase Orde Line	er Schedule	Consun		Supplier Item Number	Item Description	Service for the	ne month of	f Oct 202	to O Lo
	iew v F 🕅 Purcha Number L CATEL0000 1	Detach ase Orde Line	er Schedule	Consun		Supplier Item Number	Item Description				to O Lo
CATEL0000 4 1 Location A - Snow Cleaning Service for the month of J O	ew ▼ F 🕅 Purcha Number L CATEL0000 1 CATEL0000 2	Detach ase Orde Line	Schedule	Consun		Supplier Item Number	Item Description	I Service for th	he month of	f Nov 202	to C Lo C 1 O 1 1 O 1
	iew v F 🖃 Purcha Number L	Detach ase Orde Line	er Schedule	Consun		Supplier Item Number	Item Description	Service for the	he month of	f Oct 202	to Lo

The amount remaining on the selected line will appear under Amount. You will then type the amount (pretax) being billed as per the invoice.

Items View 🔹 💙	Calc	ulate Tax										
	Purchase Or			ption Advice	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line				quantity				
6500	1	1				TEST PO	SHIP-TO					23,850.00
Total												23,850.00

Please note the invoice amount cannot exceed the ordered or balance line amount. If the amount entered exceeds the line amount, an error message prompt will appear.

tems View 🔹 🗙	( 艮 C	alculate Tax						S Error: The amount must be less than or equal to the available purchase order amount. (AP-810425)	
	Purchase	Order	Consum	nption Advice	Supplier Item	Item Description	Ship-to Location	The amount must be less than or equal to the available purchase order amount. (AP-810425)	* Amount
* Number	* Line	* Schedule	Number	Line				Example format: #,##0.00;-#,##0.00	
650C	1	1				TEST PO	SHIP-TO		30,000.00
Total									23,850.00

Once the line is matched you **cannot** rematch that line again. If an update is required, the line should be cancelled prior to matching again.

#### Canceling a Matched Line

Once a line is matched it can be cancelled by selecting the line you would like to cancel and clicking cancel line.

Lir	es																
	fiew 🔻	+ × 1	El Car	ncel Line													
	* Marchine	r * Type			Purchase Or	rder	Consum	ption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available	Quantity	Unit Price	HOM	* Amount
	Number	1 IAbe		* Number	* Line	* Schedule	Number	Line	Supplier Item	item Description	Ship-to Location	Tax Classification	Quantity	Quantity	Unit Frice	UUM	Amount
	1	Item	v	5201366	1	1				Line 1_Supplier Portal_Standard PO Test # 2	AB 💌	•					20,000.00
				Total	i i												20,000.00

Once the line is canceled, the fields will be greyed out and the amount will be \$0.

Lir	IØS																
	View • + X E Cancel Line																
	* Number	Purchase Order Consumption Advice Supplier Item Item Description Ship to Location Tax Classification Quant	Quantity	Unit Price	HOM	* Amount											
		Type		* Number	* Line	* Schedule	Number	Line	Supplier rom	ttem Description	Ship-to Location	Tax classification	Quantity	Quantity	Onic Price	UOM	Amount
	1	Item	~	5201366	1	1				Line 1_Supplier Portal_Standard PO Test # 2	AB 💌	v					0.00
				Total													0.00

**Note:** If you are matching an invoice to a **Contract Purchase Order**, we recommend submission of invoices by FMZ. To search the item line by FMZ, enter the FMZ in the search bar.

Search					4	A <u>d</u> vanced	Saved Search	
								** At least one is requ
** Purchase Order	5201364	-311	MAY21		▼ ** Con:	sumption A	Advice	
** Creation Date	m/d/yy h	mm	а		1 co			
								Search Reset Save
arch Results			_					
ew 🔻 📴 Detach	Selec	t <u>A</u> I						
Purchase Order	r		Consu Advice	Iter	Item Description		Ship-to Location	Ordered
Number	Lin	Sc	Nu Lir	Nu			Location	
5201364-31MAY21	1	1			FMZ:CNO*Line 1_Supplier Portal_Contract PO	Test #	QC	1,00
5201364-31MAY21	2	1			FMZ:CNO*Line 2_Supplier Portal_Contract PO	Test #	QC	1,50
5201364-31MAY21	3	1			FMZ:CNO*Line 3_Supplier Portal_Contract PO	Test #	QC	2,00
5201364-31MAY21	4	1			FMZ:CNO*Line 4_Supplier Portal_Contract PO	Test #	QC	2,50
5201364-31MAY21	5	1			FMZ:CNO*Line 5_Supplier Portal_Contract PO	Test #	QC	1,00
5201364-31MAY21	6	1			FMZ:CNO*Line 6_Supplier Portal_Contract PO	Test #	QC	1,50
5201364-31MAY21	7	1			FMZ:CNO*Line 7_Supplier Portal_Contract PO	Test #	QC	2,00
5201364-31MAY21	8	1			FMZ:CNO*Line 8_Supplier Portal_Contract PO	Test #	QC	2,50
5201364-31MAY21	9	1			FMZ:CNO*Line 9_Supplier Portal_Contract PO	Test #	QC	1,00
5201364-31MAY21	1	1			FMZ:CNO*Line 10_Supplier Portal_Contract PO	D Test	QC	1,50

\$ Sea	arch Results								
Vie	w 🔻 📴 🗐 Detach	Sele	ct <u>A</u> l	I					
, di							₿6FMZ:CNO		
	Purchase Order			Cor Adv	nsu /ice	Su Ite	Item Description	Ship-to Location	Ordered
	Number	Lir	Sc	Nu	Lir	Nu		Location	
	5201364-31MAY21	1	1				FMZ:CNO*Line 1_Supplier Portal_Contract PO Test #	QC	1,00

Select the purchase order lines which match the item description, building ID and address of the service you have provided. The select **Apply** and **OK** 

#### Calculating Canadian Taxes

Once you have matched the lines, you will need to Calculate Tax on the invoice. Select **Calculate Tax** from the Invoice Action button to populate the tax amounts.

Invoice Actions 👻	Save	<u></u> 8a	ve and Clos	•	Sub <u>m</u> it	<u>C</u> ancel
Calculate Tax	Ctrl+Alt+	x				
Cancel Invoice		3				
Delete Invoice			Ġ	à		

Taxes will auto populate based on the ship to location of the Purchase Order

ies ∕iew ▼ +	X 🛃 Cancel Line									
on Advice Line	Supplier Item	Item Descriptio	on Ship	o-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amou
		Location A - Janit	torail Servi	•	<b>•</b>					100.
										100.
-										
iew 🔻	Lines Line * Regime	* Tax Name	Tax Jurisdict	tion * Tax Status	* Rate Name	Perce	ntage F	<sup>9</sup> er Unit		Amou
iew 🔻	Line <sup>*</sup> Regime	* Tax Name ONHST	Tax Jurisdict			Perce	ntage F 13	Per Unit		
mmary Tax iew ▼ I	Line <sup>*</sup> Regime					Perce		Yer Unit		Amou

**Note:** HST, GST and QST should not be overwritten. However, PST can be updated as per service applicability. If the invoice is submitted with incorrect taxes, it will be rejected for resubmission.

To change the PST tax amount, update the tax percentage and then click on Calculate Tax button one more time. The changes will be reapplied on the invoice total. Please note if your invoices are tax exempt follow the same steps and zero out the tax percentage

Lines	5									
Viev	• • +	X E- Cancel Line								
on a	Advice	Supplier Item	Item Description	Ship-to L	ocation	Tax Classification	Available Quan	tity Unit Price	иом	Amount
Lin	ne	copping ton		omp to a			Quantity	,		
			Location A - Janitorail Se	ervi BC	•	•				100.00
										100.00
4										
	mary Tax w ▼	Lines								
		_ine * Regime	* Tax Name Ta	x Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit		Amount
		1 BGIS Canada Tax R			BCGST-SALES		5			5
		2 BGIS Canada Tax R	BCPST BC	CPST	BCPST	BCPST	7			7

Summ	nary Tax Lines							
View								
	Line * Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
	1 BGIS Canada Tax R	BCGST	BCGST-SALES	BCGST-SALES	BCGST	5	Example format:	5
	2 BGIS Canada Tax R	BCPST	BCPST	BCPST	BCPST V	0	#,##0.###	0



	Line * Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage Per Un	t Amoun
	1 BGIS Canada Tax	R BCGST	BCGST-SALES	BCGST-SALES	BCGST	5	
	2 BGIS Canada Tax	R BCPST	BCPST	BCPST	BCPST V	0	٥
als							
	Items 100.00	Freight 0.00	Misc	ellaneous 0.00	Inclusive Tax 0.00	Exclusive Tax 5.00	Invoice Amount 105.00

#### **Calculating US Taxes**

If you are submitting a US Invoice, please follow the same steps under **Submitting an invoice** section. The notable difference is once the tax is populated after using **Calculate Tax**, you will need to update the tax amount to the total tax amount referenced on your invoice.

Invoice Actions 👻	Save	<u>Save and Close</u>	Sub <u>m</u> it	Cancel
Calculate Tax	Ctrl+Alt+	×		
Cancel Invoice		3		
Delete Invoice		tio		

Create Invoice ⑦				Invoice Actions 👻	Save <u>S</u> ave	and Close Submit	<u>C</u> ancel
	USRSC0000004	Remit-to Bank Account		•	* Number	1234TEST	
Supplier Taxpayer ID	Supplier Portal Vendor	Unique Remittance Identifier			l	12/1/21	i 🖗
		Unique Remittance Identifier Check Digit Description			Invoice Currency	Invoice USD - US Dollar	
Supplier Tax Registration Number					Payment Currency	USD - US Dollar	
		Tax Control Amount					
Customer Customer Taxpayer ID Lines View • + X I Can	81-1765198	Name Address	McKinstry FMS LLC				
Advice Supplier Item	Item Description	Ship-to Location Tax C	lassification Avail		Unit Pric	e UOM	* Amount
	Location A - Janitorail Servi	US SHIP-TO	•				2,000.00
4	_						2,000.00
Summary Tax Lines							
Line * Regime	* Tax Name Tax Jur	isdiction * Tax Status	* Rate Name	Percentage Examp	le format:		Amount
1 SBX REGIM	IE US US VENDOR TAX US VEN	IDOR TAX US VENDOR TAX	US VENDOR V	1		-	20

Once you confirmed the details of your invoice, Select Submit.

reate Invoice						Invoice Actions	<ul> <li>Save</li> </ul>	Save and Close	Submit	⊆anc
Identifying PO 6			Remit-to Bank Account		•	* Number	TEST30AUX	919		
Supplier B Taxpayer ID	GIS TEST SUPPLIER		Unique Remittance Identifier			* Date	8/30/2019	6		
Supplier Site			Unique Remittance Identifier Check Digit				Invoice			
Address	4TH AVENUE, MARKHAM ON	, CANADA	Description			Invoice Currency Payment Currency				
Supplier Tax Registration Number	•		Attachments	None 🛶						

After submission, a confirmation message appears that the invoice is submitted.

Once invoice is submitted you cannot cancel or edit the entry including attachments. Should you need to cancel or make updates to the invoice, please contact us at <u>portal.invoice@bgis.com</u>.

If your invoice is not ready to be submitted and requires revision, select **Cancel** to delete the invoice entry or click **Save and Close** to save as a draft entry and return for revision and submission.

If you have additional invoices to submit select **Create Another**. Otherwise, select **Done** to return to the previous screen.

	Printable Page Create Another Done
Number	TESTINVOICE71
Date	08/04/19
Туре	Invoice
Invoice Currency	CAD
Payment Currency	CAD
Description	CLEANING APRIL 2019
Attachments	TESTINVOICE71.pdf

#### Frieght and Miscellaneous Charges

If you have charges such as freight and other miscellaneous expense which are not reflected as part of the Purchase Order or Work Order, **do not** add them using **Freight and Miscellaneous options**. Please contact the Manager who engaged your service for support to update the Purchase Order or Work order accordingly prior to invoice submission.

Both Freight and Miscellaneous are marked as **DO NOT USE** and use of these types will result in rejection of your invoice.

Li	nes												
	View 🔻 📲	Cancel Line											
	* Number	* Turne	Purcha	se Order	Consump	tion Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available	Quantity	U
* Number *		туре	* N * Line	* Schedule	Number	Line	Supplier Rem	tem Description	Ship-to Eccation	Tax classification	Quantity	quantity	U
	1	Do Not Use - Freight							•	•			
			Tot										
	<												>

#### Exception Purchase Orders that include a tax line

Most of the Purchase Orders issued by BGIS are pretax. However, there are few exceptions where the tax is included as a line on the Purchase Order. In these cases, please match the invoice and tax to the Purchase Order lines accordingly and ensure you zero out the calculated tax amount.

	7 四 民 II Detach Allocate Distributions									
iew <b>v</b>	严 🕞	Detach	Allocate Distribu	tions					Π	d
Match				Purcha	se Order			n Ne		
	Quantity	Unit Price	* Amount	Item Description	1	Number	Line	Sc Nu Li	to r Lo	b
				P48 - SKPST			3	1	S.,	2
				P48 - SKGST			6	1	S.,	. 1
				P49 - PRE TAX CONTRACT TOTAL			7	1	S	. 1
				P49 - SKGST			8	1	S.	1
				P49 - SKPST			9	1	S.,	. 1
	Total		0.00							

# Matching a Credit Memo to a Purchase Order

Select **Create Invoice** under **Invoices and Payments** tab and proceed to enter all the fields highlighted below.

OR/	ACLE.	
Supp Search	Invoices v Invoice Number v	
Tasks		ľ.
• R	gned Inventory eview Consumption Advices es and Payments reate invoice	
	reate Invoice Without PO	
	iew Payments	
Compa	any Profile	
• M	lanage Profile	•

All the details remain the same as described in section **Submitting an invoice** except for **Type**.

Ensure to select **Credit Memo** under Type (highlighted in blue).

Create Invoice ⑦			Invoice Actions 🔻	Save Save and Close Submit
* <mark>Identifying PO</mark>	<b></b>	Remit-to Bank Account	v	* Number
Supplier Taxpayer ID	Supplier Portal Vendor	Unique Remittance Identifier Unique Remittance		* Date m/d/yy
* Supplier Site Address	•	Identifier Check Digit		* Type Invoice  Unvoice  Unvoice  Variation  U
Supplier Tax Registration Number	•	Attachments None 🕂		durrency Retainage release

Click on Select and Add icon highlighted below

		Remit	-to Bank Accoun	t	•				Descriptio	n Testing for Ea	2E		
		Unique Ren	nittance Identifie	r								4	
	Uniqu	e Remittance Ider	ntifier Check Digi	t					Attachments 2	7896 txt 🕂 🗙			
		Supplier Tax Reg	istration Numbe	r	Ŧ					1.8.1**			
Customer													
		* Cust	omer Taxpayer ID	0					Addres	5			
			Name				3						
Items													
View 🕶 🔀	E Calcula	te Tax											
	Purchase Or	der	Consum	ption Advice	Supplier Item	Item Description		Ship-to Location	Available	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line	ouppiler item	item bescription		omp to Location	Quantity	quantity	UNITIE	U UIII	Anoun
No data to displa	у.												
То	tal												0.00
Summary Tax	Lines												

The Purchase Order you have entered on the **Create Invoice** screen appears automatically.

ORACLE							Â	1 10	0	😗 Sal Varoon 👻
Create Invoice										Submit Cancel
* Ide	Select and Add: Purcl	hase Orders					×			
	⊿ Search				Advanced	Saved Search	*	<b>6</b>		
• 5	** Pur	chase Order US00	0003		** Consumption Advis	e la		ollar		
	** c	reation Date	60					ollar		
Remit-to Ba						Search Reset	Save			
Unique Remittanc	Search Results									
Unique Remittance Identifier	View 👻 📴 🗟 D	etach								
Supplier Tax Registrat	1									
Customer	Purchas	e Order	Consumption Advice	supplier item	Item Description	Ship-to Location	Ordered			
* Customer	Number Lin	ne Schedule	Number Line	Number	item Description	ship-to Location	Ordered			
	US000003 1	1			Line one	US SHIP-TO	120.00			
Items	US000003 2	1			Line two	US SHIP-TO	30.00			
View 🔻 💥 📴 Calculate Tax			<			Apply	> DK <u>C</u> ancel			
Purchase Order	Consumption Advice	Supplier Item	Item Descri	ption	Ship-to Locat	ion Available	Quantity	Unit Prie	e UOM	* Amount
* Number * Line * Schedule Num	ber Line					Quantity				

Select the Purchase Order lines you are providing a credit for, then select **Apply** and **OK**.

Items													
View 🔻 🗦	Calcula	ate Tax											
	Purchase Or	rder	Consump	tion Advice	Supplier Item	Item Description	n	Ship-to Location	Available	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line					Quantity				
US000003	1	1				Line one		US SHIP-TO					-120.00
Te	otal												-120.00
Summary Tax	Lines												
View 🔻													
	Line * Regim	ie .	* Tax Name	Tax Jurisdiction	n * Tax Status * R	ate Name	Percentage Pe	r Unit					Amount
No data to displa	ay.												
Shipping and	Handling										Totals		
View -	н×												
* Charge 1	Туре	* Amo	unt Description									Ite	ms -120.00
No data to displa												Frei	ght 0.00
<				)								Miscellaneo	us 0.00
											_		Tax 0.00
											Inv	voice Amo	int -120.00
* Month or	A time	* ****	Menaders	t in a					quantity		_		

Once the matching is complete, you can edit this matched amount as per the credit note

Then calculate taxes as shown in the **Calculating Taxes** section and select **Submit** once you have reviewed your details.

**Note:** If you are submitting a Credit Memo for a Purchase Order or Work Order which have been closed, please send your Credit Memo to <u>portal.invoice@bgis.com</u> with the following details and we will process on your behalf.

- Purchase Order or Work Order number the credit is for
- Building/Service details to ensure we apply the credit to the right location
- Amount to be credited

# Invoice and Payment Inquiry

You can now review the status of your invoices and payment details at your own convenience.

Select the Supplier Portal icon from the Home Page and Navigate to View Invoices

Supplier Portal Search Orders   Order Number
Tasks
Orders
Manage Orders
Manage Schedules
Acknowledge Schedules in Spreadsheet
Invoices and Payments
Create Invoice
View Invoices
View Payments
Company Profile <ul> <li>Manage Profile</li> </ul>

#### **Invoice Inquiry**

Enter the Invoice number in the Invoice Number field or the partial invoice number. All the invoices which start with this number will be populated. For example, if your invoices start with 710, you can enter 710% under invoice number field to get a full listing of all invoices starting with 710. This can act as your statement of account with BGIS.

The status of each invoice will appear under Invoice Status header field.

Preports and Analytics - Neports S English - Al		eport a manage modices - modices - Or a sign in		sw mooices - 20hh	
🙀 🕘 BGIS Outlook Web App 🦉 RealSuite 💽 SCC	OTIABANK - OM Project 🕒 Suggested Sites (9)	▼ 🕒 Suggested Sites (9) ▼ 🕒 Suggested Sites (9) ▼ 🧼 👋	• •	🖶 💌 Page 🕶 S	afety 🔻 Tools 👻 🔞 🕶
View Invoices					Done
A Search			Advanced	Saved Search	All Invoices
10 C				** At	least one is required
** Invoice Number TES	STINVOI ×	Consumption Advice			
** Supplier	•	Invoice Status		-	
Supplier Site	•	Paid Status	~		
** Purchase Order		Payment Number			
				Search	Reset Save
Search Results					

-						-		
Invoice Number	Da Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount		Pa Nu
TESTINVOICE51CREDIT	1 Credit		BGIS TEST SUPPLIER	-XX-MA-11	-1,243.00 CAD	-1,243.00 CAD	In process	
TESTINVOICE81CREDIT	1 Credit		BGIS TEST SUPPLIER	XX-MA-11	-282.50 CAD	-282.50 CAD	In process	
TESTINVOICE91CREDIT	1 Credit	x	BGIS TEST SUPPLIER	-XX-MA-11	-282.50 CAD	-282.50 CAD	In process	
TESTINVOICE1	1 Standard		BGIS TEST SUPPLIER	XX-MA-11	1,680.00 CAD	1,680.00 CAD	In process	
TESTINVOICE1112	0 Standard		BGIS TEST SUPPLIER	-XX-MA-11	0.00 CAD	0.00 CAD	Canceled	
TESTINVOICE10	0 Standard		BGIS TEST SUPPLIER	-XX-MA-11	1,130.00 CAD	1,130.00 CAD	On hold	
TESTINVOICE1111	0 Standard		BGIS TEST SUPPLIER	-XX-MA-11	1,100.00 CAD	1,100.00 CAD	Approved	
TESTINVOICE21	0 Standard		BGIS TEST SUPPLIER	-XX-MA-11	1,130.00 CAD	1,130.00 CAD	Approved	

If you do not see Invoice Status on the header, you can add it by navigating to **View** drop down, select **Columns** and then Select **Invoice Status**. This is a onetime setup addition. Going forward Invoice Status will be visible in your search



#### Description of Invoice Statuses

**In process** - Invoices that were submitted but not yet reviewed by BGIS AP. Our cycle time for reviewing submitted invoices is up to 10 days from submission date

**Approved** - Invoices that were approved by the Manager and either paid or waiting to be paid as per payment terms.

- You can Check for the payment information after the due date of the invoice by reviewing the attachments of the invoice. All the details of the payment will be available in the attachment.
- If there are multiple invoices paid on the same payment number a comment will display as shown in the screenshot below.

BGIS⊁					ÞÛ	TS ~
Invoice: TESTJAN22						D <u>o</u> ne
Supplier Site		Invoice Amount Unpaid Amount Payment Currency Tax Control Amount	169.50 CAD	Invoice Type Standard Description Attachment Payment_TESTJ/	AN22_20005	248.txt (1 more)
Invoice Date	10/1/21	Payment_TESTJAN22_20005 File Edit Format View He 01/04/2022 6:10:50 Al Invoice Number: TEST. Check Number: 200052- Check Date: 2022-01- Amount paid: \$169.50	M M JAN22 48 04			
Line Amount Desc 1 150.00 Loca Summary Tax Lines View	cription Quanti ation A - Janitorail Servi	Payment Method: EFT Currency: CAD Payee Name: Supplier Payer: BLJC-TEL-OU	4505 - 101 STREET,EDMONTG Portal Vendor Ces have been paid with i		nber	Ŧ

• If only one invoice is paid, the comment section will be blank.

**Incomplete** - Invoices that were entered and saved as draft but have not been submitted yet. Warning: Please review these invoices and either submit or cancel them at your end depending on the required action. Invoices should not remain in Incomplete status beyond 5 business days.

4 Search								" At least one is required
		** Invoid	o Number			Consumption Advice		. At least one is reduced
			Supplier Supplie	r Portal Vendor	*	Invoice Status	Incomplete 🗸	
		Su	pplier Site		•	Paid Status	~	
		** Purch	ase Order			Payment Number		
			268 (COC) <u>:</u>					
								Search Reset Save
Search Results View • ్ 🕅 📷	Detach Invoice Date	Туре	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount Invoice Status	Search Reset Seve
view 🕶 🗐		Type Standard	Order	Supplier Supplier Portal Vendor	Supplier Site TEL-OAED-12345	Unpeid Amount	Invoice Amount Invoice Status 8.136.00 CAD Incomptons	
View 🕶 🎵 🔤	Invoice Date		Order CATEL0000003			1.		
View • 51 10 Invoice Number INVTEST123	Invoice Date 2/10/22	Standard	Order CATEL000003 CATEL000003	Supplier Portal Vendor	TEL-044-ED-12345	CAD.	8.136.00 CAD Incomprete	
View • 🖉 🗟 Invoice Number ev/TEST123 2342423	Invoice Date 2/10/22 2/1/22	Standard Standard	Order CATEL0000003 CATEL0000003 CATEL0000001	Supplier Portal Vendor Supplier Portal Vendor	TEL-0M-ED-12345 TEL-0M-ED-12345	CAD CAD	8,136.00 CAD Incomplete 3,955.00 CAD Incomplete	
View • JB (ii) Invoice Number NVTEST123 2342423 TEST123	Invoice Date 2/10/22 2/1/22 1/19/22	Standard Standard Standard	Order CATEL0000003 CATEL0000001 CATEL0000001 CATEL0000001	Supplier Portal Vendor Supplier Portal Vendor Supplier Portal Vendor	TEL-OM-ED-12345 TEL-OM-ED-12345 TEL-OM-ED-12345	04.2 04.2 04.2	8,136.00 GAD Incomptete 3,955.00 GAD Incomplete 0.00 GAD Incomplete	

**On hold** - These invoices are on exception and require collaboration with other departments to validate the data before processing. For further detail of invoice on hold, click on the On-Hold hyper link under Invoice Status header. No action required from your end.

**Rejected** - These are invoices that were processed already, and PM did not approve them. These will be cancelled, and vendor will be notified.

**Cancelled** -Invoices that were cancelled due to incorrect submission or manager rejected the invoice. The reason for cancellation will be attached under Attachments section. Based on the cancellation reason, you will need to resubmit the invoice once it is corrected. Please ensure when submitting a revised invoice to use a **distinct invoice number** which is different from the original rejected submission. The revised invoices must be submitted with the original invoice number including "REV" as suffix.

Invoices with Cancelled status contain an attachment that describes the reason of invoice cancelation. You can review the rejection reason and resubmit accordingly.



#### **Payment Inquiry**

- You can check for the payment information after the due date of the invoice by reviewing the attachments of the invoice. All the details of the payment will be available in the attachment including payment method.
- If there are multiple invoices paid on the same payment number a comment will display as shown in the screen below.
- If only one invoice is paid, the comment section will be blank.

BGIS>			
Invoice: TESTJAN22			Done
Legal Entity Name Supplier or Party	BLJC-TELUS-OU BLJC-TELUS-LE Supplier Portal Vendor TEL-OM-ED-12345 12345 Edmonton, EDMONTON AB T51 105, CANADA	Invoice Amount 169.50 CAD Unpaid Amount 169.50 CAD Payment Currency CAD Tax Control Amount	Invoice Type Standard Description Attachment Payment_TESTJAN22_20005248.txt (1 more)
Invoice Date Lines Payments Items View	10/1/21	Payment_TESTJAN22_20005248 (2).txt - Notepad File Edit Format View Help 01/04/2022 6:10:50 AM Invoice Number: TESTJAN22 Check Number: 20005248 Check Date: 2022-01-04 Amount paid: \$169.50	
Line Amount De 1 150.00 Lot Summary Tax Lines	scription Quanti cation A - Janitorall Servi	Remittance Address: 4505 - 101 STREET,EDMC Payment Method: EFT Currency: CAD Payee Name: Supplier Portal Vendor Payee: BLJC-TEL-OU Comment: Other Invoices have been paid wit	

# Work Order and Purchase Order Inquiry

Select the Supplier Portal icon from the Home Page and Navigate to Manage Orders

BGIS≯					- <u>_</u>	n P	( <b>R</b> ) ×
Supplier Portal Search Orders V Tasks	Order Number			Q			Ø
Orders	Requiring Attention	Recent Activity Let 30 Gays Orders charged or canceled Orders opened	1181 3	Transaction Reports Let 30 bys Invoice Amount Invoice Price Variance Amount	166301 CAD 2390 CAD		

Using the search criteria, you can narrow down or expand on the results.

Manage Orders ⑦			Done
Headers Schedules			
⊿ Search		Advanced Manage Watchlist Sa	ved Search All Orders
Sold-to Legal Entity	▼	Order	
Bill-to BU	~	Status	~
Supplier Site	▼	Include Closed Documents	No 🗸
			Search Reset Save
Search Results			

Using the Order field, enter Work Order or Purchase Order you are inquiring on

From the **Status** field – you can select the status of the order you are searching for. Refer to the following section for Status descriptions:

Closed for Receiving – Work Order or Purchase Order is available for invoicing.

**Canceled** – Work Order or Purchase has been canceled. Please contact the Manager who engaged your service if any questions.

**Closed & Finally Closed** – Work Order or Purchase Order is closed and is not available for billing.

**Pending Change/Approval** – Purchase Order requires approval in Cloud/Change order in progress. Please wait for status to update to **Closed for Receiving** for invoice submission.

Once search criteria are inputted, select **Search**.

A list of all applicable Purchase Orders and Work Orders will appear under Search Results.

≡ BGI					
verview M	lanage Orders ×				
Manage	e Orders ⑦				
Ŭ					
Headers	Schedules				
Sea	arch				
Search	Desults				
Search					
-	Results ▼ View ▼ Format ▼ 5	Freez	e 📓 Detach 🚽 Wrap		
-		Freez	e 💽 Detach 🛁 Wrap		
Actions		Freez	e 📄 Detach 🚽 Wrap		
Actions			e 💽 Detach 🛁 Wrap Cu Status	Life Cycle	Creation Date
Actions	▼ View ▼ Format ▼ ∰			Life Cycle	Creation Date
Actions	▼ View ▼ Format ▼ ∰	Ordered		Life Cycle	Creation Date
Actions	View Format Format	Ordered 1,000.00	Cu Status		
Actions	View Format Form	Ordered 1,000.00 500.00	Cu Status CA Closed for Receiving	Q	5/26/21
Actions	View Format Form	Ordered 1,000.00 500.00	Cu Status CA Closed for Receiving CA Closed for Receiving	¢ ¢	5/26/21 5/26/21
Actions	View Format      Format     Format     Format     Format      Format	Ordered 1,000.00 500.00 500.00 1,000.00	Cu Status CA Closed for Receiving CA Closed for Receiving CA Closed for Receiving	0 0 0	5/26/21 5/26/21 5/26/21
Actions	View Format      Format	Ordered 1,000.00 500.00 500.00 1,000.00 500.00	Cu Status CA Closed for Receiving	0 0 0	5/26/21 5/26/21 5/26/21 5/26/21
Actions	<ul> <li>View Format ▼ ™</li> <li>Order</li> <li>705</li> <li>709</li> <li>708</li> <li>707</li> <li>.713</li> </ul>	Ordered 1,000.00 500.00 500.00 1,000.00 500.00 500.00	Cu Status CA Closed for Receiving CA Closed for Receiving CA Closed for Receiving CA Closed for Receiving USi Closed for Receiving	0 0 0 0	5/26/21 5/26/21 5/26/21 5/26/21 5/26/21

You can review more details relating to the order by clicking on the **Order Number**. If a Purchase Order contains many lines, all lines will be visible.

	EF III freeze 🛒 De	lach of Wrap										
			-						Additiona	I Information		
Line Item	Description	Quantity UOM	Base Price	Price	Ordered	Status	TEST ID	ENTER CLIENT WO NUMBER	ENTER BLJC WO NUMBER	Quote Amount	WO Historic Amount	WO Histori Count
1	11/2020		547.73	547.73	547.73	Closed						
2	11/2020_		1,136.03	1,135.03	1,136.03	Closed						
3	11/2020_		438.18	438.18	438.18	Closed for						
4	11/2020_		365.15	365.15	365.15	Closed for						
5	11/2020_		462.63	462.53	462.53	Closed for.						
6	11/2020_		547.73	547.73	547.73	Closed for						
7	11/2020_		417.90	417.90	417.90	Closed for.						
8	11/2020 _		547.73	547.73	547.73	Closed for						
	11/2020 _		614.27	814.27	614.27	Closed for						

Also, you can view the number of invoices processed against this Purchase Order by clicking on **View Details** under **Order Life Cycle** tab.



The Purchase Order details along with the list of number of invoices will open in another tab. Scroll down to see the list of invoices processed with this Purchase Order.

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount		king Slip
Actions View View F	ormat 🔻 🎵 🕎	Freeze	Detach el Wrap				
Columns rildden 3							
lo results found. Columns Hidden 3							
Receipt	Receipt Date	Shipment	Ship Date	Packing Slip			
Actions View View F	ormat 🔻 🎵 🕎	Freeze	jan Detach ⊕l Wrap				
Columns Hidden 2							
No results found.							
Shipment	Ship Date	Tracking Nu	mber Packing	Slip			
Actions View View F	ormat 🔻 🎢 🕎	Freeze	🔄 Detach 🚽 Wrap				
In-Transit Shipme	ents						
					0.0		
					0.2K		
				Arr	D.4K		Invoiced
	1.000.00 CAD			ount (	D.6K		Received Delivered
Supplier Site Supplier Contact	-OM-TO-12345			Amount (CAD)	0.8K		Ordered Shipped
	Supplier Portal Vendor				1.0K		
Order	7751				1.2K		
Sold-to Legal Entity						Order Life Cycle	
					1.2K	Order Life Cycle	

To review invoices processed for a **specific purchase order line**, follow below steps:

Click on the Purchase order number to open the details. To view details for a specific Purchase order line, select the Schedules tab.

	CATEL0000003 (2)	Contact Bill-to Location	TELUS OP UNIT	View PDF Actions * Refre	esh Done	Amount (CAD)
Buyer Creation Date Terms Notes and At		Ship-to Location	ON	Kuppher Order		View Details
Require Acknowledgmen Psyment Term	d None s NET 60 DAYS	Shipping Method Freight Terms Fr00				
J Additional Infor EBS ID WO Status Document Type		MSA # Release PO Number WO-Creation Date		WO Completion Date Context Prompt		8
Lines Schedules						

Select the Purchase Order line that you would like to review and click on **life cycle** to get a full listing of all the invoices processed under that line.

	CATEL0000003 @			View PDF	Actions <b>•</b>	Refresh	D <u>o</u> ne	Amount
	Amr Elmehelmi	Ship-to Location	ON					View Details
Creation Date	1/11/22							
Terms Notes and Atta	achments							
Required Acknowledgment	None	Shipping Method						
Payment Terms		Freight Terms			Pay o	n receipt		
		FOB			Confi	ming order		
Additional Inform	nation							
EBS ID		MSA #		WO Complet	ion Date			
EBSID								
WO Status		Release PO			Prompt			R
		Release PO Number WO Creation Date			Prompt			Ð
WO Status		Number			Prompt			Ð
WO Status Document Type	Format ▼ ୨୦ 🛱 ன F	Number	↓ Wrap		Prompt			Ð
WO Status Document Type Lines Schedules Actions View V	Format ▼ 第 區 F Description	Number WO Creation Date		Context		s Life Cycle		8
WO Status Document Type Lines Schedules Actions View V		WO Creation Date	Requested Pror	Context		s Cycle	A	8
WO Status Document Type Lines Schedules Actions View V	Description	WO Creation Date	Requested Pror	Context	/ UOM Name Statu	s Cycle	<b>^</b>	8
WO Status Document Type	Description Location A - Janitorall Service fo	Wumber WO Creation Date	Requested Pror	Context	/ UOM Name Statu Close	d	<b>A</b>	8
WO Status Document Type	Description Location A - Janitorall Service fo Location A - Janitorial Service fo	Number WO Creation Date	Requested Pror	Context	VOM Statu Name Close Close	s Cycle d d d C	<b>^</b>	8

Schedule Life	Cycle: 1						Done
Supplie	r CATEL000003 r Supplier Portal Vendor		3.5K	Sche	edule Life Cycle		Ordered 3,000.00 CAD Pending Fulfiliment 3,000.00 CAD Action
	e TEL-OM-ED-12345		0 2.0K			Ordered	Delivered 0.00 CAD
Line Line Descriptior	Location A. Janitesnil (	Service for the month of	та 1.5К			<ul> <li>Pending Fulfillment</li> <li>Delivered</li> <li>Invoiced</li> </ul>	Action Invoiced 280.00 CAD
Ship-to Location	n		LUK				
Ordered	d 3,000.00 CAD		0.5K				
Receipt No results found. Columns Hidden 2		Delivered	Invoiced Open to Invoice	3			
Invoice	Invoice Date	Status	Invoice Total	Paid Currency	Matched Amount	Receipt	
TESTSTANDA	ARDPO 👌 1/11/22	Canceled	0.00	0.00 CAD	0.00		
TESTJAN1130	CAN 🖉 12/10/21	Canceled	0.00	0.00 CAD	0.00		
TESTJAN223	@ 12/9/21	On Hold	113.DD	0.00 CAD	100.00		
TEST153 🧷	12/1/21	Not validated	192.10	0.00 CAD	30.00		

To view further details, click on the hyperlink of the invoice number.

Details of amount, line number (if more than one line used) with the description, taxes will appear under **lines**. You can also view payment status – click on payment tab. A copy of the payment details will be added as an attachment.

Invoice: TE	ESTJAN22												Done
	Business Unit	BLJC-TELUS-OU			Invoic	e Amount	169.50 CAD	1					
	Legal Entity Name Supplier or Party	BLJC-TELUS-LE Supplier Portal Vendor				d Amount				Invoice Ty	rpe Standar	ď	
	Supplier Site	TEL-OM-ED-12345 12345 Edmonton, EDMON	TON			Currency	CAD			invo Descripti	ice NO		
	Address Invoice Date	AB T5J 1C5, CANADA	TON	Cor		Rate Type				Attachm	ent Paymer	nt_TESTJA	N22_20005248.txt (1 more)
						rsion Rate							
Lines Paymonia Paymon	ents												
Line	Amount De	escription	Quantity	Unit Price	UOM Name		Purchase (	Order	Recei	ipt	Consur Adv	nption ice	Tax Determinants
			· · ·		Name	Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	150.00 Lo	cation A - Janitorail Servi	4			CATEL000	1	1					ON 🕨
Summary	Tax Lines									Shi	pping an	d Hand	ling
View 🔻	Line * Regime	* Tax Name	Та	ax Jurisdiction	* Tax S	Status	* Rate	Name	Percentage		ine Typ		Amount
	1 BGIS Cana	ada Tax R ONHST	0	NHST-SALES	ONHST	F SALES	ONHST		13	No sl	hipping and h	andling.	

To view more lines, click on Done to take you to the previous screen.

# Frequently Asked Questions

#### My Work Order not Visible in Oracle Cloud Portal, what do I do?

- Check if your Work Order is marked Complete, Invoicable, and Quote approved (when above threshold) in RealSuite<sup>®</sup>. Allow for 24 to 48 hours for changes to interface.
- If your Work Order is not Invoicable or Quote not yet approved in RealSuite<sup>®</sup> please contact the facility manager indicated on your Work Order.
- If your Work Order is marked Complete, Invoiceble and Quote approved (when above threshold) in the past 48 hours and still not visible in Oracle Cloud Supplier portal, please contact us at <u>portal.invoice@bgis.com</u>
- If a Work Order has already been used for invoicing, the same order will no longer be available for billing. Please contact the facility manager who engaged your services to review further.

If you do not have access to RealSuite<sup>®</sup>, please submit a request to fmsharedservices@bgis.com

#### My purchase order has insufficent funds, what do I do?

Using the steps described in section "Work Order and Purchase Order Inquiry", review the invoices submitted against the Purchase order lines.

If an invoice was previously applied to the incorrect purchase order line, please contact <u>portal.invoice@bgis.com</u> for support

If an invoice contains charges that were not part of the original quote or contract, please reach out the person who provided you the purchase order.

# Do I still need to send the invoices to my BGIS contact or designated inbox once I have been onboarded to the portal?

Unless you need to review certain elements of your invoice with your facility manager, property service coordinator or your contact in BGIS, please do not submit your invoices to the designated email inboxes nor your BGIS contact as you have been granted access to use the portal to submit your invoices.

Also, please ensure you shut down any automatic messages that are sent from your accounting softwares to out email inboxes to avoid duplicate invoices and delaying invoice process and payments.

#### Change in Supplier Name and New Supplier Number

If your company name has changed and you have your new Supplier Number, contact <u>portal.invoice@bgis.com</u> to move your account to the new supplier number.

# **General Invoicing Requirements**

In order to avoid delays in payment, it is important that the invoice includes the following mandatory information

- 1) Supplier's full name and address
- 2) Invoice number and invoice date
- 3) Payment Terms / Invoice payment due date
- 4) Bill to Name as listed on the Purchase Order or Work order
- 5) Order reference number (Work Order #, Purchase Order # or Monthly Purchase Order Release #)
- 6) Service location covered by the invoice (Please list all locations if more than one)
- 7) Service Period and description (matching with the Order description)
- 8) Supplier Remit to Address including postal/zip code
- **9)** Tax with applicable tax code (example: HST, GST, QST, PST for Canadian invoices; US tax for US invoices).
- **10)** Supplier's tax registration number
- 11) Supplier Contact Information (telephone number, email address)

# **Contact Information**

For any additional questions relating to training, this guide or Oracle Cloud specific please contact <u>Portal.Invoice@bgis.com</u>.

If you have inquiries relating to Work Orders, please contact the Facility Manager who engaged your service. Their name/contact is found on the Work Order you would have received from BGIS.

If you have inquiries relating to Purchase Orders, please contact the individual who provided you with the Purchase Order.