

# eReceiving – Supplier Confirmation Guide

## Quick Reference Guide

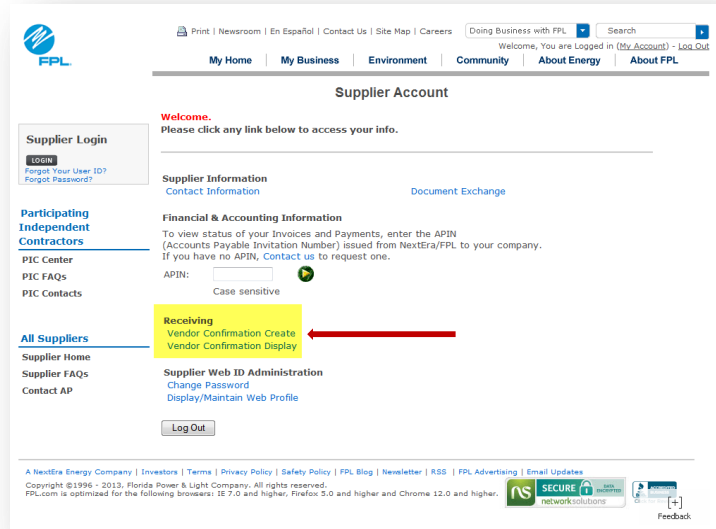


This Quick Reference Guide (QRG) shows you how to **enter a supplier confirmation**.

1



Log onto the **Supplier Portal** and click the **Vendor Confirmation Create** link.



2



Enter the **Purchase Order (PO)** number then click the **Continue** button.

**Confirm Services Performed**

Please specify the Purchase Order for which you want to create a confirmation

PO Number: \*



You will only be able to create confirmations for purchase orders for your company that have been enabled for eReceiving.

3



All mandatory fields are marked with a red asterisk (\*).

### General Information:

**The Vendor Contact Email** = your email address. This email address will receive approval and rejection notifications.

**Vendor Reference Number** = The vendor invoice number. It can be any alphanumeric number up to 16 characters. The number you enter will display on the service entry sheet (SES), on the ERS invoice and on the remittance advice.

**The Vendor Reference Number** field cannot be used more than once unless the confirmation was rejected.

**Confirmation Reviewer** = select the name from the drop down list.

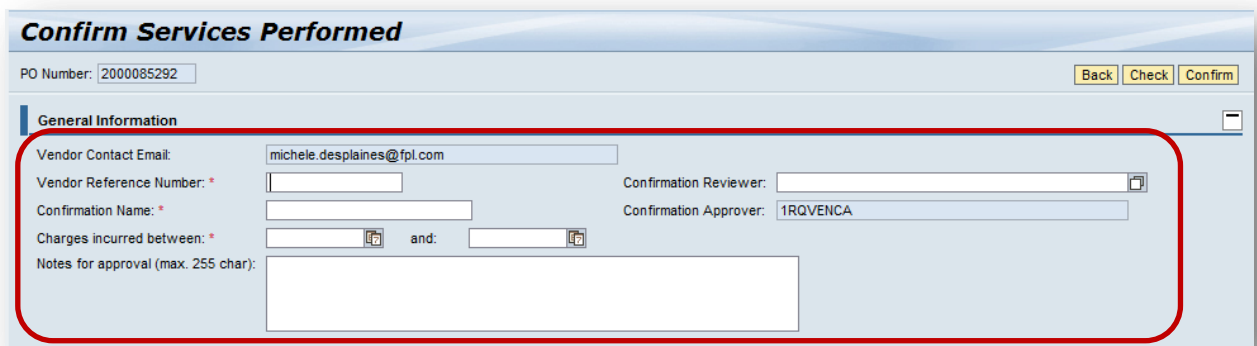


This field will be grayed if not required.

**Confirmation Name** = Project, Site, Work Order or any descriptive name.

**Changes incurred between** = enter the date(s) the work was performed.

**Notes** – maximum 255 characters (optional field). This should be a description of the work to be billed.



4

### ▶ Attachments:

Attach any relevant supporting information (i.e., invoices, timesheets, expense slips, etc) by clicking **Browse** and then selecting the supporting documentation.

Click the **Add Attachment** button. Multiple attachments are allowed.



If the Net price for any line in the confirmation = \$1.00, you must attach the supporting documentation.

5

### ▶ Service Details:

**Total Confirmation Amount** = the sum total amount of all line items. Review this amount before submitting the confirmation.

**Service Number:** 10-digit number (e.g., 0-000-006-677) found on the contract.



Only the last four or five digits need to be entered.

**Resource** = name of the individual who performed the work or a short note.

**Confirmed Quantity** = number of hours or quantity.

**Account Type** = defaults from purchase order unless instructed otherwise. OR-internal order, CC-Cost Center, WBS-WBS.

**Account** = defaults from purchase order unless instructed otherwise. This is the actual internal order, CC or WBS number.

For multiple line items, it is possible to upload a [spreadsheet in a csv](#) format with five columns in the following order: Service number, Resource, Confirmed Quantity, Account Type and Account.

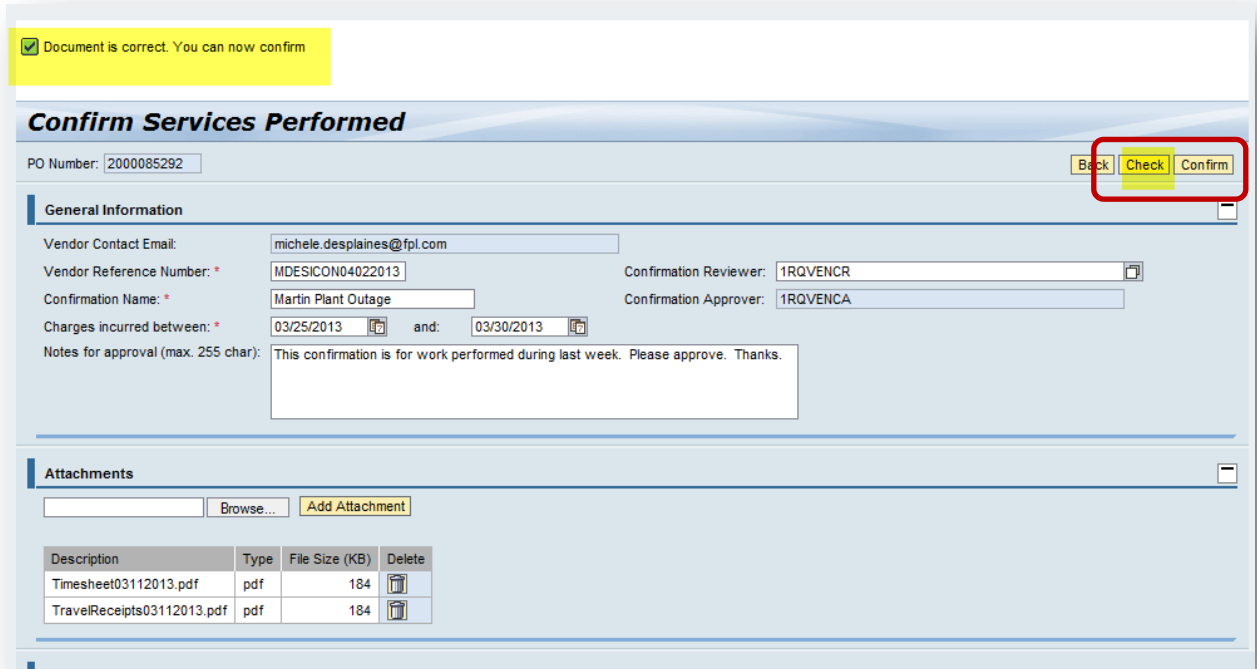


To delete lines or attachments click the Delete button.

6

- ▶ When all information is entered you can click the **Check** button to ensure there are no errors.

To submit the confirmation, click the **Confirm** button.



Document is correct. You can now confirm

### Confirm Services Performed

PO Number:

**General Information**

Vendor Contact Email:

Vendor Reference Number: \*  Confirmation Reviewer:

Confirmation Name: \*  Confirmation Approver:

Charges incurred between: \*  and:

Notes for approval (max. 255 char):

**Attachments**

Description	Type	File Size (KB)	Delete
Timesheet03112013.pdf	pdf	184	<input type="button" value="Delete"/>
TravelReceipts03112013.pdf	pdf	184	<input type="button" value="Delete"/>

You will receive email notification when the confirmation is completely approved or rejected. A rejected confirmation will include the reason for rejection.



Confirmations that are rejected must be reentered. It is not possible to make changes to a confirmation already submitted.



# eReceiving – Supplier Confirmation Guide

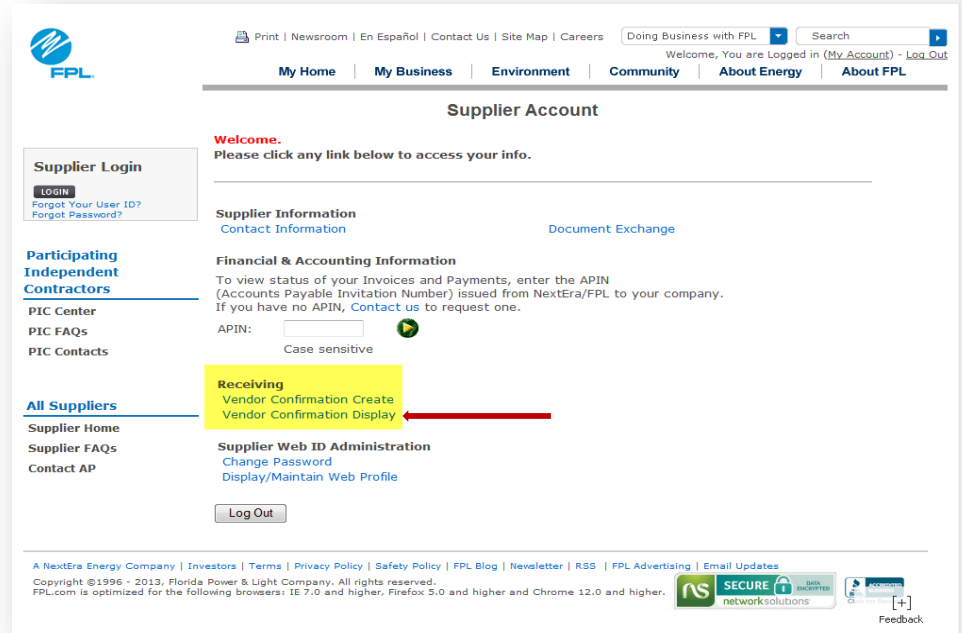
## Quick Reference Guide



7

### Display Confirmations:

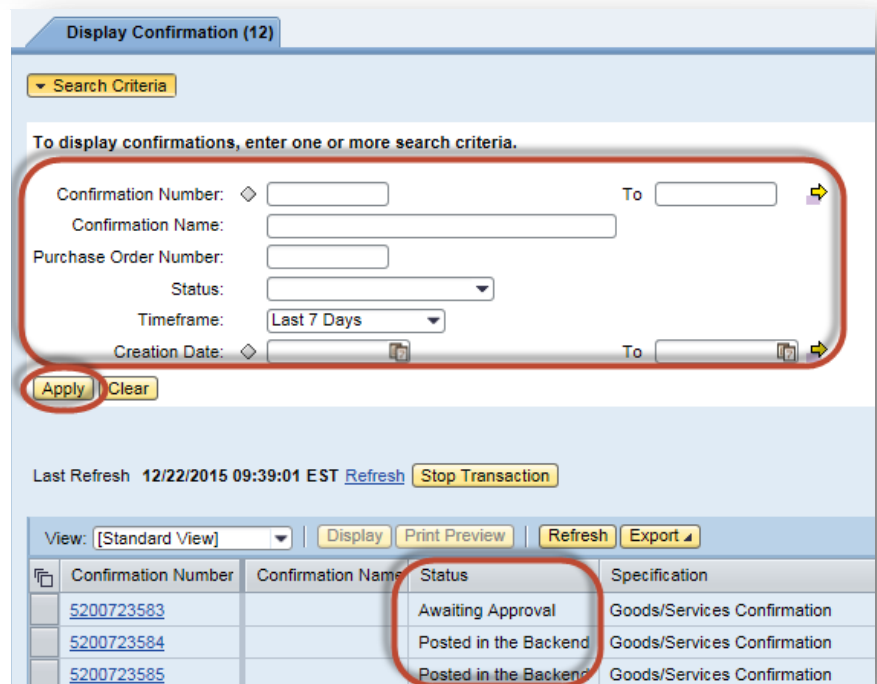
To display a list of confirmations and their status, click the **Vendor Confirmation Display** link in the Supplier Portal.



8

Enter your search criteria (Purchase Order Number, Confirmation Number, Status or Timeframe) then click the **Apply** button.

Based on your search criteria, the confirmation(s) and Status will be displayed.



# eReceiving – Supplier Confirmation Guide

## Quick Reference Guide



9

▶ To view the confirmation details, click the **Confirmation Number** link.

The total value is displayed in **Confirmed Value**.

To view the approvers, click the **Approval** tab:

The screenshot shows the eReceiving system interface. At the top, the Confirmation Number is 5201968955 and the Purchase Order Number is 2000146769. The Status is 'Awaiting Approval' and the Confirmed Value is 10.00 USD. The 'Approval' tab is selected, and the 'Approver List' is displayed. The Approver List table shows the following data:

Sequence	Process Step	Level Status	Status	Process or Determination	Processor	Received On
• 001	1st Confirmation Approval in 2-Step WF	Active (Assigned Process is Running)	Open (No Decision Made)	First Approval	<a href="#">STEVE REVIEW</a>	12/30/2015 17:19:16
• 002	2nd Confirm. Approval in 2 Step WF	Not Started	Open (No Decision Made)	Second Approval	<a href="#">Sally Approver</a>	