Instructions

Supplier Self-Service Module

e-Settlements

October 2014

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Logging In to the Supplier Portal
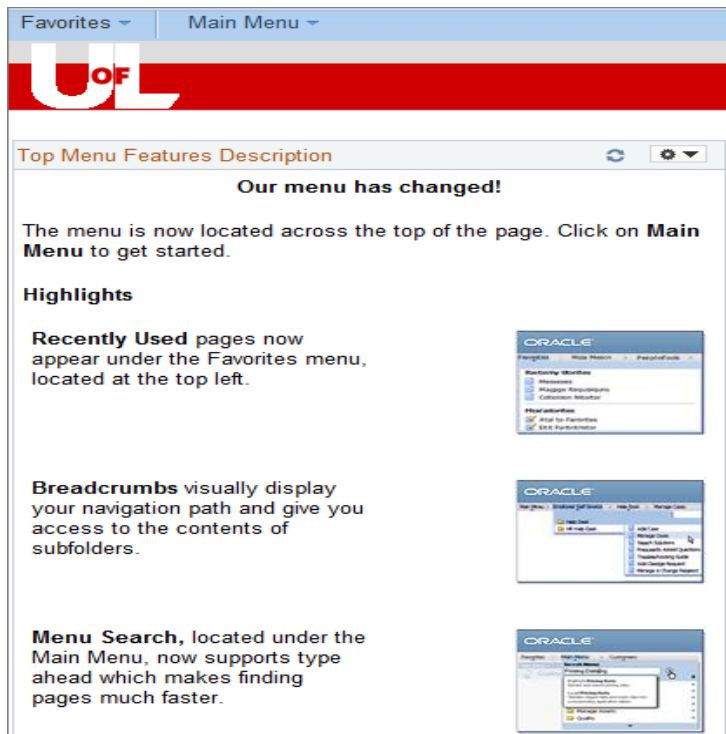
Enter http address into your browser: http://vendor.louisville.edu

Enter User ID and Password

Select Sign In

Supplier Information Review

Supplier Details

From the main menu

Navigate to: e-Settlements
        Supplier Information
        Review Supplier Details

Registration	Addresses	Contacts	Locations

Supplier Subscription

     Supplier   0000090912

     Supplier Name   A Test Company   **Short Name**   ATESTCOMPA
                Attachments

Supplier System Access

☑ Voucher Processing   ☐ Reporting Access Allowed
☐ Instant Messenger Access   ☑ No Banner Management

Invoice and Payment Extract

☐ ERP Integration File   **Report Type**
                           Extract Frequency
                    Invoice Extract Status

VAT and Business ID Information

VAT Registration Details   Personalize | 🔗

Country	VAT Registration ID

     [Add Additional VAT Information]

Business ID Number   Personalize | 🔗

ID Type	ID Number

     [Add ID]

Select tabs to review address or contact information. Specific information relating to addresses, contacts and locations can be reviewed by clicking on each item to see details.

Updates to address or contact information should be sent to:

                acctspay@louisville.edu

User Profiles

Navigate to: Supplier Information
                      Review User Profiles
(To add new profiles or review profiles by Administrator)

- Either enter your user's name in the "User ID" field and click on `Search`, or

- Click on the 🔍 to search all users

- Or select `Add` to add a user

Review User Profiles
Supplier User Details

User Profile

*User ID	V100090921
*Name	Fred Smith	(Examples: Fred Smith, AP Department or Buyer)
Lock Account	☐ (Click here to disable the access to the system for this user)
*Password	••••••••••••••••••••••••••
*Confirm Password	••••••••••••••••••••••••••
Email Address		☐ Email User
*Language Code	English ⌄
*Currency Code	USD 🔍 US Dollar
*Rate Type	Current Rate ⌄

Instant Messaging IDs　　Personalize | Find | View All | 🔲　　First ◀ 1 of 1 ▶ Last

Instant Messaging Domain	Instant Messenger ID	
⌄		⊟

[Add ID]

Supplier User Roles　　Personalize | Find | View All | 🔲　　First ◀ 1-4 of 4 ▶ Last

Role Name	
Supplier Accounts Receivable ⌄	⊟
Supplier Entry ⌄	⊟
Supplier user ⌄	⊟
Supplier External User ⌄	⊟

[Add a User Role]

Accessible Suppliers　　Personalize | Find | 🔲　　First ◀ 1 of 1 ▶ Last

SetID	*Name	
UOFL1 🔍	A Test Company 🔍	⊟

[Add a Supplier]

- Enter User ID (The administrator for the company will be set up with a User ID by the University of Louisville such as "V000001234". All subsequent company User ID's should follow this format issuing the next User ID's as "V100001234" and "V200001234" respectively. User ID's contain 10 characters.)

- Name (First and Last name)

- Password (Password naming convention is 6-8 fields consisting of letters, numbers and at least 1 character - example: word%1)

- Confirm Password

- User E-mail Address

- Language Code

- Currency Code (Should be USD)

- Rate Type (Should be "Current Rate")

- Instant Messaging section – This section will not be used at this time.

- User Role (All users should be set up as "Supplier Accounts Receivable" and "Supplier user" for inquiry access. Only those who will be entering invoices will need the additional role of "Supplier Entry", Users can also be given the "Supplier External User" role as an option to manage their own password)

- Supplier Name (Select your Vendor Number)

Select "**Save**"

Change Password

From the main menu

Navigate to: Change My Password

Change Password

User ID: V000090912

Description: A Test Company

*Current Password:

*New Password:

*Confirm Password:

Change Password

- Enter current password

- Enter new password (Password naming convention is 6-8 fields consisting of letters, numbers and at least 1 character - example: word%1).

- Confirm Password

- Select   Change Password

Password Saved

✔   Your password has successfully been changed.

OK

Select   OK

Return to main menu

Invoice Entry

From the main menu

Navigate to: e-Settlements
            Self-Service Invoice
            Create Invoice

Select [Create Invoice] to enter the invoice.

The supplier remit address information defaults from the University of Louisville's master vendor file. A different remit address can be selected by choosing another location from the drop down.

- Enter the supplier invoice number in the "Invoice ID" field

- Enter invoice date in the "Invoice Date" field (Make sure the actual invoice date (vs. today's date) is used, as this will be used with the payment terms.)

Select   Copy from a Purchase Order

Create Invoice
Look Up A Purchase Order

- Enter PO Unit: "UOFL1" (or click on 🔍)

- Enter PO number or select PO number from the PO number look up 🔍

- "Search Results Display" select ⊙ Detail

- Select **Search**

Purchase Order									First ◄ 1 of 1 ► Last		

PO No 3000174324 **PO Date** 07/16/2014
PO Unit UOFL1 **PO Total** $685.00 USD
PO Buyer Carlton,Bobbi

PO Lines Personalize | Find | 📄 | 🎬 First ◄ 1-2 of 2 ► Last

SI line No	Select	Item ID	Description	Unit Price	UOM	Quantity	Merchandise Amt	Curr	Sched	Line	PO Qty
1	☑		Catalog #05-408-184 Fisherbra	379.50	CS	1.0000	379.50	USD	1	1	1.0000
2	☑		Catalog #05-408-189 Fisherbran	305.50	CS	1.0000	305.50	USD	1	2	1.0000

☑ Select All ☐ Clear All

Copy To Invoice

- Select line or lines to be invoiced

- Select Copy To Invoice

Create Invoice

Invoice Entry

Invoice Header Information ?

*Supplier SetID UOFL1
*Supplier A Test Company
Location ATESTCOMPA
101 Test Street
Louisville, KY 40292 USA
*Invoice ID 1234
*Invoice Date 10/06/2014

Voucher ID NEXT
*Buyer University of Louisville
1900 Arthur
Louisville, KY 40292 USA
Currency USD US Dollar
Requester

| Add a New Invoice Line | Copy from a Purchase Order | Copy from a Packing Slip |

Invoice Details ?

Personalize | Find | View All | First 1-2 of 2 Last

Invoice Lines	Additional Information	PO Details	Receiver Details					
Item ID	Description		Quantity	UOM	Unit Price	*Merchandise Amt	Curr	Tax
	Catalog #05-408-184 Fisherbra		1.0000	CS	379.50000	379.50	USD	☐
	Catalog #05-408-189 Fisherbran		1.0000	CS	305.50000	305.50	USD	☐

Settlement Information ?

Payment Terms Net 30 Days
Payment Method Electronic Funds Transfer

Total Amount 685.00 USD
Sales Tax Amount 0.00 USD
Shipping Amount 0.00 USD
Misc. Charge Amount 0.00 USD
Gross Amount 685.00 USD

| Save and Submit | Save for Later | Attachments |

Review invoice data for accuracy. Quantity, unit price and or amount may be adjusted if applicable. Click on the 🔄 button to refresh page if any of the information has been updated. Total Amount should reflect the amount of supplier invoice.

- Select Save and Submit to submit the invoice for processing.

Selecting OK will Submit the invoice to the Buyer. Cancel will cancel submission to the Buyer. (18052,744)

Clicking on the Save and Submit button will edit and save the invoice. If the invoice passes all the edits and saves successfully, the invoice can no longer be modified, but it can be viewed.

Only a Buyer who can review Self-service invoices can modify the invoice.

OK   Cancel

Create Invoice
Save Confirmation

✔   The Save was successful.

OK

The Supplier can enter another invoice or Return to Self-Service Invoice or return to the Self-Service menu.

Invoice Review

From the main menu

Navigate to: e-Settlements
                                 Self –Service Invoices
                                 View Invoices

To review the invoice after it has been submitted but before it has been processed by

U of L, select **View Invoice**
View and modify invoices that have not become vouchers in the system yet.
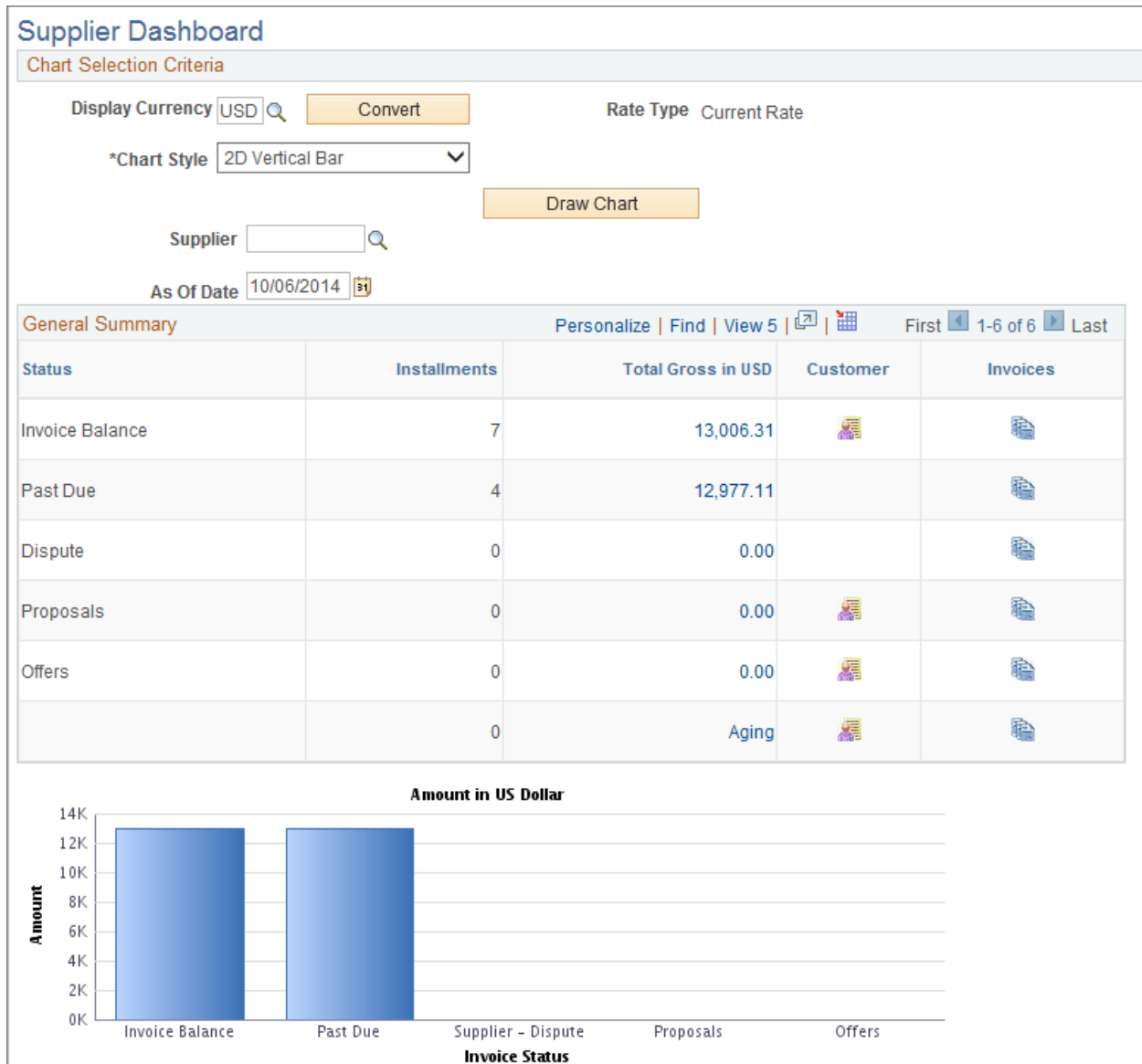

- Select Invoice ID to review

Supplier Dashboard

From the main menu

Navigate to: e-Settlements
                   Supplier Dashboard

- Click on the icons for each status to review invoice balance, past due balance, disputed items or aging.

Payment Installments

Navigate to: e-Settlements
        Invoices
        Review Payment Installments

Review Payment Installments

Inquiry

Invoice			Invoice Status			Search
Buyer	UOFL1	University of Louisville	Payment Status	Unpaid		Clear
Supplier						

1st Sort	Buyer Name		By	Ascending	Sort
2nd Sort	Due Date		By	Ascending	See Legend

▷ Advanced Search

Invoice Inquiry   Personalize | Find | View All | 🗗 | 🎟   First ◀ 1-7 of 7 ▶ Last

Invoice Inquiry | e_Settlements References

Buyer Name	Invoice	Inv Date	Amount	Curr	Terms	Due Date	Pymnt No.	Over
U of L	kr88521	09/08/2014	16.67	USD	DUE IMMED	09/08/2014	1	28
U of L	897440Sep0214	09/02/2014	454.30	USD	NET 30 DAY	10/02/2014	1	4
U of L	bm062289	09/02/2014	12,500.00	USD	NET 30 DAY	10/02/2014	1	4
U of L	kr5528	09/05/2014	6.14	USD	NET 30 DAY	10/05/2014	1	1
U of L	kr85231	09/08/2014	2.77	USD	NET 30 DAY	10/08/2014	1	
U of L	kr8524997	09/08/2014	21.25	USD	NET 30 DAY	10/08/2014	1	
U of L	kr852	09/08/2014	5.18	USD	NET 30 DAY	10/08/2014	1	

Aging Balance

Navigate to: Invoices
                        Receivables Aging Balance
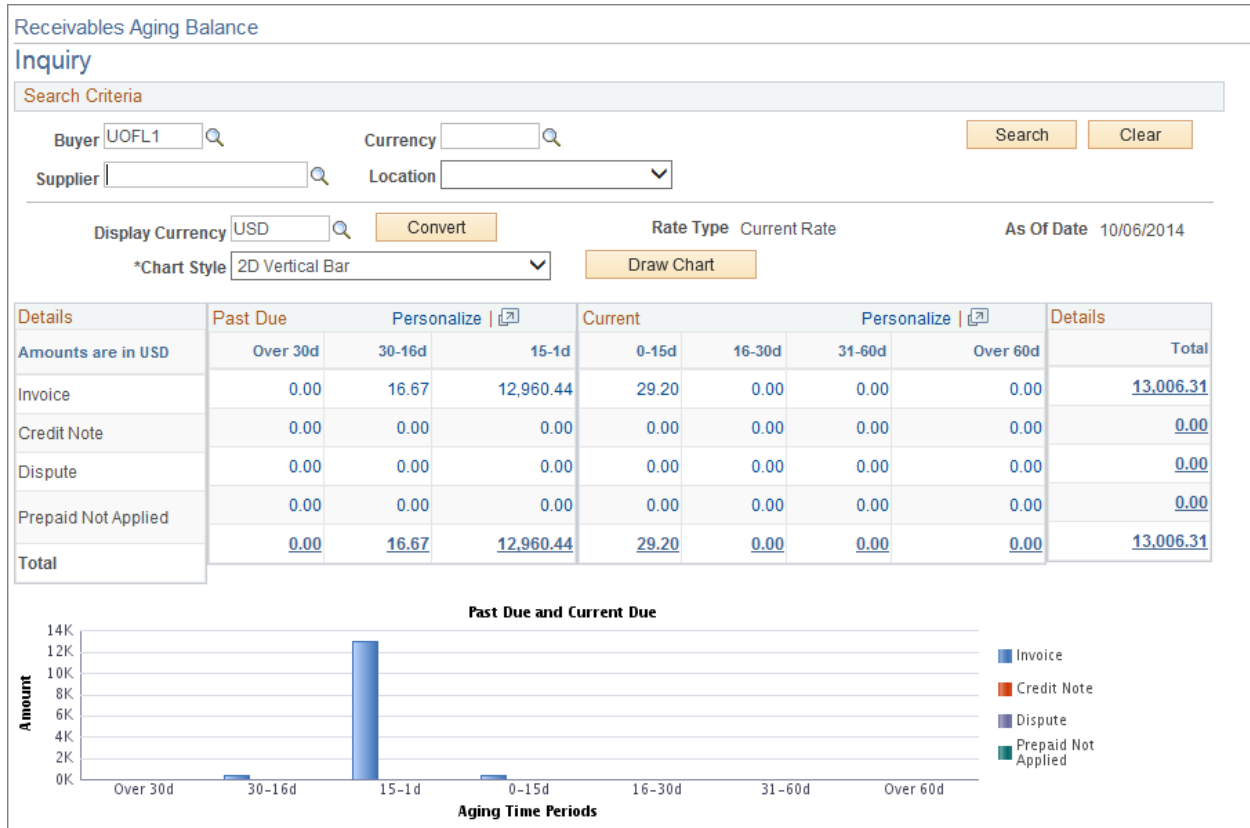
Payment Review

From the main menu

Navigate to: e-Settlements
　　　　　　　Payments
　　　　　　　Review Payments

Review Payments						
Payment History						

Search Criteria

Payment Reference [_____] Payment Status [▼] [Search] [Clear]

▷ Advanced Search

Sort Criteria

1st Sort [_____▼] By [Ascending ▼]
2nd Sort [_____▼] By [Ascending ▼] [Sort]

Payment Inquiry Result   Personalize | Find | View All | 🗗 | ▦   First ◀ 1-15 of 67 ▶ Last

Payment Details | Bank Information | ▦

Buyer	Reference	Payment Amount	Curr	Date	Status	External Party Reference ID
U of L	0002962	1,899.00	USD	07/10/2014	Paid	
U of L	0002963	79.99	USD	07/10/2014	Paid	
U of L	0002964	1,249.00	USD	07/10/2014	Paid	
U of L	0002965	198.00	USD	07/10/2014	Paid	
U of L	0002966	949.00	USD	07/10/2014	Paid	
U of L	0002967	819.00	USD	07/10/2014	Paid	
U of L	0002972	19,984.00	USD	07/17/2014	Paid	
U of L	0002973	79.00	USD	07/17/2014	Paid	
U of L	0002974	1,149.00	USD	07/17/2014	Paid	
U of L	0002975	2,329.00	USD	07/17/2014	Paid	
U of L	0002976	4,856.00	USD	07/17/2014	Paid	
U of L	0002977	511.00	USD	07/17/2014	Paid	
U of L	0002978	1,699.00	USD	07/17/2014	Paid	
U of L	0002979	79.00	USD	07/17/2014	Paid	
U of L	0002980	2,396.97	USD	07/17/2014	Paid	

- Select the "Reference" number to view the invoices associated to the payment.

Return to Review Payments to select a different payment for review.

Days Sales Outstanding (DSO)

Navigate to: Payments
              Calculate DSO

Calculate DSO			
Days Sales Outstanding			
Criteria			
*From Date 08/06/2014 📅	*To Date 10/06/2014 📅	Calculate DSO	
From Buyer 🔍	To Buyer 🔍		
From Supplier 🔍	To Supplier 🔍		
Result			
*Currency USD 🔍 As Of Date 10/06/2014		Convert	
Rate Type Current Rate		No. of Invoices	
Total eSettlements Receivables	A	13,006.31 USD	7
Total eSettlements Credit Sales	B	13,006.31 USD	7
Number of Days in the Period	C	61	
Aging			
DSO = (A/B) X C =		61.00 Days	

Enter the date range you would like to review or leave as defaulted.

Click on "Calculate DSO"

$$DSO = (A/B) \times C = 61.00 \text{ Days}$$