



Buyer Portal Invoice Creation (EMEA and APAC)

Table of Content

1. Overview	4
2. Process Description	4

Overview

The Non PO invoices are created by Requestors in the Buyer Portal. Creating an invoice involves entering the required details in the business fields and uploading them for processing by the Genpact Operations team.

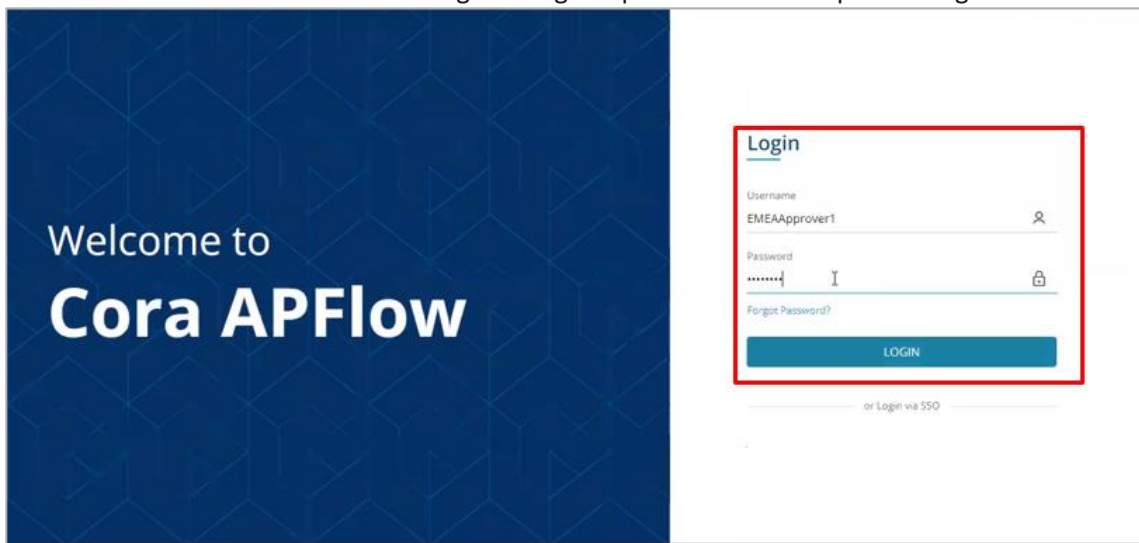
Note: This process described in this document is for Non PO invoices.

Process Description

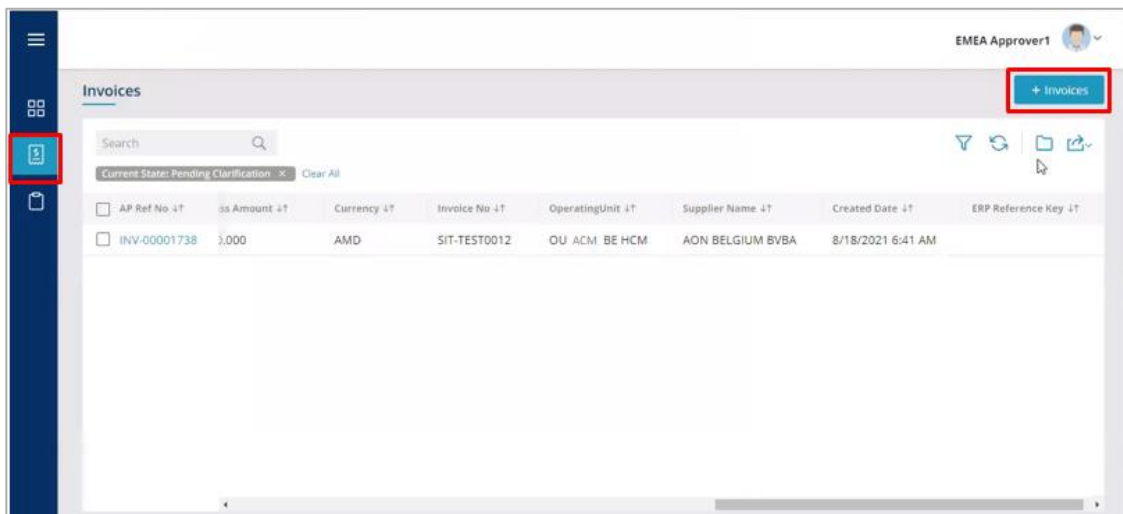
To create and upload invoices in the Buyer Portal, the Requestor performs the following steps:

1. On the login screen of the Buyer Portal, enter the login credentials in the **Username** and **Password** fields.

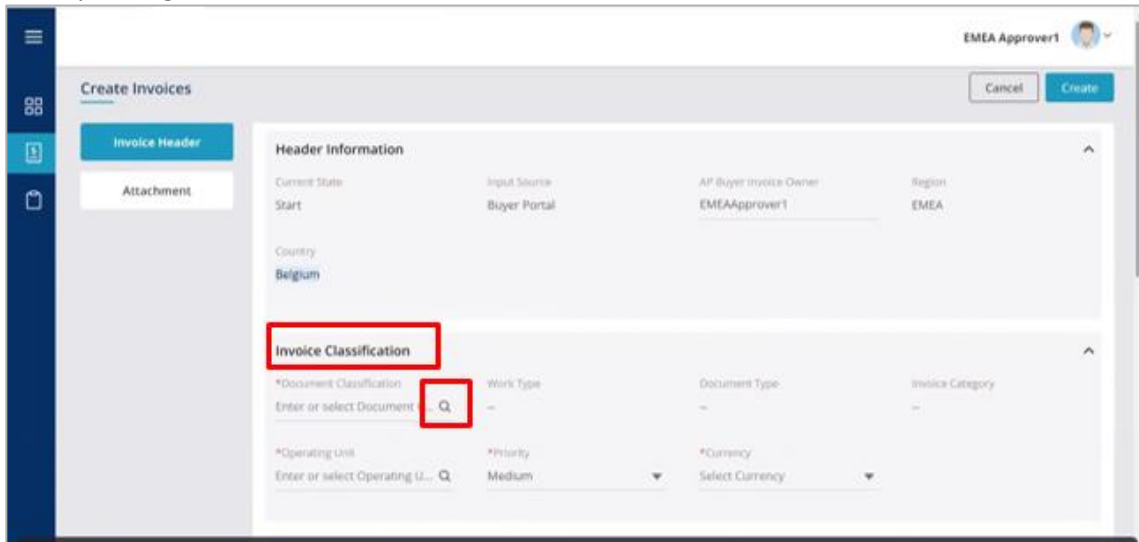
Note: EMEA and APAC users should log in using the profile of their respective regions.



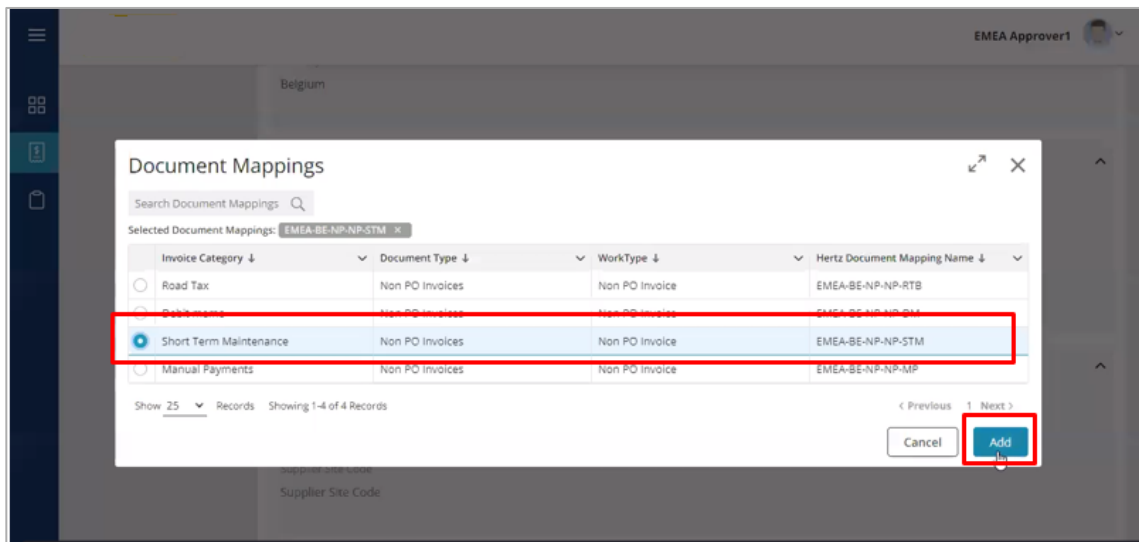
2. To create the invoice request, click the **Invoices** menu button on the left-hand side of the screen. Click the **+Invoices** icon.



- The **Create Invoices** screen appears. Scroll down to the **Invoice Classification** field box and click the search icon corresponding to the **Document Classification** field.



- From the **Document Mappings** pop-up, select the type of invoice that needs to be created. Then, click the **Add** button.



- Under the **Invoice Classification** field box, click the search icon corresponding to the **Operating Unit** field.

The screenshot shows a web application interface for creating an invoice. The 'Invoice Classification' section contains several fields:

- *Document Classification: EMEA-BE-NP-NP-RTB
- Work Type: Non PO Invoice
- Document Type: Non PO Invoices
- Invoice Category: Road Tax
- *Operating Unit: Enter or select Operating Unit (with a search icon highlighted by a red box)
- *Priority: Medium
- *Currency: Select Currency

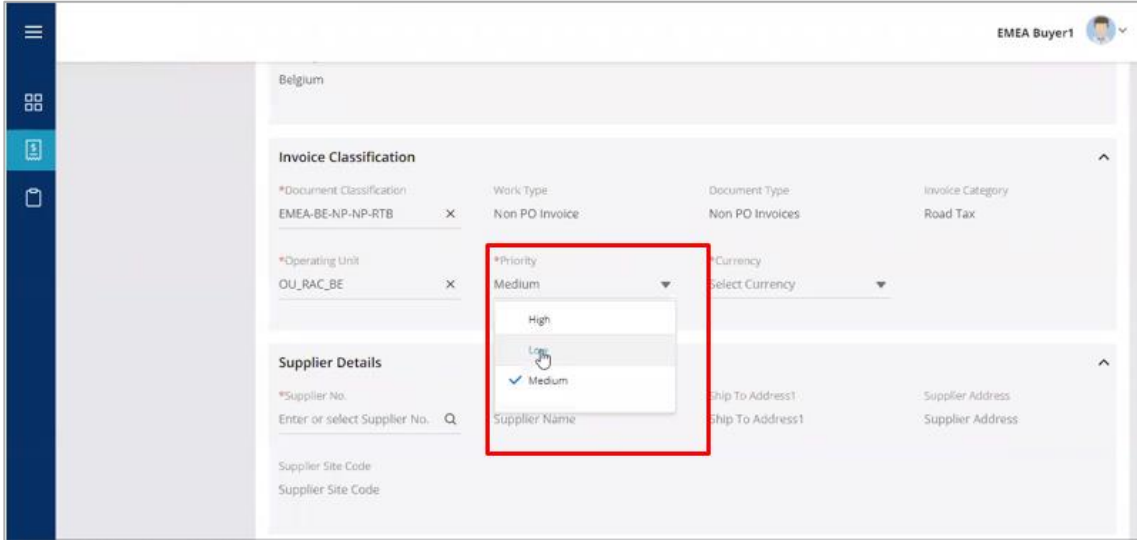
 Below this is the 'Supplier Details' section with fields for Supplier No., Supplier Name, Ship To Address1, and Supplier Address.

- Select the respective operating unit from the **Operating Unit** pop-up menu. Then, click the **Add** button.

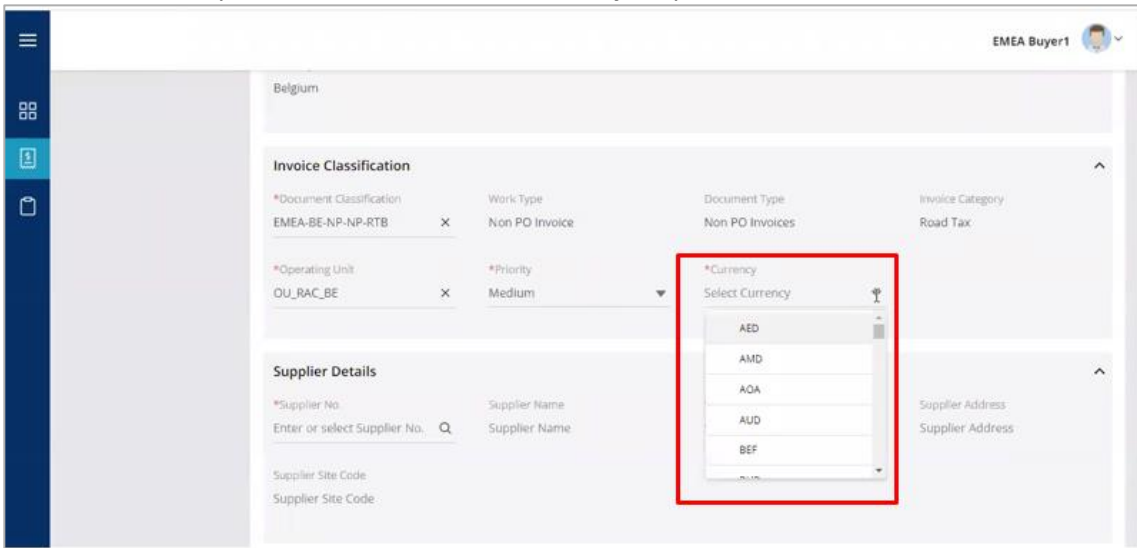
The screenshot shows a pop-up window titled 'Operating Unit'. It features a search bar and a table of available units. The first row, 'OU_RAC_BE', is selected and highlighted with a red box. At the bottom right, the 'Add' button is also highlighted with a red box.

Name	Country Name	Description
<input checked="" type="radio"/> OU_RAC_BE	Belgium	OU BE RAC
<input type="radio"/> BE_RAC_FLT	Belgium	OU BE RAC FLT
<input type="radio"/> OU_HCM_BE	Belgium	OU BE HCM

7. Select the priority of the invoice from the **Priority** drop-down field.



8. Select the currency of the invoice from the **Currency** drop-down field.



9. Scroll down to the **Supplier Details** field box. Click the search icon corresponding to the **Supplier No.** field.

The screenshot shows a software interface with a sidebar on the left and a main content area. The main content area is divided into sections: 'Supplier Details' and 'Invoice Details'. In the 'Supplier Details' section, the 'Supplier No.' field is highlighted with a red box, and a search icon is also highlighted with a red box. The 'Supplier Name' field is also visible. The 'Invoice Details' section shows fields for 'Invoice No.', 'Invoice Date', 'Gross Amount', and 'Net Amount'.

10. Select the respective vendor from the **Supplier** pop-up menu. Then, click the **Add** button.

The screenshot shows a 'Supplier' pop-up menu with a search bar containing 'belgium'. Below the search bar, there is a table of suppliers. The table has columns for 'Supplier No.', 'Supplier Name', 'Country', 'Supplier Address', 'Supplier Site', 'State', and 'City'. The row for '271562' is highlighted with a red box. At the bottom right of the pop-up menu, there are 'Cancel' and 'Add' buttons, with the 'Add' button highlighted with a red box.


Supplier No.	Supplier Name	Country	Supplier Address	Supplier Site	State	City
262122	WILLEMS SA	Belgium	RUE GEORGES PLU...	CUESMES		CUESMES
272032	FRAMA BELGIUM BV...	Belgium	Ninoofsesteenweg ...	DILBEEK		Dilbeek
271562	BPOST	Belgium	POSTBUS 5000	SITE 1		BRUSSEL
277334	AUTOBEDRIJF DEB...	Belgium	OOSTENDSE STEEN...	BRUGGE		BRUGGE
269741	AUTOSTAD LEUVEN	Belgium	BRUSSELSESTEENW...	HERENT		HERENT
259438	CITROEN BELUX SA/...	Belgium	PARC INDUSTRIEL 7	WAUTHIER NO PO		WAUTHIER-BRAINE
265321	The Brussels Airport...	Belgium	DIAMOND BUILDING	EFT PO SITE		BRUSSEL
276427	ALAIN PNEUS SA	Belgium	AVENUE VESALE 6	WAVRE		WAVRE

11. The vendor and their corresponding details get auto-populated. Enter the **Invoice No.**, the **Invoice Date**, the **Gross Amount**, the **Net Amount**, and the **Tax Amount** in their respective fields.
Note: All fields marked with the red asterisk are mandatory.

The screenshot shows a web application interface for creating an invoice. The user is logged in as 'EMEA Buyer1'. The form is divided into several sections:

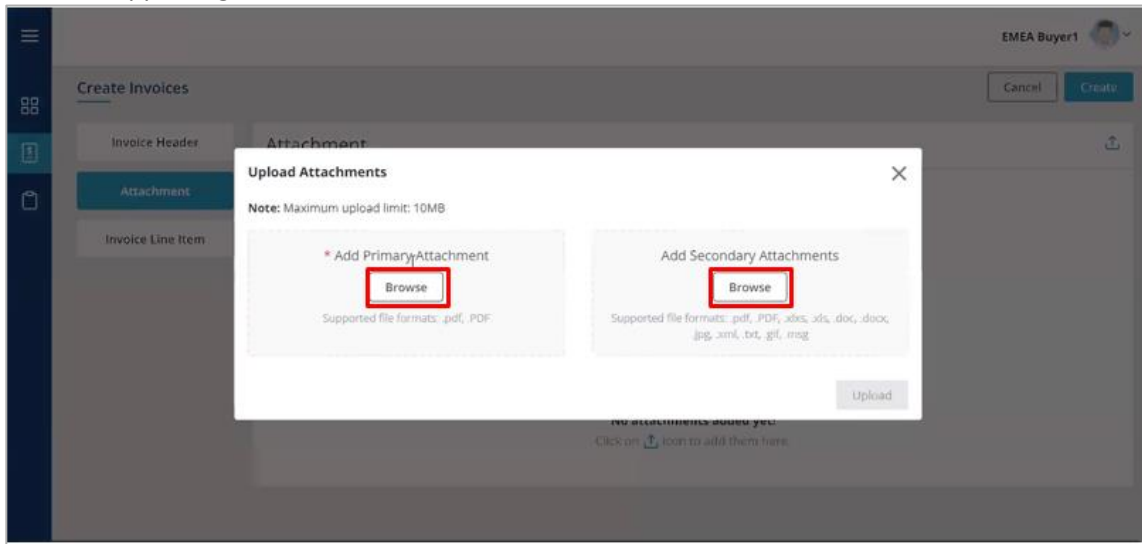
- Supplier Information:**
 - *Supplier No: 271562
 - Supplier Name: BPOST
 - Ship To Address1: BRUSSEL null 1000
 - Supplier Address: POSTBUS 5000
 - Supplier Site Code: SITE 1
- Invoice Details (highlighted with a red border):**
 - *Invoice No: UATINV
 - *Invoice Date: Invoice Date
 - *Gross Amount: Gross Amount
 - Net Amount: Net Amount
 - Tax Amount: Tax Amount
 - Calculate Tax:
 - Header Text: Header Text
 - Service_now_No: Service_now_No
- User Action And Comment:**
 - *User Action: Create
 - Comments: Enter Comments here

12. After filling in all the above details, click the **Attachment** tab on the top-left of the screen. Click the **Upload** icon on the top-right or at the bottom of the screen.

The screenshot shows the 'Attachment' tab selected in the 'Create Invoices' interface. The 'Attachment' tab is highlighted with a red border. The main content area displays a message: 'No attachments added yet! Click on  icon to add them here.' The 'Upload' icon is also highlighted with a red border. The interface includes a 'Cancel' button and a 'Create' button at the top right.

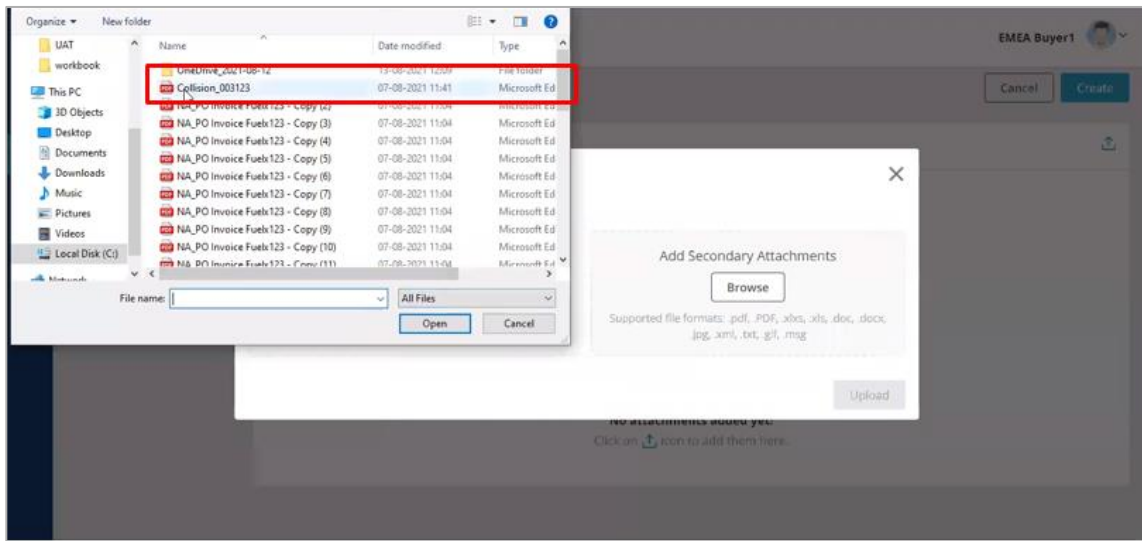
13. Select a supporting document by clicking the **Browse** button.

Note: A supporting document can also be attached in the same manner.



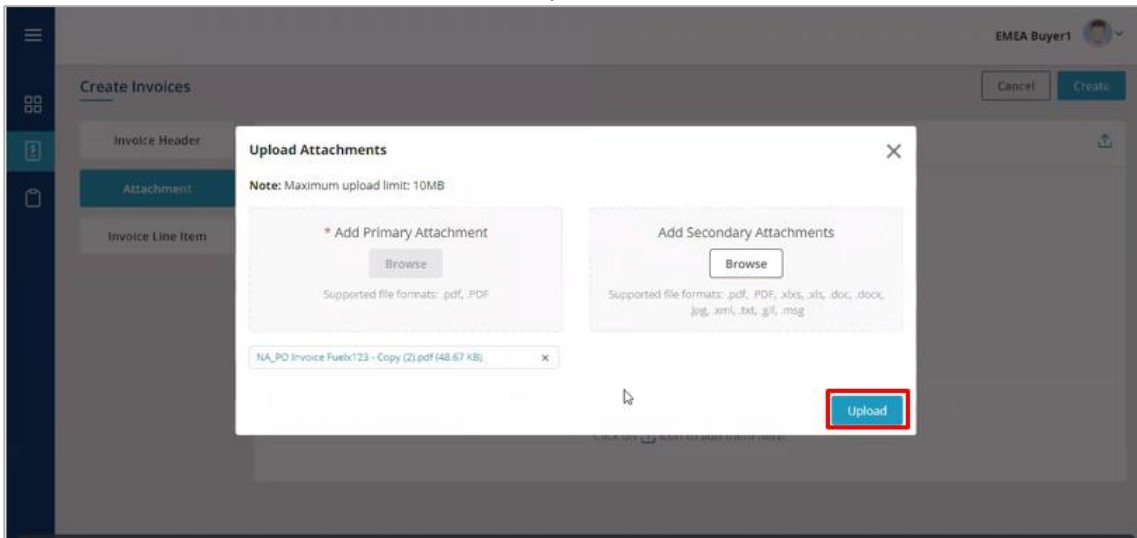
14. Select the required document in PDF format.

Note: The maximum file size limit is 10MB.



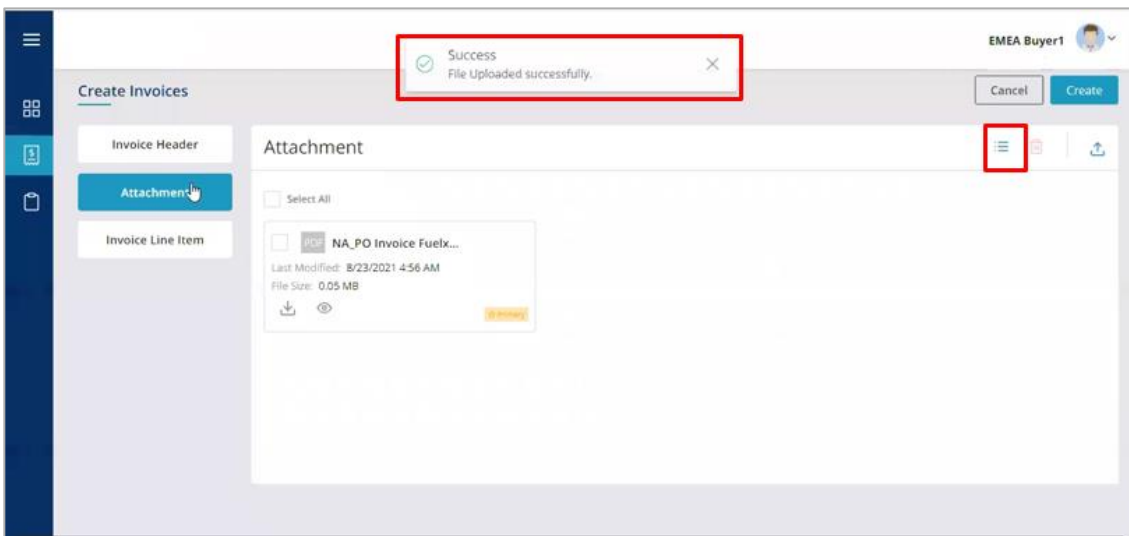
15. Click the **Upload** button.

Note: Up to 25 attachments can be uploaded for a single request. In case the required number of documents exceeds this number or the file size limit, the supporting documents can be attached on the shared drive. This link can be added in the **Comments** field in the request. These documents can also be sent via email.

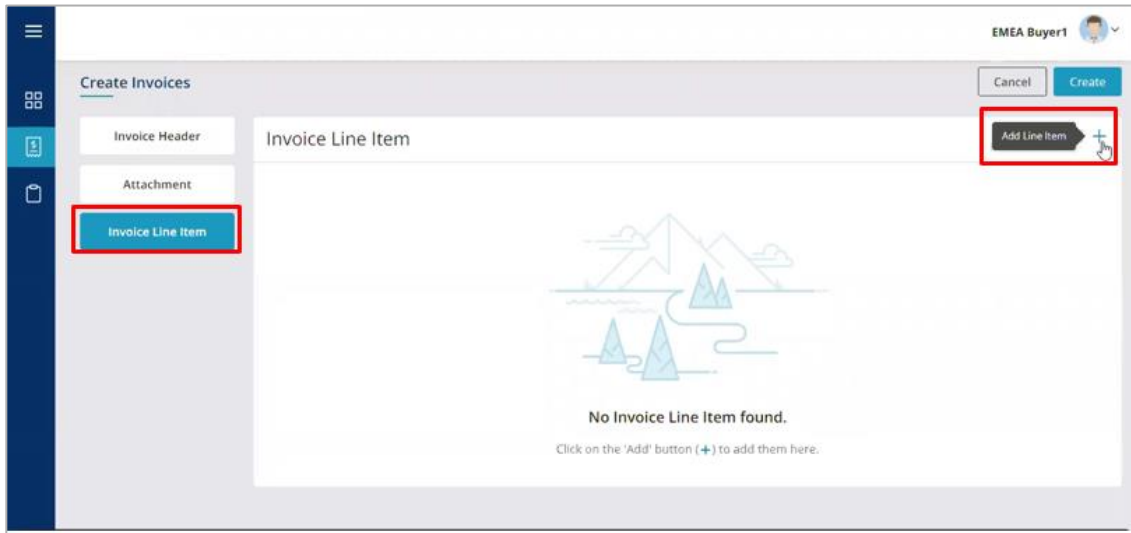


16. The invoice gets uploaded successfully. A message for the same is displayed on the screen.

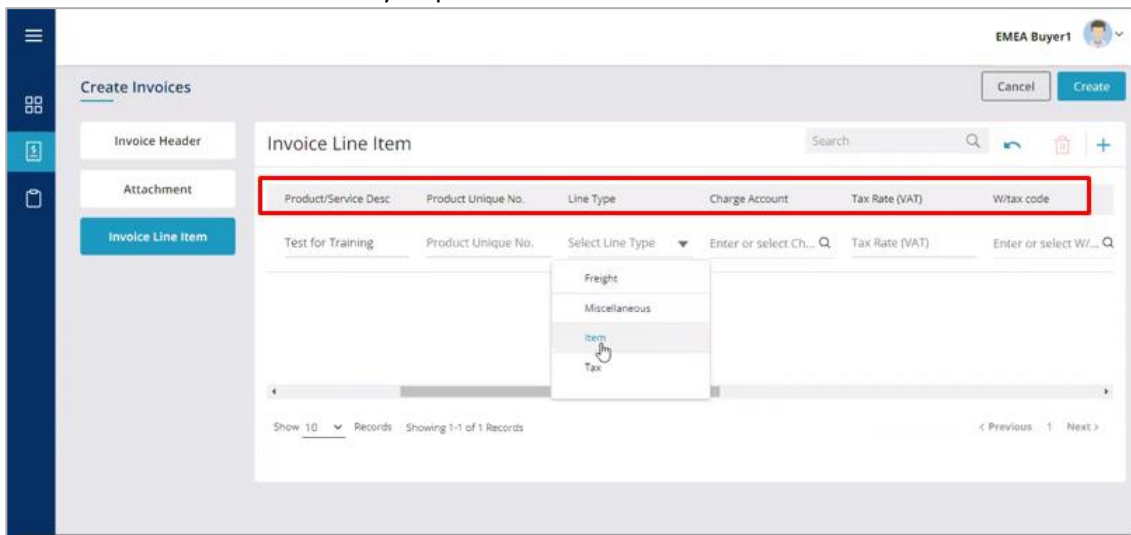
Note: All the details of the uploaded files can be viewed by clicking the **Tabular** view icon. These files are also downloadable.



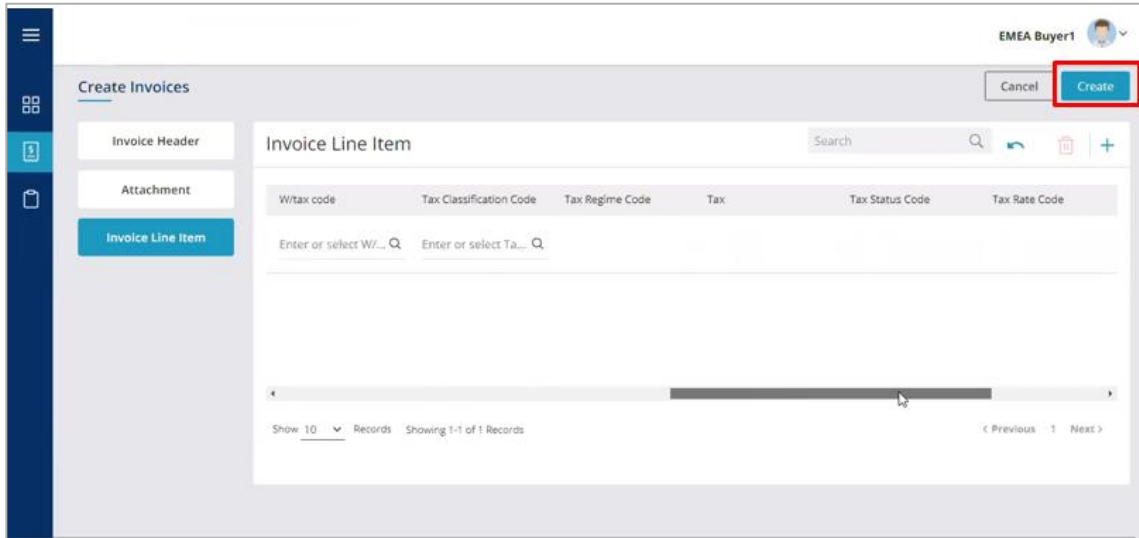
17. Click the **Invoice Line Item** tab on the left-hand side of the screen. Click the **Add line Item** icon to add any invoice line item details.



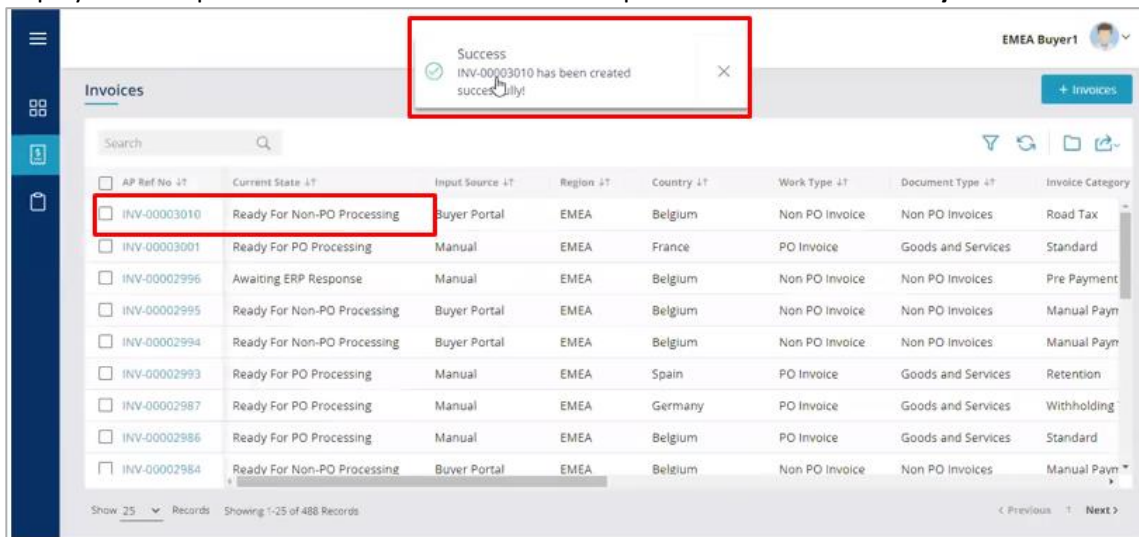
18. Enter the Invoice Line Item details, including the **Line no.**, **Amount**, **Product/Service Description**, **Product Unique No.**, **Line Type**, and others in their respective fields.
Note: Fields marked with a red asterisk must be filled in mandatorily. Entering the **Line Type** details is also essential for the invoice to be uploaded in the Oracle system. This reduces the turnaround time for invoice processing. In case this information cannot be provided, it will be filled in by the Genpact Operations team, who will reach out to the business for any required information.



19. Click the **Create** button on the top-right.



20. The invoice gets uploaded in the AP Cora tool to be used by the Genpact Operations team. A success message is displayed. The uploaded invoice can be seen in the queue with the state: **Ready For Non-PO Processing**.



This concludes the process of creating and uploading invoices in the Buyer Portal.