







Buyer Portal Invoice Creation (EMEA and APAC)

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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.

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<u>NNNNN</u>	Login Username EMEAApprover1 &	
Welcome to Cora APFlow	Password I	-
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	or Login via 550	

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

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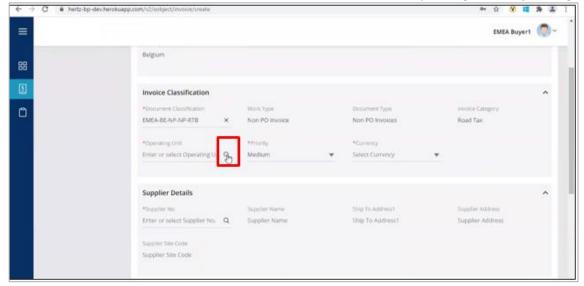
3. The **Create Invoices** screen appears. Scroll down to the **Invoice Classification** field box and click the search icon corresponding to the **Document Classification** field.

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

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	Belgium
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	Supplier Site Code



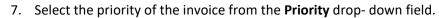


5. Under the Invoice Classification field box, click the search icon corresponding to the Operating Unit field.

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

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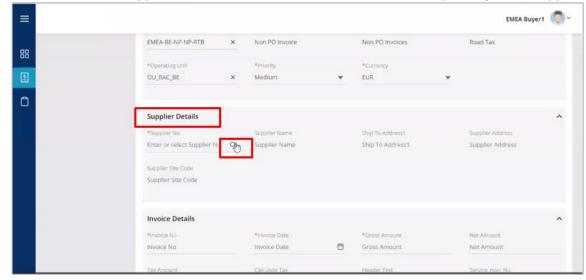
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	 *Operating Unit OU_RAC_BE	×	*Priority Medium •	•Currency Select Currency 👻		
	Supplier Details *Supplier No. Enter or select Supplier No. Supplier Site Code Supplier Site Code	Q	✓ Medum Supplier Name	Ship To Address1 Ship To Address1	Supplier Address Supplier Address	^

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

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	Invoice Classification							^
۵	*Document Classification EMEA-BE-NP-NP-RTB	×	Work Type Non PO Invoice		Document Type Non PO Invoices		Invoice Category Road Tax	
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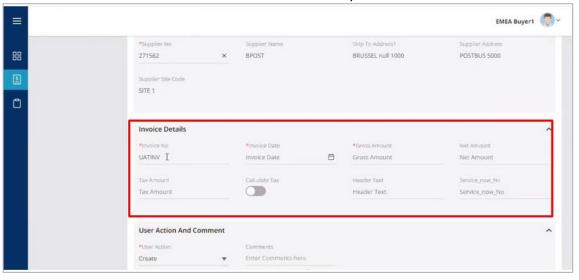
9. Scroll down to the Supplier Details field box. Click the search icon corresponding to the Supplier No. field.

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

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bel	glum	Q					
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	Supplier Nu 4 🗸	Supplier Name 4 🗸 🗸	Country 4 🗸 🗸	Supplier Add 🎍 🗸	Supplier Site 4 🛛 🗸	State 4 🗸 🗸	City ↓
	262122	WILLEMS SA	Belgium	RUE GEORGES PLU	CUESMES		CUESMES
0	272032	FRAMA BELGIUM BV	Belgium	Ninoofsesteenweg	DILBEEK		Dibeek
0	271562	BPOST	Belgium	POSTBUS 5000	SITE 1		BRUSSEL
10	277334	AUTOBEDRIJD DEB	Belgium	OOSTENDSE STEEN	BRUGGE		BRUGGE
	269741	AUTOSTAD LEUVEN	Belgium	BRUSSELSESTEENW	HERENT		HERENT
	259438	CITROEN BELUX SAV	Belgium	PARC INDUSTRIEL 7	WAUTHIER NO PO		WAUTHIER-BRAINE
	265321	The Brussels Airport	Belgium	DIAMOND BUILDING	EFT PO SITE		BRUSSEL
	276427	ALAIN PNEUS SA	Beiglum	AVENUE VESALE 6	WAVRE		WAVRE



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.



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.

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88	Create Invoices			Cancel
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	Invoice Line Item		No att achments added Click on to add then	



Select a supporting document by clicking the Browse button.
 Note: A supporting document can also be attached in the same manner.

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14. Select the required document in PDF format. **Note:** The maximum file size limit is 10MB.

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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.

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	Create Involces			Cancel
E	Invoice Header	Upload Attachments	×	٤
۵	Attachment	Note: Maximum upload limit: 10MB		
	Invoice Line Item	* Add Primary Attachment Browse Supported file formats: pdf, PDF	Add Secondary Attachments Browse Supported file formats: .pdf, PDF, .blss, .sls, .doc, .docx, .jog, .sml, .txt, .glt, .mag	

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.

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۵	Attachment	Select All	
	Invoice Line Item	Image: Market Nucleif Last Modified: B23/2021 4:56 AM File Size: 005 MB Image: Market Nucleif	



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.

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	Invoice Line Item	Test for Training	Product Unique No.	Select Line Type	Enter or select Ch Q	Tax Rate (VAT)	Enter or select W/ Q
		Show <u>10</u>	Showing 1-1 of 1 Records				(Previous 1 Next)



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

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	Involce Line Item	Enter or select W/Q	Enter or select Ta.,, Q			ţ	< Previous) 1 Next>

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**.

+ Invoice		×	has been created	Succes Jilly!		Invoices
7500					q	Search
Document Type 41 Invoice Cate	Work Type ↓1	Country 41	Region 41	Input Source 47	Current State 41	AP Ref No 41
Non PO Invoices Road Tax	Non PO Invoice	Belgium	EMEA	Buyer Portal	Ready For Non-PO Processing	INV-00003010
Goods and Services Standard	PO Invoice	France	EMEA	Manual	Ready For PO Processing	INV-00003001
Non PO Involces Pre Payme	Non PO Invoice	Belgium	EMEA	Manual	Awaiting ERP Response	1NV-00002996
Non PO Invoices Manual Pa	Non PO Invoice	Belgium	EMEA	Buyer Portal	Ready For Non-PO Processing	INV-00002995
Non PO Invoices Manual Pa	Non PO Invoice	Belgium	EMEA	Buyer Portal	Ready For Non-PO Processing	INV-00002994
Goods and Services Retention	PO Invoice	Spain	EMEA	Manual	Ready For PO Processing	INV-60002993
Goods and Services Withholdin	PO Invoice	Germany	EMEA	Manual	Ready For PO Processing	1NV-00002987
Goods and Services Standard	PO Invoice	Belgium	EMEA	Manual	Ready For PO Processing	INV-00002986
Non PO Invoices Manual Pa	Non PO Invoice	Belgium	EMEA	Buver Portal	Ready For Non-PO Processing	T INV-00002984

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