



Submitting Invoices on a Service Contract/Agreement

BRASS Supplier Portal

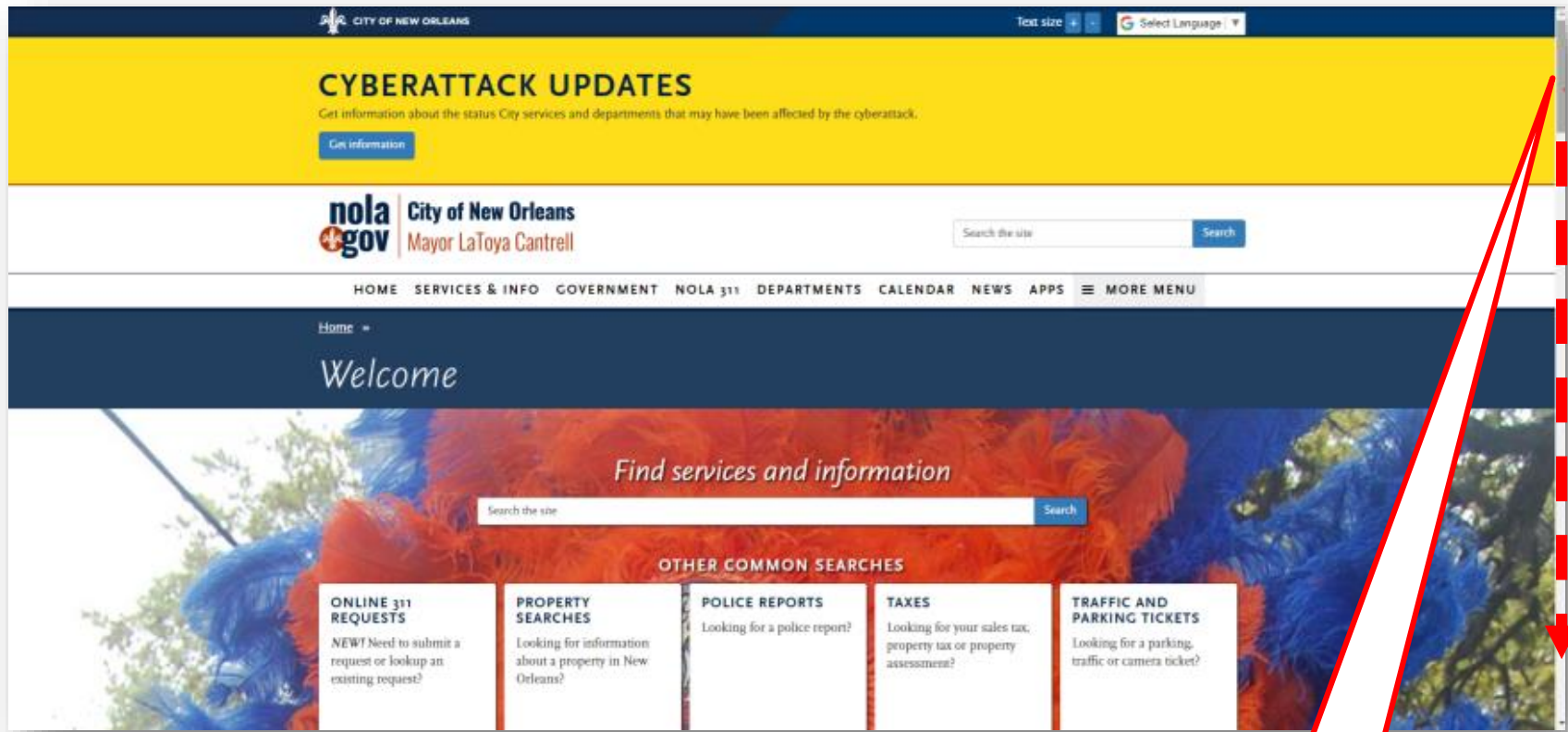
BUREAU OF PURCHASING

DEPARTMENT OF FINANCE

CITY OF NEW ORLEANS












Navigate to Nola.gov, then use the scroll bar to scroll to the **Most Requested Services**.



Drag scroll bar down

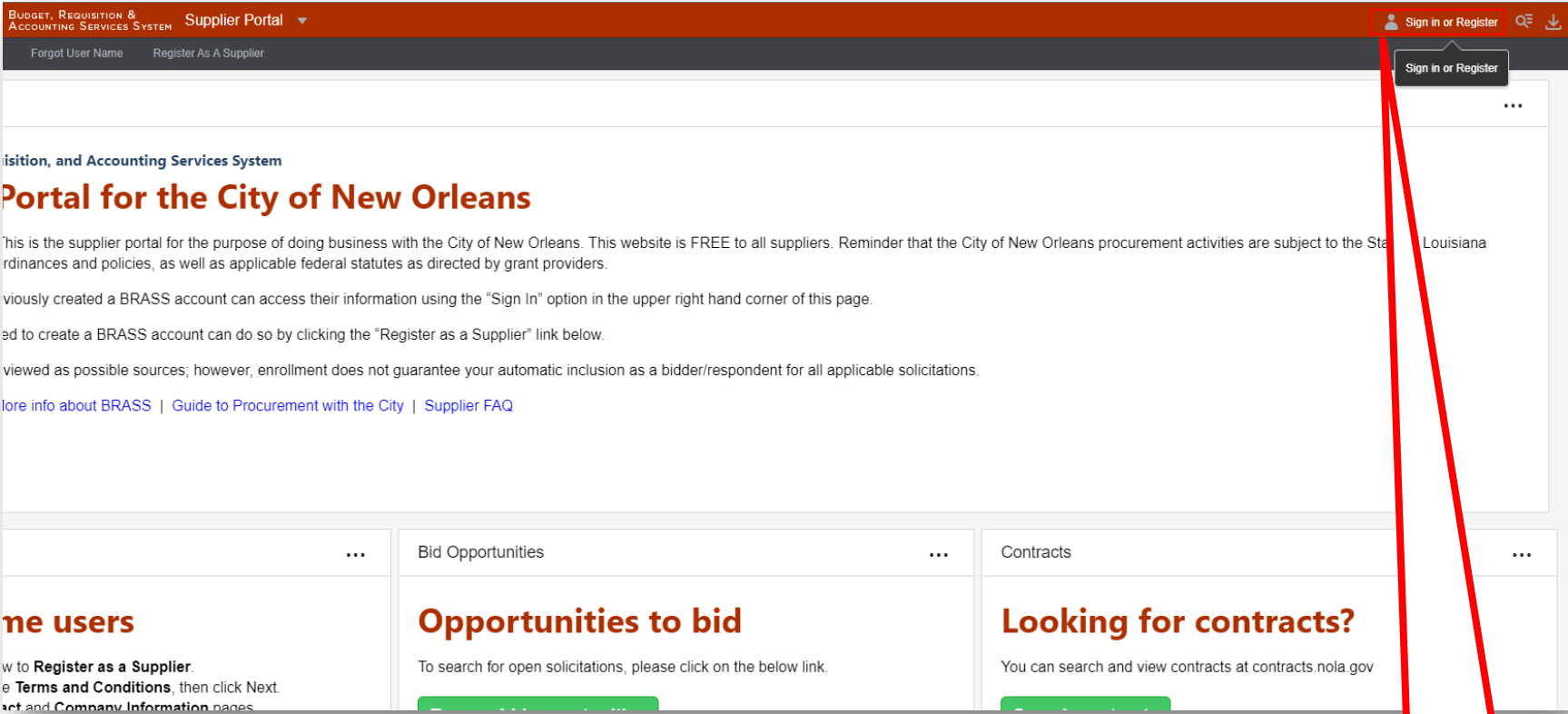
Click **BRASS Supplier Portal**.

Most requested services

 CITY HALL City Hall Hours Monday–Friday 8:00AM–5:00PM	 311 Submit a request online Look up a request Explore all requests Frequently asked questions	 BIDS & CONTRACTS BRASS Supplier Portal Search contracts
 BRAKE TAGS Cost Locations What to expect	 GET PERMITS Business permits Building permits Residential permits Event/Film permits	 JOBS WITH THE CITY Find jobs and apply online Find unclassified jobs
 PAY TAXES Sales/Use/Parking Tax Property Tax Motor Vehicle License Renewal	 PAY TICKETS Traffic tickets Parking tickets Camera violations	 TRASH AND RECYCLING Residential trash and recycling schedule Get a bin What you should do

Click here

Click **Sign in or Register**, then click **Sign In**



Click here. When the drop down menu appears, click Sign In

Enter your log in information, then click **Login**.



The image shows a login form for Infor. At the top center is the Infor logo, which consists of a red square with the word "infor" in white lowercase letters. Below the logo are two input fields: "User Name" and "Password", both marked with a red asterisk. The "User Name" field is a simple white box with a grey border. The "Password" field is a white box with a blue border. Below these fields is a blue button with the word "Login" in white text. A red callout box with a white background and a red border points to the input fields, containing the text "Enter your login information". Below the "Login" button are two links: "Register a new user" and "Forgot your password?". At the bottom of the form is the copyright notice: "Copyright © 2017 Infor. All rights reserved. www.infor.com".

User Name *

Password *

Login

[Register a new user](#)[Forgot your password?](#)

Copyright © 2017 Infor. All rights reserved.
www.infor.com

Enter your login information



Supplier Portal

Instructions And

Refresh

Instructions And

(A)

Orders

Create Invoices

Manage Self Created Invoices

Receipts

Invoices

Payments

Click **Order Management** then
click **Create Invoices**.

Select the **Service Contract** radio dial.

infor Supplier Portal ▾

Home Events ▾ Order Management ▾ Performance ▾ My Account Messages Links And Instructions Contact Us

Create Invoice

Invoice Entry Submit Invoice

* Select The Type Of Invoice You Will Be Creating: Expense PO Match Service Contract

Complete all fields on the **Create Invoice** page.

Contract	Working Contract ID	Name	Expiration Date
1454	1454	PSA...	21

Continue completing the **Create Invoice** page.

The screenshot shows the 'Create Invoice' page in the Infor Supplier Portal. The page has a dark header with the Infor logo and 'Supplier Portal' text. Below the header is a navigation bar with links for Home, Events, Order Management, Performance, My Account, Messages, and Links And Instructions. The main content area is titled 'Create Invoice' and features a blue progress bar with 'Invoice Entry' and 'Submit Invoice' tabs. The 'Invoice Entry' tab is active, showing a form with the following fields and values:

- Company: 100
- Invoice Number: 20-03-0010
- Service Contract: 1454
- Description: Phase ia & II Consulting
- Invoice Date: 3/4/2020
- Invoice Amount: 57031.00

Below the form, there are two sections for attachments:

- Invoice Image:** A file upload field with a folder icon. A red callout box points to this icon with the text: "Click the folder to attach an image of your invoice." Above this field, a red callout box says: "Your submittal must include a copy of your invoice." Below the field, the text reads: "Optionally attach a scanned proof of delivery document".
- Proof Of Delivery:** A file upload field with a folder icon.

At the bottom right of the page, there are two buttons: a grey '< Previous' button and a blue 'Next >' button. A red callout box points to the 'Next >' button with the text: "Click Next when you're done." A 'Submit Invoice' button is also visible in the top right of the form area.

The Portal displays all **Available Contract Lines**.

Click the appropriate line and enter the **Unit Cost (Amount)** you are invoicing. If you are unsure which line to select, contact the City department representative who requested services from you.

The screenshot shows the Infor Supplier Portal interface. At the top, there is a navigation bar with 'infor Supplier Portal' and several menu items: Home, Events, Order Management, Performance, My Account, Messages, and Links And Instructions. Below this is a breadcrumb trail: 'Create Invoice' > 'Invoice Entry' > 'Service Contract Information' > 'Submit Invoice'. The main content area is titled 'Contract Lines' and contains a table with columns for Contract Line, Item Number, Description, UOM, Service Code, Amount Remaining, Quantity Remaining, Quantity, Unit Cost, and Total Distribution. The first row is highlighted in blue and has a red box around the 'Unit Cost' field containing the value '19837.00'. A red callout box points to the 'Save' button in the top left of the table area.

Contract Line							Enter Invoice Detail		
Contract Line	Item Number	Description	UOM	Service Code	Amount Remaining	Quantity Remaining	Quantity	Unit Cost	Total Distribution
1		Phase Ia	EA	Amount	27,382.00		1.0000	19837.00	
2		Phase II	EA	Amount	141,838.00		1.0000	0.00	
3		Phase IVa	EA	Amount	141,838.00		1.0000	0.00	
4		Phase IVb	EA	Amount	23,552.00		1.0000	0.00	
5		Phase Va	EA	Amount	141,838.00		1.0000	0.00	
6		Construction Closeout	EA	Amount	23,552.00		1.0000	0.00	
Total									

The **Save** button will become available after you make a change. Be sure to click save when you are done editing.

The Portal now advances to the **Submit Invoice** section.

infor Supplier Portal ▾

Home Events ▾ Order Management ▾ Performance ▾ My Account Messages Links And Instructions Contact Us

Create Invoice

Invoice Entry ✓ Service Contract Information ✓ **Submit Invoice**

Submit Invoice

Company: 100 NOLA AP Company
Invoice Number: 20-03-0010
Invoice Amount: 57,031.00
Total Detail Amount: 57,031.00

Click the **Submit** button to submit this Invoice immediately.

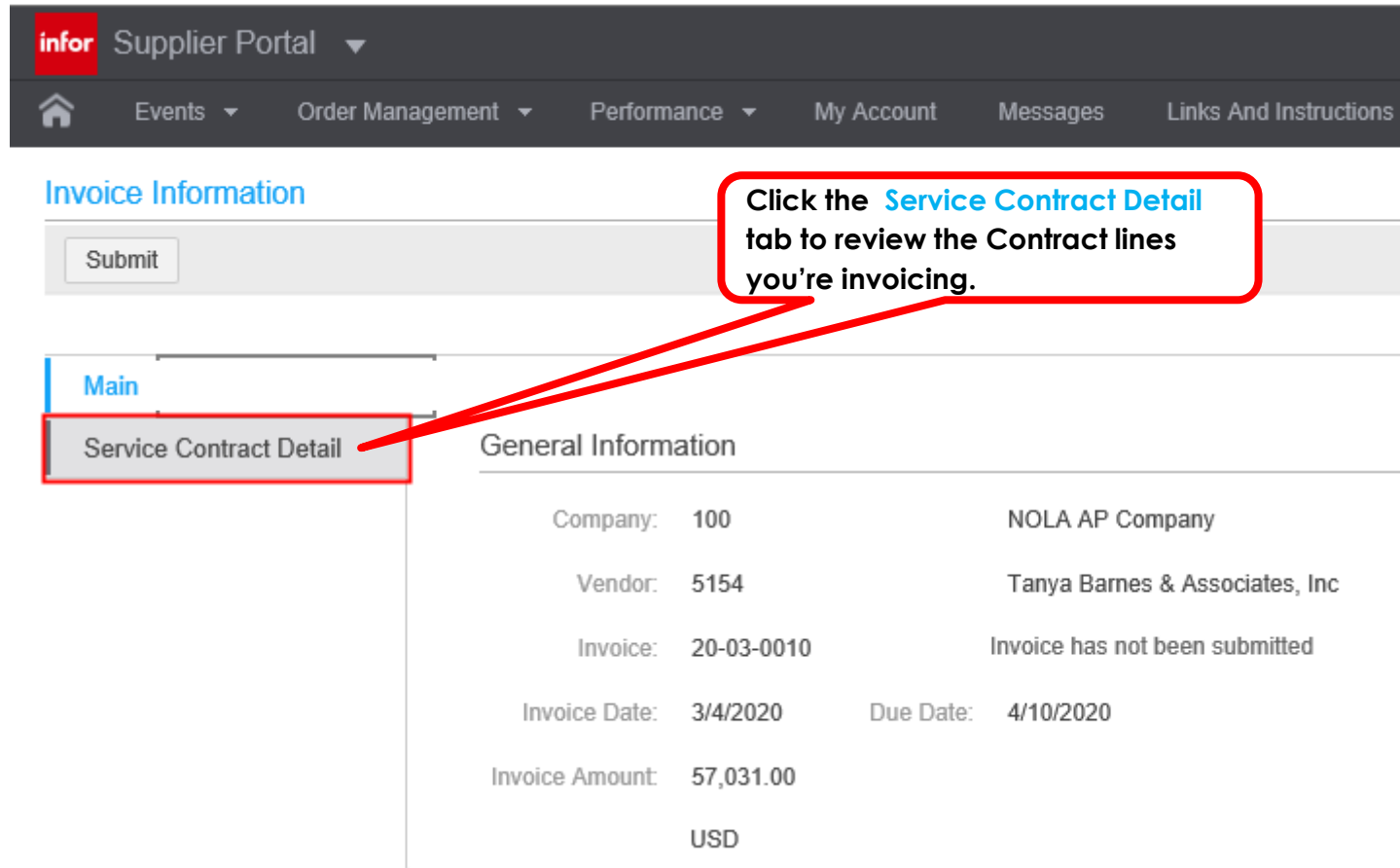
Submit

Click the link below to view the invoice

[View Invoice](#)

Click the **View Invoice** link to review the information you entered.

The Portal now advances to the **Invoice Information** section. The **Main** tab is displayed and it shows general information about your invoice.



infor Supplier Portal ▾

Home Events ▾ Order Management ▾ Performance ▾ My Account Messages Links And Instructions

Invoice Information

Submit

Main

Service Contract Detail

General Information

Company:	100	NOLA AP Company
Vendor:	5154	Tanya Barnes & Associates, Inc
Invoice:	20-03-0010	Invoice has not been submitted
Invoice Date:	3/4/2020	Due Date: 4/10/2020
Invoice Amount:	57,031.00	
	USD	

The Portal changes to the **PO Detail** section.

Supplier Portal

Events Order Management Performance My Account Messages Links And Instructions Contact Us

Invoice Information

Submit

Main Delete

Service Contract Detail

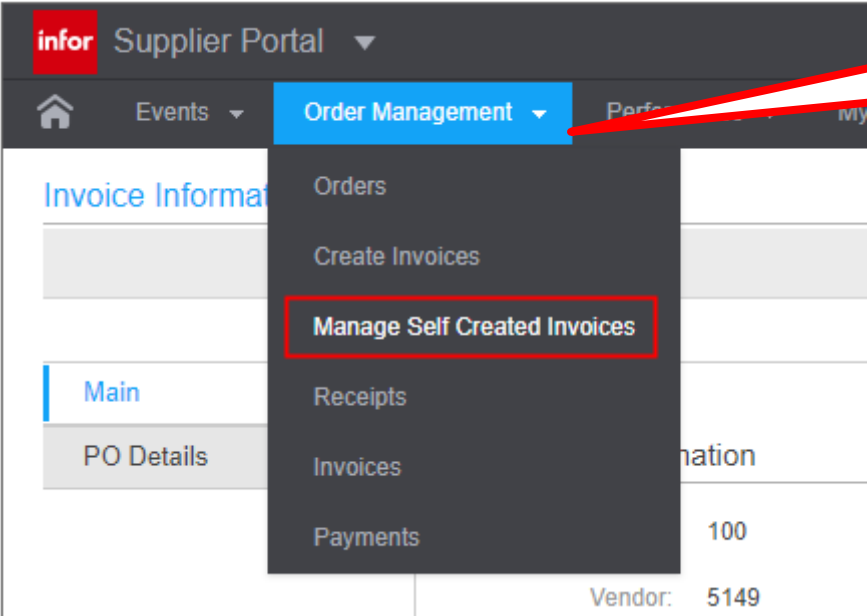
Contract Line	Description	Invoice Quantity	Unit Cost	UOM
1	Phase I	1.00	19,837.00000	EA
2	Phase II	1.00	37,194.00000	EA
Total				

Records Per Page: 10

Review the information presented. If you need to make corrections, you can do so here. Remember to click [Save](#) if you edit this information.

Click [Submit](#) when you're done.

You just submitted an invoice to the City. You can now review invoices you've submitted or continue working on invoices you have not yet submitted.



Click **Order Management** then click **Manage Self Created Invoices**.

You can now review all of your invoices.

The Unsubmitted tab is displayed Click Submitted invoices to review invoices you've already submitted.

The screenshot shows the Infor Supplier Portal interface. At the top, there is a dark navigation bar with the Infor logo and 'Supplier Portal' text. Below this is a secondary navigation bar with a home icon and several menu items: 'Events', 'Order Management', 'Performance', 'My Account', 'Messages', 'Links And Instructions', and 'Contact Us'. Below the navigation bars, there are two tabs: 'Unsubmitted Invoices' (highlighted in blue) and 'Submitted Invoices' (highlighted with a red box). Below the tabs, the page title 'Unsubmitted Invoices' is displayed. Underneath the title, there is a row of four buttons: 'Create Invoice For Supplier', 'Update Invoice', 'View Invoice', and 'Delete'. Below the buttons is a table with three columns: 'Invoice Number', 'Invoice Date', and 'Due Date'. Each column has a search icon and a calendar icon next to it. The 'Invoice Number' column has a small '(A)' icon next to the search icon.

Invoice Number	Invoice Date	Due Date
(A) <input type="text"/>	<input type="text"/>	<input type="text"/>