# Oracle:
# PO Invoice Upload Process

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# Document Revision History

| Date | Version | Description | Prepared By |
|---|---|---|---|
| 01/29/2021 | 0.1 | Draft | Mikel Anne Aldrich |
| 03/24/2021 | 1.0 | Publish | Mikel Anne Aldrich |
| 07/19/2021 | 1.1 | Updated to reflect new **Bulk Upload** verbiage | Mikel Anne Aldrich |
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## Table of Contents

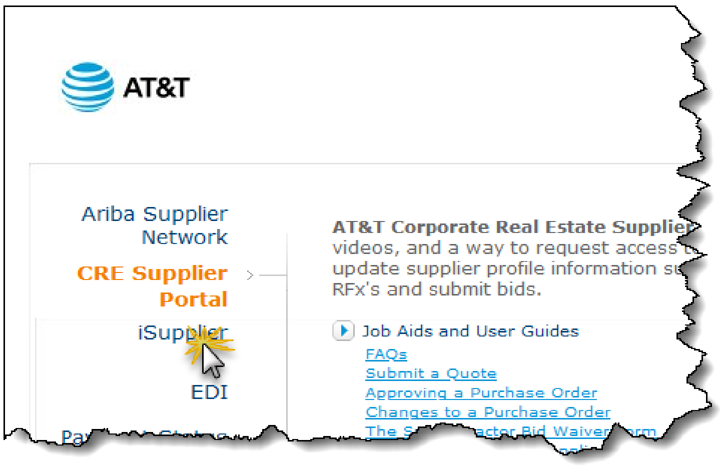
# Purchase Order Invoice Upload Process

This document outlines how to upload a single invoice or multiple invoices at a time on one .csv file in the iSupplier portal. You must have a user id with the **ATT iSupplier Portal External User - Invoice Entry** role. This role allows you to access purchase order, invoice, and payment details. This includes the ability to create single invoices, upload multiple invoices, export PO data, and print and/or save copies of purchase orders.

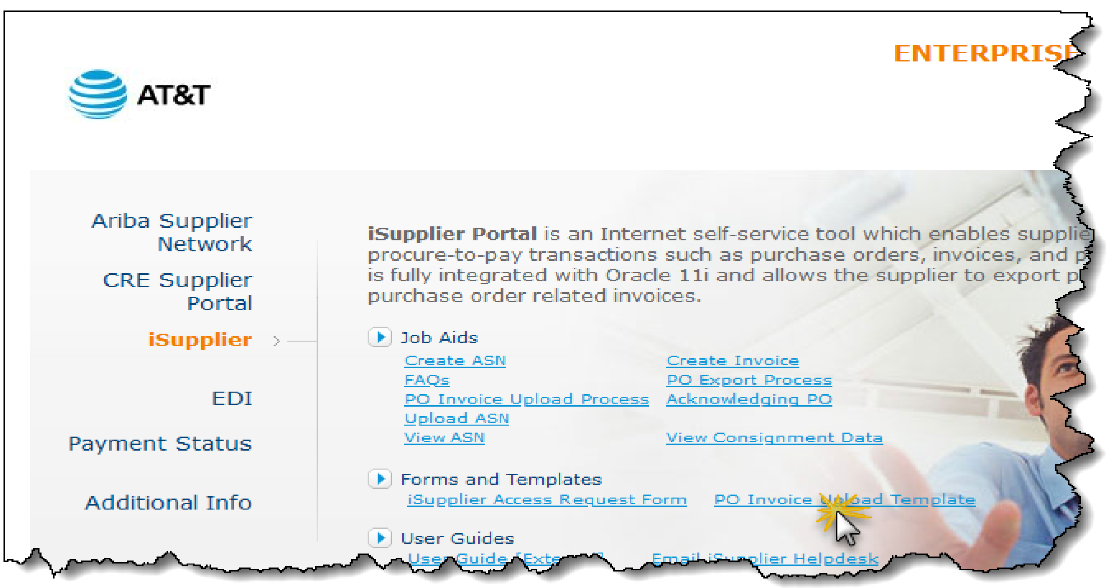
The Purchase Order (PO) Invoice Upload Process is recommended when uploading multiple invoices.

## Downloading the Template

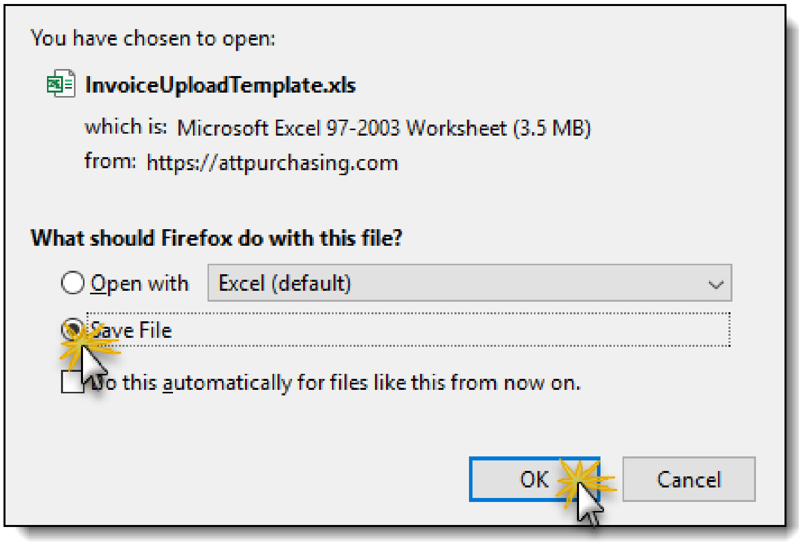
1. In a browser, navigate to the AT&T Purchasing website.
2. Click **iSupplier**.



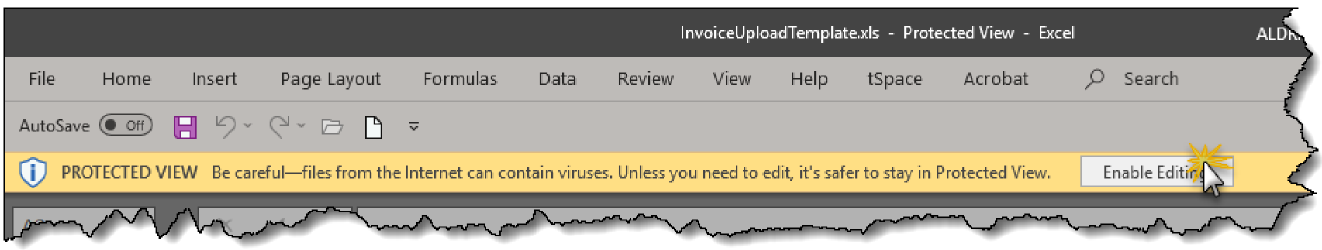

3. The system displays the **iSupplier Portal**. Under the **Forms and Templates** section, click **PO Invoice Upload Template**.



4. Select **Save File**.
5. Click **OK**.




6. The template is saved to your **Downloads** folder. Open the file in Excel.
7. Click **Enable Editing**.



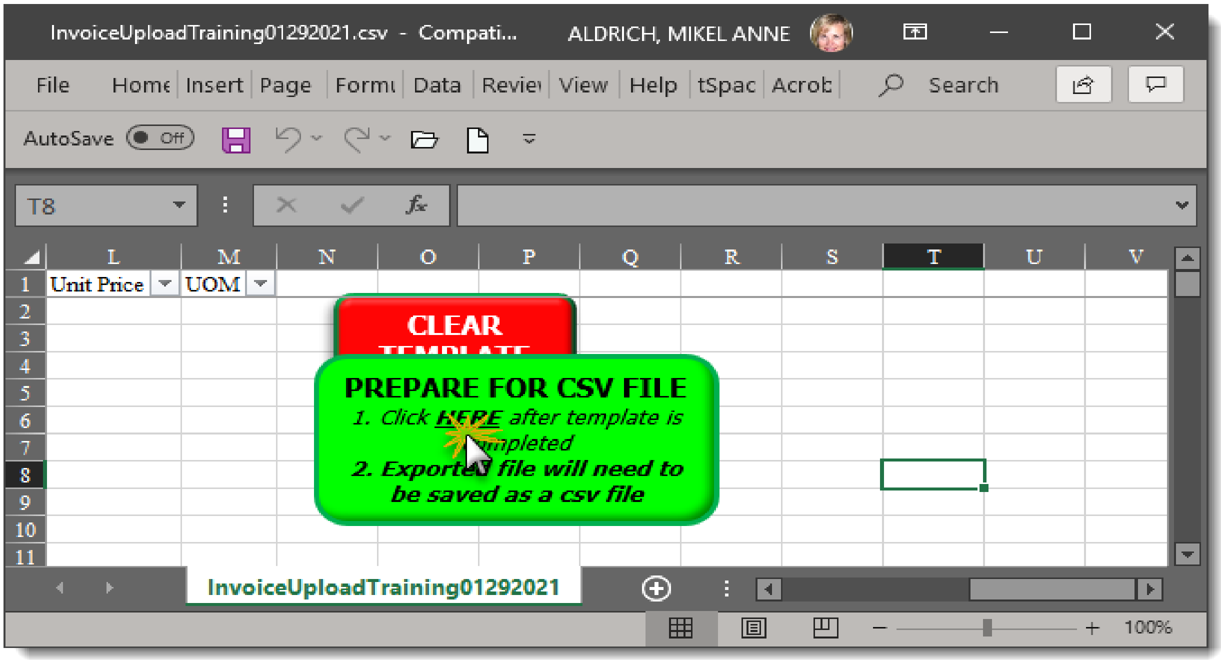

Populating the Template

- Multiple invoices can be included in one spreadsheet.
- Do not insert blank rows between invoices.
- The spreadsheet template cannot be changed in any way. Example: Changing the column heading **PO Shipment Number** to **PO Shipper Number** or adding additional columns.

1. Populate the template columns using the table below:

| Column Header | Description |
|---|---|
| **Invoice Number** | • Must appear on every row associated with the invoice.<br>• Do not use special characters.<br>• Do not exceed 50 characters (including spaces). |
| **Invoice Date** | • Must appear on every row associated with the invoice.<br>• Use format DD-MMM-YYYY (example 20-OCT-2021). |
| **PO Number** | • Must appear on every row associated with the invoice. |
| **Invoice Amount** | • Must appear on every row associated with the invoice. |
| **Invoice Description** | • This field will auto populate with the invoice & PO number but can be overwritten.<br>• Must appear on every row associated with the invoice.<br>• Do not exceed 240 characters (including spaces). Only the first 19 characters will print on paper checks.<br>• Do not use special characters.<br>• Must be the same for each line on an invoice |
| **Line Type** | • Select value from the drop-down list or enter one of the following values in all caps: **ITEM**, **TAX**, and **FREIGHT**.<br>• Include nly one **TAX** and/or **FREIGHT** line per invoice. |
| **Line Amount** | Do not use comma or $ symbol. |
| **Line Description** | • Required for **TAX** and **FREIGHT** line type.<br>• Optional for **ITEM** line type.<br>• Do not exceed 80 characters (including spaces). |
| **PO Line Number** | • Required for **ITEM** line type.<br>• Must match an existing PO line number.<br>• Leave blank for **TAX** or **FREIGHT** line types. |
| **PO Shipment Number** | • Required for **ITEM** line type.<br>• Must match an existing PO shipment number.<br>• Leave blank for **TAX** or **FREIGHT** line types. |
| **Quantity Invoiced** | Required for **ITEM** line type. |
| **Unit Price** | • Required for **ITEM** line type.<br>• Must match the unit price on the PO line indicated. |
| **UOM** | • Required for **ITEM** line type.<br>• Select value from the drop-down list or enter one of the following values in all caps: **EACH**, **FOOT**, and **HOUR**.<br>• Must match the UOM value on the PO line. |

2. Click **HERE** in the green **PREPARE FOR CSV FILE** box after the template is completed.



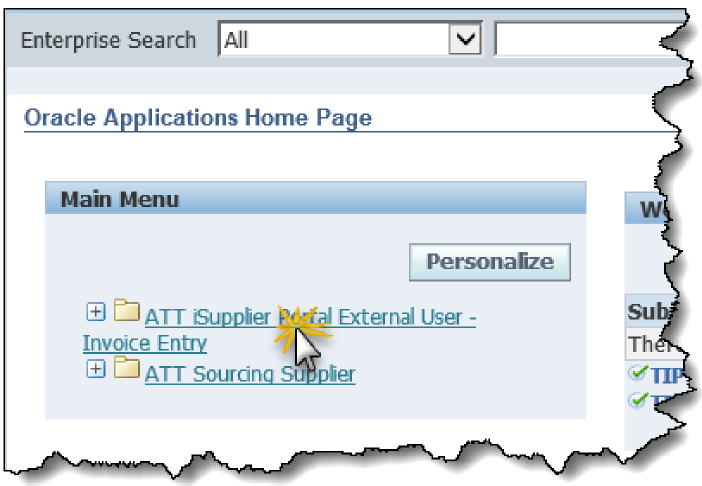

3. Save the file in the CSV (Comma delimited) (*.csv) format; ensure the file name is unique (do not use a previous file name) and includes your company name and date (e.g., **companyname-MMDDYY.csv**) The spreadsheet filename should not include any spaces or special characters (including periods or underscores.).

## Uploading the Template

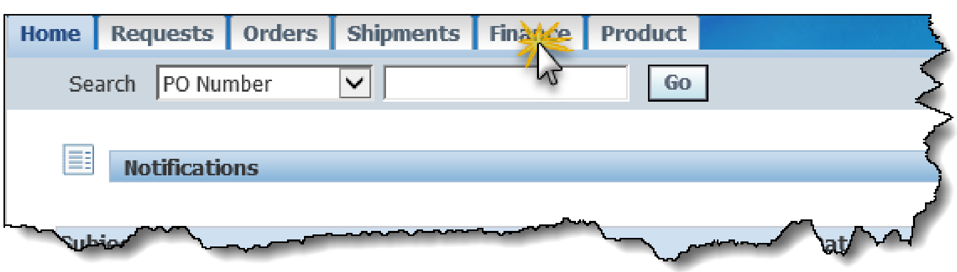
1. In a browser, navigate to the [AT&T Purchasing website](#).
2. Click **iSupplier**.
3. Click **iSupplier Login**.

4. Enter your **User Name** and **Password**.
5. Click **Login**.


6. Click **ATT iSupplier Portal External User – Invoice Entry**.

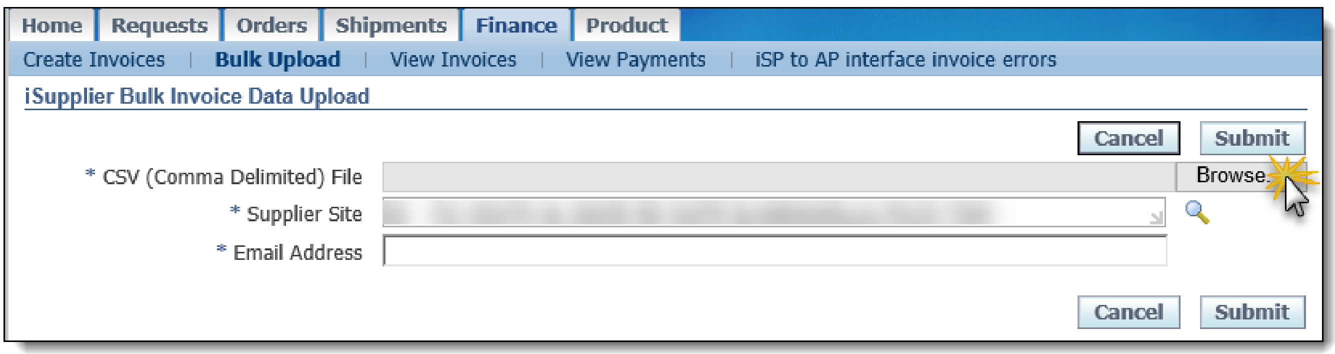



7. Click the **Finance** tab.



8. Click **Bulk Upload**.

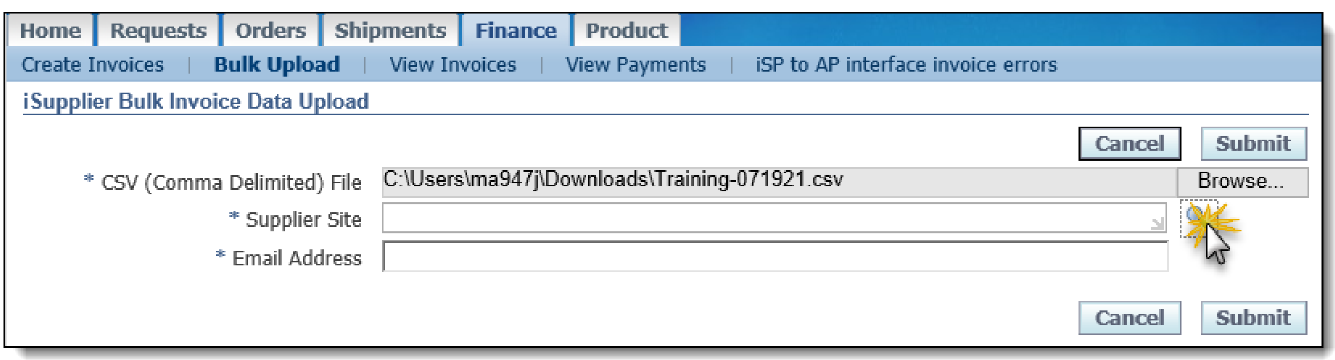

9. The system displays the **iSupplier Bulk Invoice Data Upload** window. Click **Browse** to the right of the **CSV (Comma Delimited) File** field.



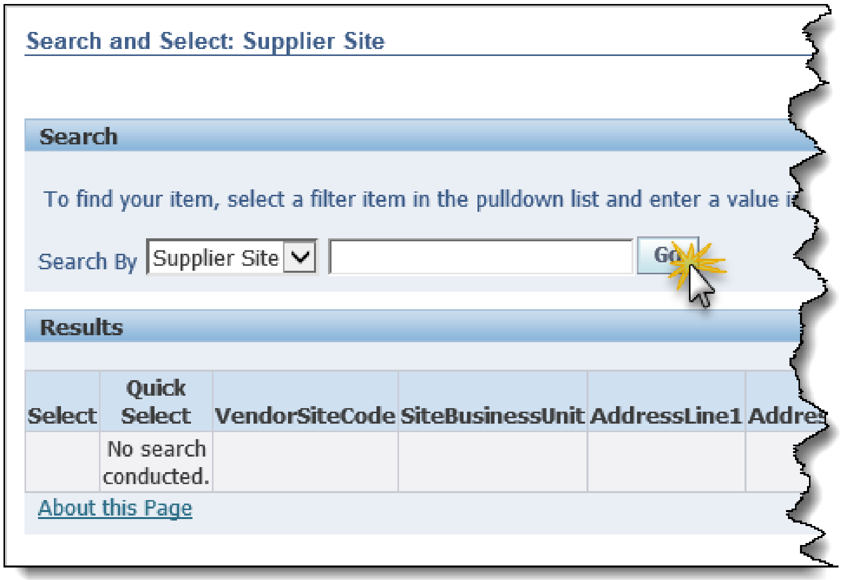

10. Navigate to and select your saved .csv file.

11. Click **Open**.

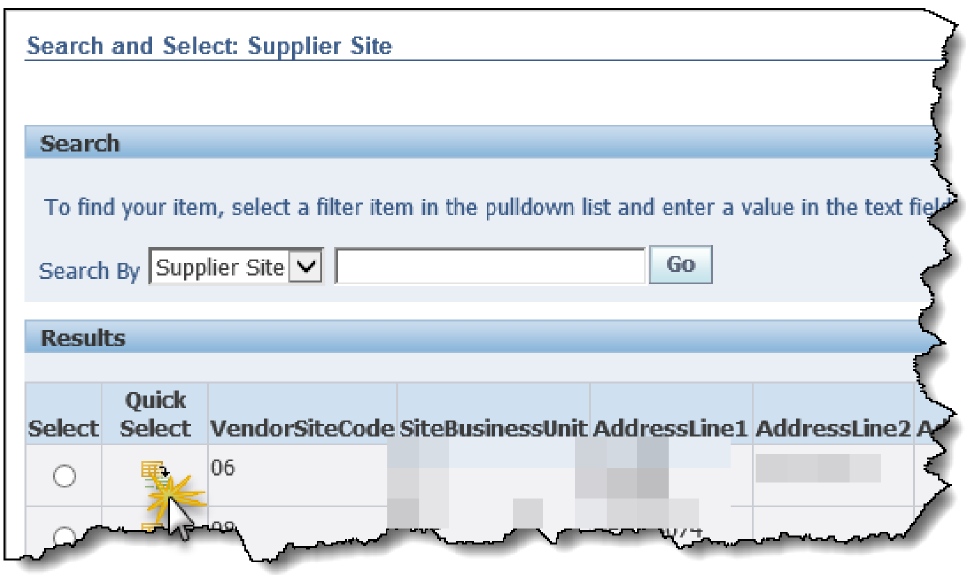
12. If the **Supplier Site** field is not populated, click to the right of the **Supplier Site** field.



13. The system displays the **Search and Select: Supplier Site** window. Click **Go**.

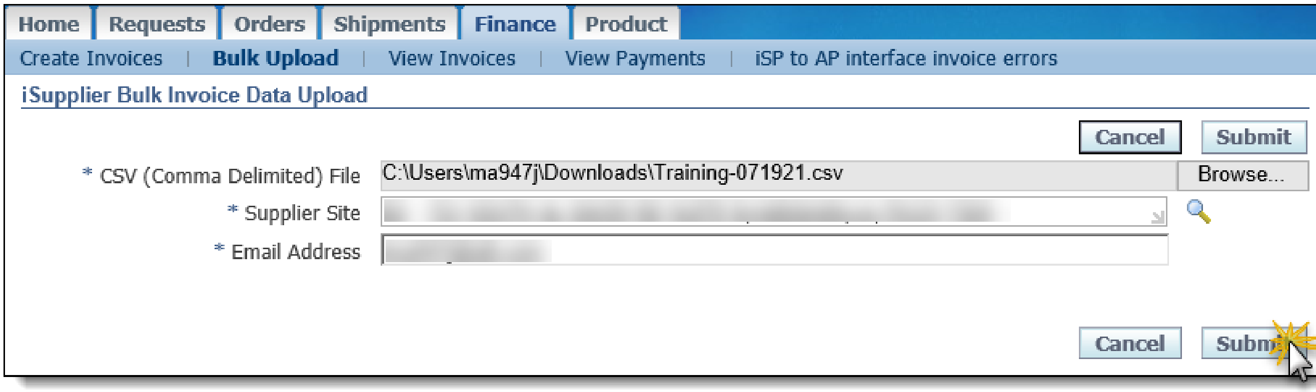



14. The system displays a list of valid pay sites in the **Results** section. Click  in the **Quick Select** column of the appropriate row to select the site.




15. Enter **Email Address**. If entering multiple email addresses, separate them using a semi-colon and a space. The **Custom iSupplier Invoice Upload Report** for the .csv file you submitted will be sent to the email addresses that are listed.

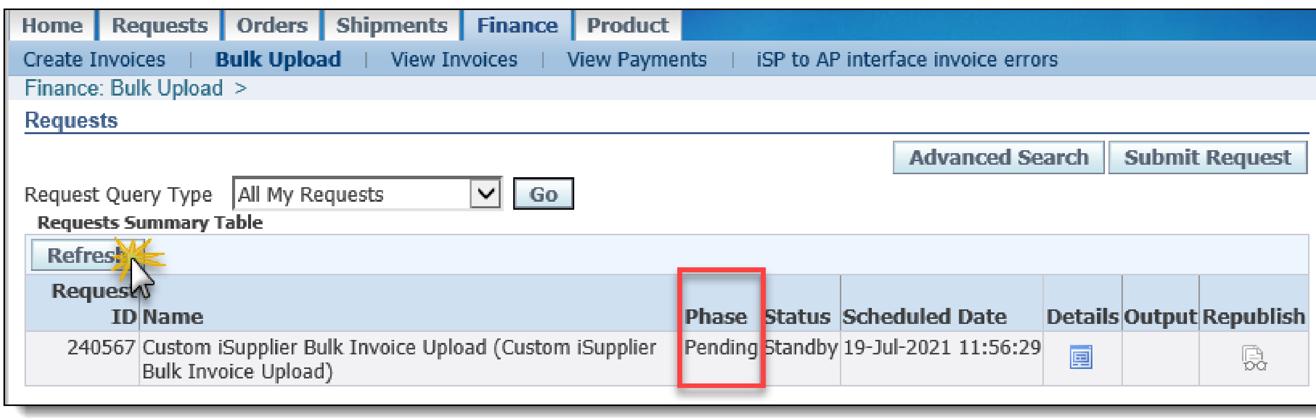
16. Click **Submit**.

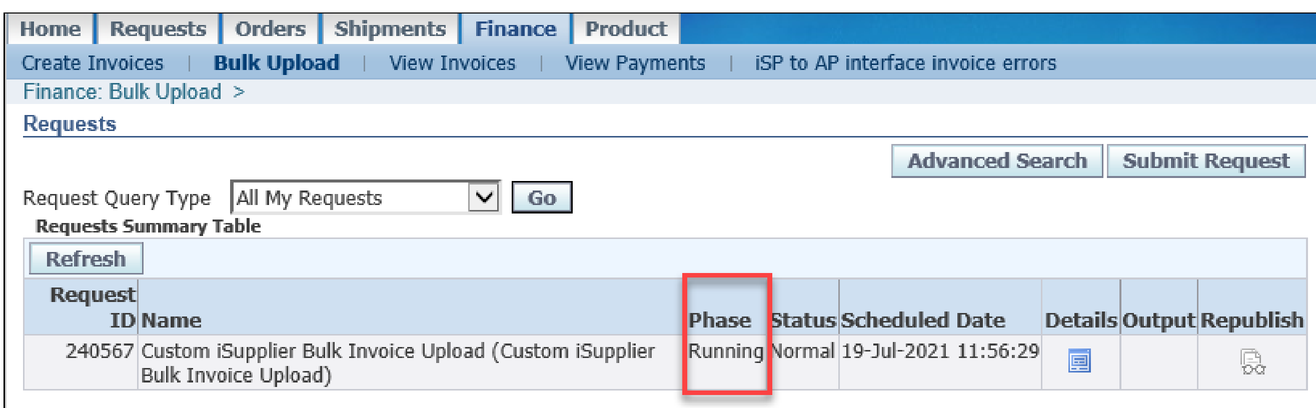



## Viewing Requests

The system displays requests and their statuses in the **Requests** section. Click **Refresh** to update the status and view the progress of your request.

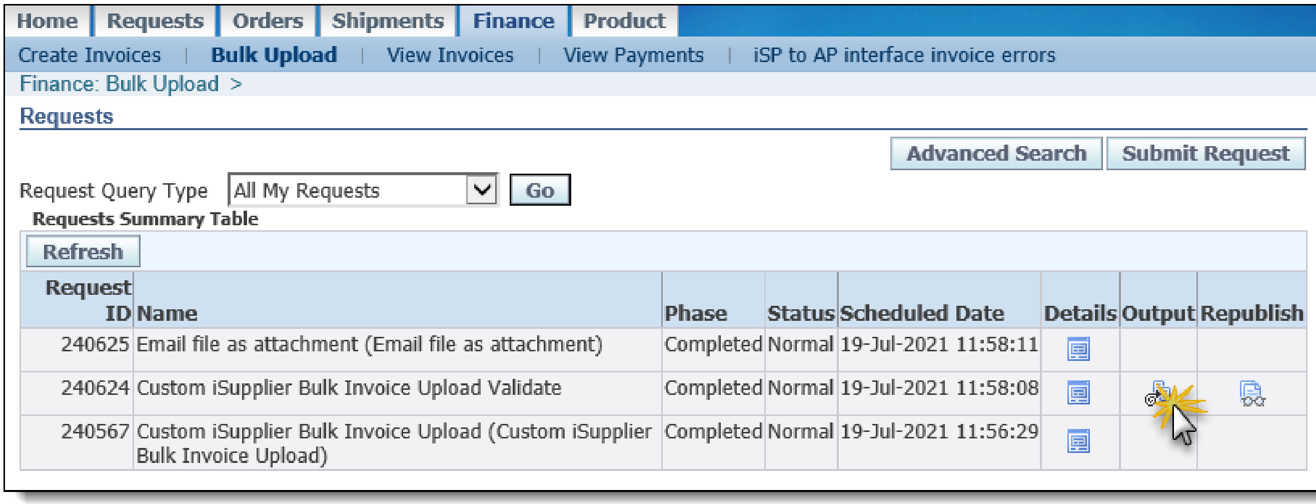
- The **Phase** column reflects the request status. It should run through the following phases:
  **Pending** -> **Running** -> **Completed**.
- Additional requests may appear as the request progresses.
- Wait until the **Phase** for all requests display **Completed**.



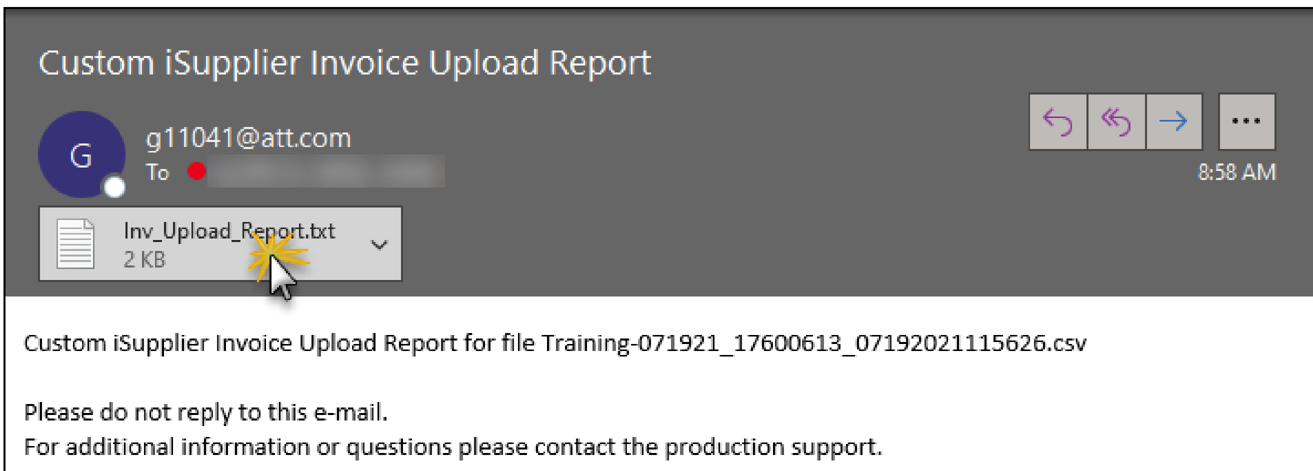



# Viewing the Custom iSupplier Invoice Upload Report

Once the request has a **Status** of **Completed**, click in the **Output** column to view the **Custom iSupplier Invoice Upload Report**.




The system will also generate or several email reports, based on the validation process results. The **Custom iSupplier Invoice Update Report** will be included as a .txt attachment.




Open the attached report .txt file using MS Word or WordPad. You may need to save the attachment to a location on your desktop before opening the report.

The **Custom iSupplier Invoice Upload Report** provides a list of invoices successfully processed and may include a list of errors identified during the validation process. The report must be reviewed, as it provides the invoice status after the iSupplier validations have been applied against them. There are only two statuses which are provided by the iSupplier validation program:

- **Invoices Successfully Accepted** - This means that all the data entered on the csv file has passed the required iSupplier validations and can be sent to AP so that further validations can be performed, and payment can be issued.
- **Invoices Not Accepted** - This means that the iSupplier validation program has found errors on the data that was entered on the .csv file. An error description as well as the corresponding PO line details will be provided so that you can correct the .csv file and resubmit for validation. You will need to make the necessary corrections until the report displays that the **Invoices Successfully Accepted**.

Here are some additional points to remember:

- Rejected invoices should be corrected and resubmitted in a new file.
- Accepted invoices should not be resubmitted in subsequent invoice uploads.
- Allow 72 hours before attempting to view the accepted invoices online.
- Accepted invoices uploaded via this process require additional processing by our Accounts Payable system and may not be approved for payment if other errors are identified.

# For Corporate/Global Real Estate Suppliers Only

## Emailing the Invoice to Corporate Real Estate Bill Payment Center

Upon receipt of a successful upload notification, you are required to email the Corporate Real Estate Bill Payment Center (mailto:G25365@att.com) a .pdf copy of each invoice that was submitted via the upload process.

# Appendix

## Invoice Upload Validation Errors

Listed below are the errors that may occur during the validation process:

| |
|---|
| Duplicate Invoice Number |
| Invoice Amount ' 123.88' does match with the total of Line Amount(s) for this Invoice |
| Invoice Amount "99.x" should be a number |
| Invoice Amount '99.9998' cannot have more than 2 decimals |
| Invoice Date ' 18-07-2014 ' should be in valid date format (DD-MON-YYYY) |
| Invoice Date cannot be null |
| Invoice Description should not be more than 240 characters |
| Invoice Number cannot be null |
| Invoice Number can only be alphanumeric. No special characters |
| Invoice Number has variable descriptions |
| Invoice Number should not be more than 50 characters |
| Invoice should have at least one line with Line Type = "ITEM" |
| Invoice should only have one FREIGHT |
| Invoice should only have one TAX line |
| Invoice unit price does not match to the purchase order unit price |
| Invoice_amount cannot be null or negative' |
| Line Amount '99.9997' cannot have more than 2 decimals |
| Line Amount '99.x' should be a number |
| Line Amount cannot be null |
| Line Amount cannot be zero |
| Line Description should not be more than 240 characters |
| Line Type 'PARTS' is not valid. It can only be "ITEM", "TAX", "FREIGHT" |
| One Invoice cannot have multiple PO Numbers |
| One Invoice cannot have multiple Release Numbers |
| PO Line Number is Cancelled |
| PO Line Number is Closed |
| PO Line Number is not valid |
| PO Line Number should not be null for Line Type = "ITEM" |

| |
|---|
| PO Number '12345 ' is not Approved |
| PO Number '12345' has an End Date |
| PO Number '12345' is Cancelled |
| PO Number '12345' is Closed |
| PO Number cannot be null |
| PO Number is not valid |
| PO Number is not valid for this supplier |
| PO Shipment Number cannot be null |
| PO Shipment Number is Cancelled |
| PO Shipment Number is Closed |
| PO Shipment Number is not valid |
| Quantity billed exceeds quantity ordered |
| Quantity Invoiced '99.99987' cannot have more than 2 decimals |
| Quantity Invoiced '9x' should be a number |
| Quantity Invoiced should not be null for Line Type = "ITEM" |
| Release Number cannot be null for Blanket PO in Invoice |
| Release number for the Blanket PO Number cannot be null |
| Release number for the standard PO Number has to be null |
| Release number is Cancelled |
| Release number is Closed |
| Release number is not Approved |
| Release number is not valid for the PO Number |
| Sum of the Item Line Amount should not be Zero |
| Unit Price * Quantity should equal Line Amount |
| Unit Price '99.x' should be a number |
| Unit Price should not be null for Line Type = "ITEM" |
| UOM is not valid |
| UOM should not be null for Line Type = "ITEM" |