# **Oracle: PO Invoice Upload Process**

Publish Date: 7/19/2021



## **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 <b>Bulk Upload</b> verbiage	Mikel Anne Aldrich

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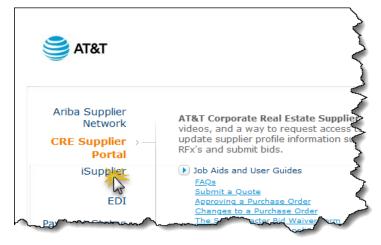
## **Purchase Order Invoice Upload Process**

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 <u>AT&T Purchasing website</u>.
- 2. Click iSupplier.



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



Oracle

#### 4. Select Save File.

5. Click OK.

You have chosen to open:						
🗐 InvoiceUplo	adTemplate.xls					
which is: Mi	crosoft Excel 97-2003 Worksheet (3.5 MB)					
from: https:/	//attpurchasing.com					
What should Fire	fox do with this file?					
○ <u>O</u> pen with	Excel (default) ~					
Save File Joo this <u>a</u> uto	matically for files like this from now on.					
	OK Cancel					

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

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

InvoiceUploadTrainir	ng01292021.csv - Compati	ALDRICH, MIKEL ANNE	: 🚯 🖬	– 🗆 ×
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1     Unit Price     VOM       2     3	CLEAR			
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 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 <u>AT&T Purchasing website</u>.
- 2. Click **iSupplier**.
- 3. Click iSupplier Login.



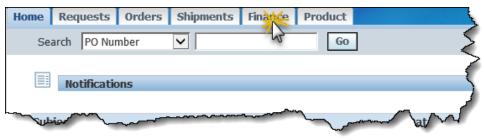
- 4. Enter your User Name and Password.
- 5. Click Login.



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

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Enterprise Search	All	~	<
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Oracle Applicat	ions Home Page		
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Main Menu			
Main Menu			W
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	iSupplier Nortal Exter	nal User -	Sub
Invoice Ent	v 2		There
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7. Click the Finance tab.



8. Click Bulk Upload.

Home R	equests	Orders	Shipments	Finance	Product	4
Create Inv	voices	Bulk Uplo	ad 🕴 View Ir	voices	View Payme	nts 📋 iSP ti
Invoice Ac	tions	72				
		~				$\rightarrow$
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9. The system displays the **iSupplier Bulk Invoice Data Upload** window. Click **Browse** to the right of the **CSV (Comma Delimited) File** field.

Home	Requests	Orders	Shipments	Finance	Product				
Create 1	invoices   I	Bulk Uploa	ad 🕕 View In	voices   '	View Payme	nts	iSP to AP interface invoice erro	rs	
iSuppli	er Bulk Invoi	ce Data Up	oload						
								Cancel	Submit
*	CSV (Comma	Delimited)	) File						Browse
		* Supplier	Site				and the second sec	2	م <sup>ل</sup>
	:	* Email Add	lress						
								Cancel	Submit

- 10. Navigate to and select your saved .csv file.
- 11. Click Open.

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

Home	Requests	Orders	Shipments	Finance	Product			
Create I	invoices   I	Bulk Uploa	ad 🕴 View In	voices   \	View Payme	ents   iSP to AP interface invoice err	ors	
iSuppli	er Bulk Invoi	ce Data Up	oload					
							Cancel	Submit
*	CSV (Comma	a Delimited)	File C:\Users	s\ma947j\Do	wnloads\Tra	aining-071921.csv		Browse
		* Supplier	Site				2	<b>*</b>
		* Email Ado	lress					13
							Cancel	Submit

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

Search	Search and Select: Supplier Site						
				کر 🚽			
Searc	ch						
To fin	To find your item, select a filter item in the pulldown list and enter a value it						
Searc	h By Suppli	ier Site 🔽		- 🌟 💈			
Resu	ts						
	0.11						
Select	Quick Select	VendorSiteCode	SiteBusinessUnit	AddressLine1 Addres			
	No search conducted.			5			
About	this Page			۷ ا			
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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.

Search	and Sele	ect: Supplier Site
		5
Searc	h	
Search	By Supp	n, select a filter item in the pulldown list and enter a value in the text field lier Site
Resul	ts	<
Select	Quick Select	VendorSiteCode SiteBusinessUnit AddressLine1 AddressLine2 A
0	-	06
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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.

Home	Requests	Orders	Shipments	Finance	Product				
Create 1	Invoices   I	Bulk Uploa	ad 🕴 View In	voices	View Payme	nts   iSP to AP i	nterface invoice	errors	
iSuppli	er Bulk Invoi	ce Data Up	oload						
								Cancel	Submit
3	CSV (Comma	a Delimited)	File C:\Users	s\ma947j\Do	wnloads\Tra	aining-071921.csv			Browse
		* Supplier	Site					2	0
	:	* Email Add	lress						
								Cancel	Subm

### **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.

Home Requests Orders Shipments Finance Product
Create Invoices   Bulk Upload   View Invoices   View Payments   iSP to AP interface invoice errors
Finance: Bulk Upload >
Requests
Advanced Search     Submit Request       Request Query Type     All My Requests     Go
Requests Summary Table
Refres
Request
ID Name Phase Status Scheduled Date Details Output Republish
240567 Custom iSupplier Bulk Invoice Upload (Custom iSupplier Bulk Invoice Upload)
Home Requests Orders Shipments Finance Product
Create Invoices   Bulk Upload   View Invoices   View Payments   iSP to AP interface invoice errors
Finance: Bulk Upload >
Requests

Nequests							
				Advanced Se	arch	Submit	Request
Request Que	ery Type 🛛 All My Requests 🔽 🖌 😡						
Requests S	ummary Table						
Refresh							
Request							
ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
	Custom iSupplier Bulk Invoice Upload (Custom iSupplier Bulk Invoice Upload)	Running	Normal	19-Jul-2021 11:56:29	Ē		βa
		-					

### 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**.

Home Re	quests Orders	Shipments	Finance	Product							
Create Invoi	ces 📋 Bulk Uploa	ad 📋 View In	voices   \	View Payme	ents   is	SP to AP	interface in	voice erro	rs		
Finance: Bu	lk Upload >										
Requests											
							Adva	anced Se	arch	Submit	Request
Request Que	ery Type All My Re	nuests	Go	1							
-	ummary Table	squests	• 00	I							
Refresh	]										
Request	<u>_</u>										
	Name			F	Phase	Status	Scheduled	Date	Details	Output	Republish
240625	Email file as attachi	ment (Email file	as attachm	ent) (	Completed	Normal	19-Jul-2021	11:58:11	Ē		
240624	Custom iSupplier B	ulk Invoice Uplo	ad Validate	(	Completed	Normal	19-Jul-2021	11:58:08	Ē	<b>~</b>	Da l
240567	Custom iSupplier B Bulk Invoice Upload		ad (Custom	iSupplier (	Completed	Normal	19-Jul-2021	11:56:29	Ē	2	

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.

Custom iSupplier Invoice Upload Report	
G g11041@att.com ™ ●	←         ←         ···           8:58 AM
Inv_Upload_Report.txt 2 KB	
Custom iSupplier Invoice Upload Report for file Training-071921_17600613_07192021115	626.csv
Please do not reply to this e-mail. For additional information or questions please contact the production support.	

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 (<u>mailto:G25365@att.com</u>) 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"