Supplier Invoice Submission

Source to Pay Quick Reference Guide (QRG)

Purpose

This Quick Reference Guide (QRG) provides step-by-step instructions and process considerations for a Supplier to submit, edit or cancel an invoice.

Role(s)

This Quick Reference Guide is useful for the following Role:

- Supplier

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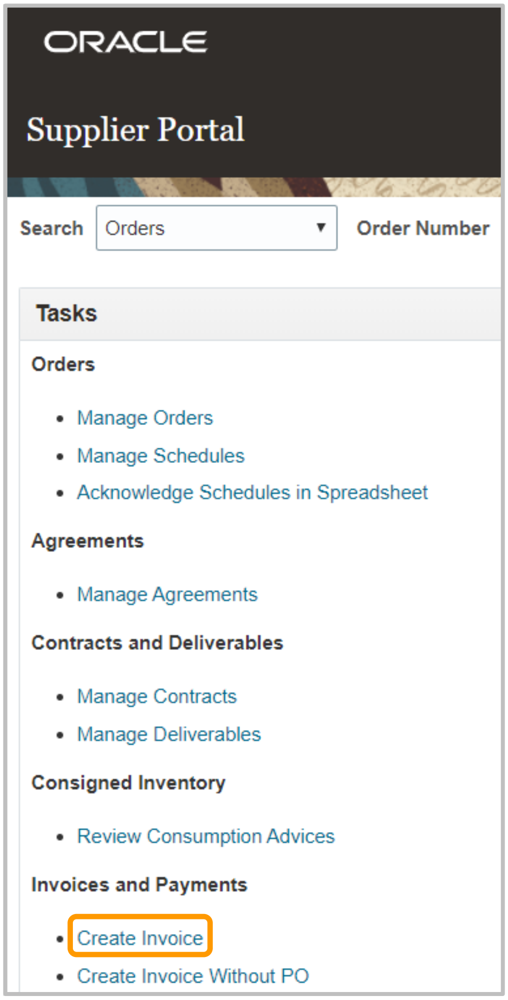
Bright Health Group

Step-by-Step Instructions:

Invoice Submission with PO

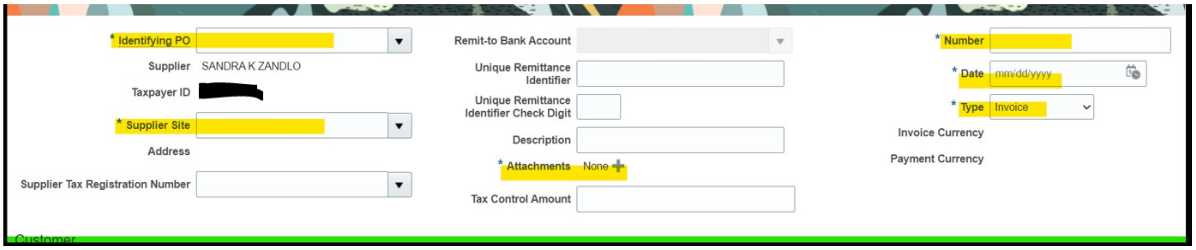
1. Under the **Supplier Portal** tab, click the **Supplier Portal** tile.

2. Click the **Create Invoice** hyperlink.

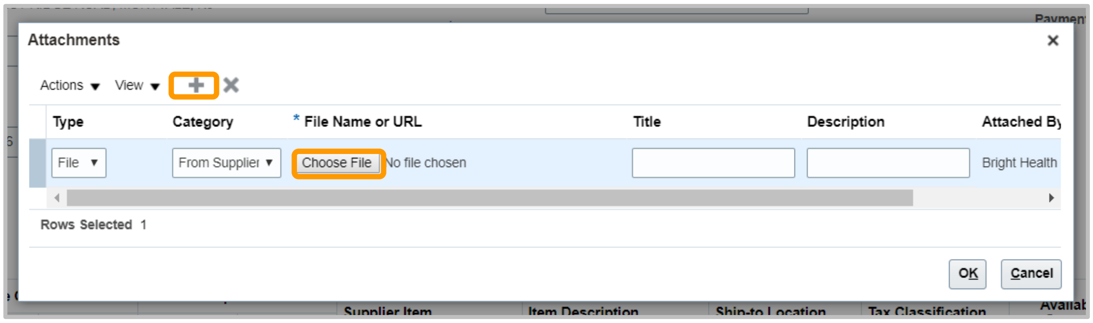


3. Enter the required details which are identified by an asterisk: Identifying PO, Supplier site, Number, Date (invoice date), Type and Attachments.

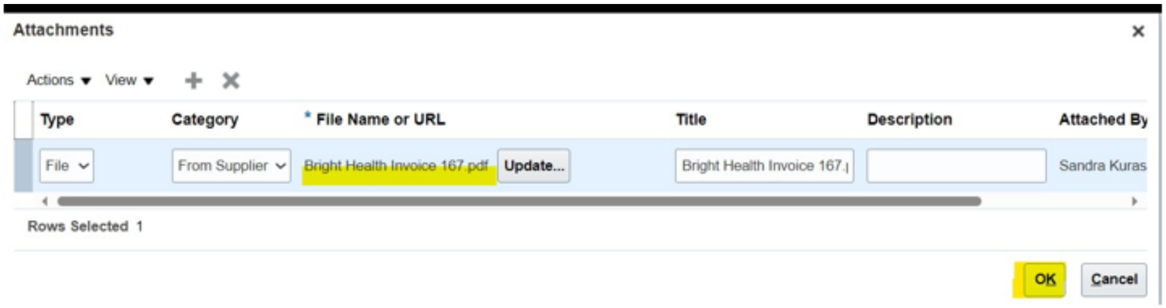
   a. The PO number will start with US and a list of options will appear once you start to enter the number – click on the number that applies to the invoice being entered.
   b. The dropdown arrow can be used to select a site.
   c. Number refers to the invoice number.
   d. Date refers to the date of your invoice.
   e. Type should be invoice.



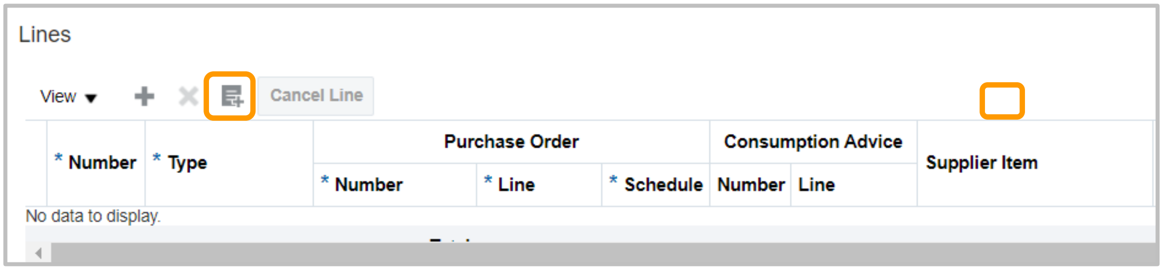
4. To attach the invoice, click on the + sign next to Attachments. When the following screen appears click on the Choose File button and select the file for the invoice click open.



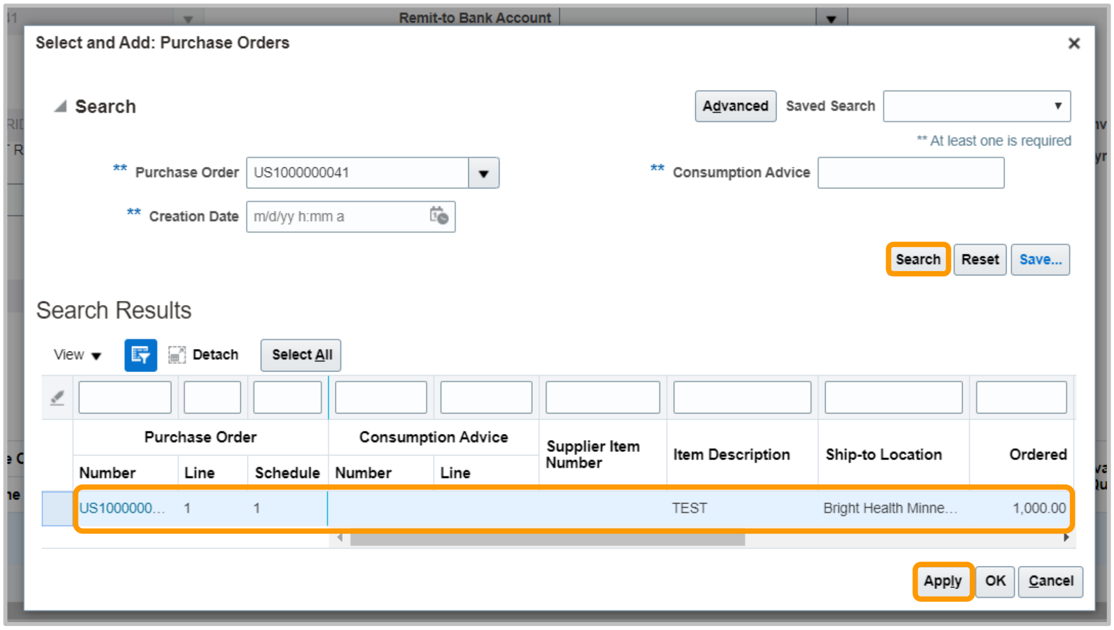
5. Once the file appears, click **OK**.



6. Under the Lines section, click the **Select and Add** icon. The icon that looks like a paper with + sign.

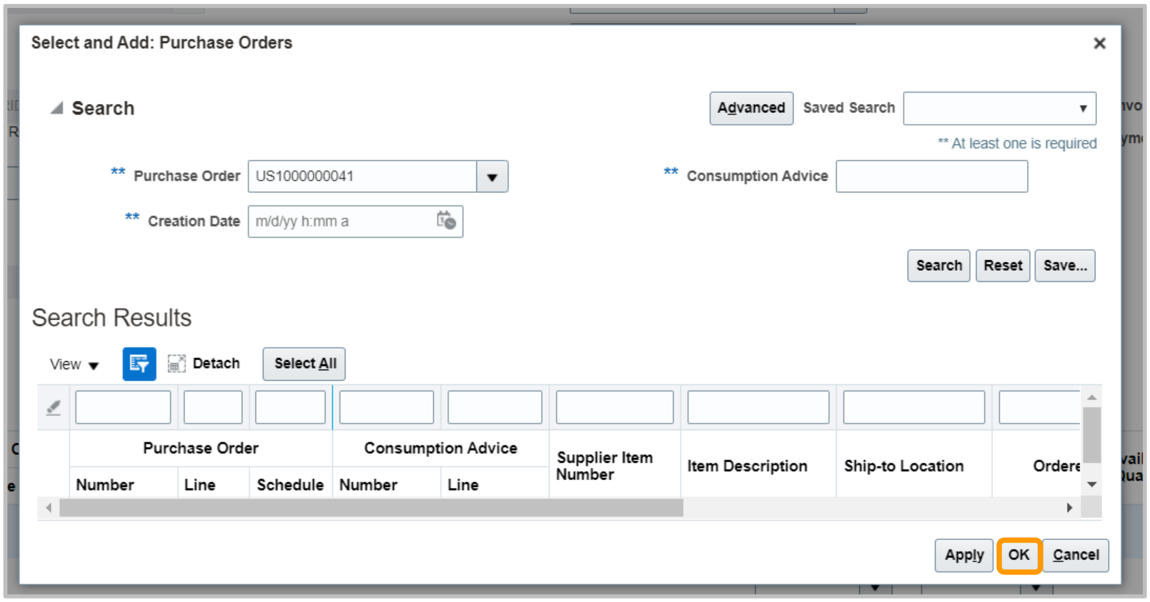


7. Select the **Purchase Order.** Click **Apply.**

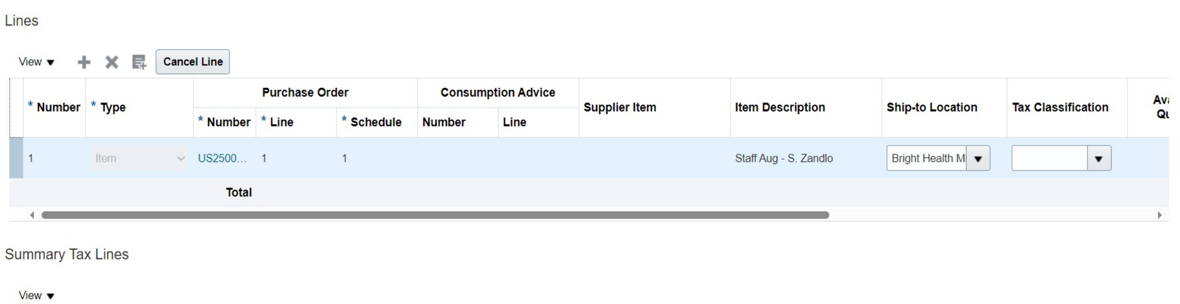


To identify the appropriate purchase order number, refer to previously approved contracts.

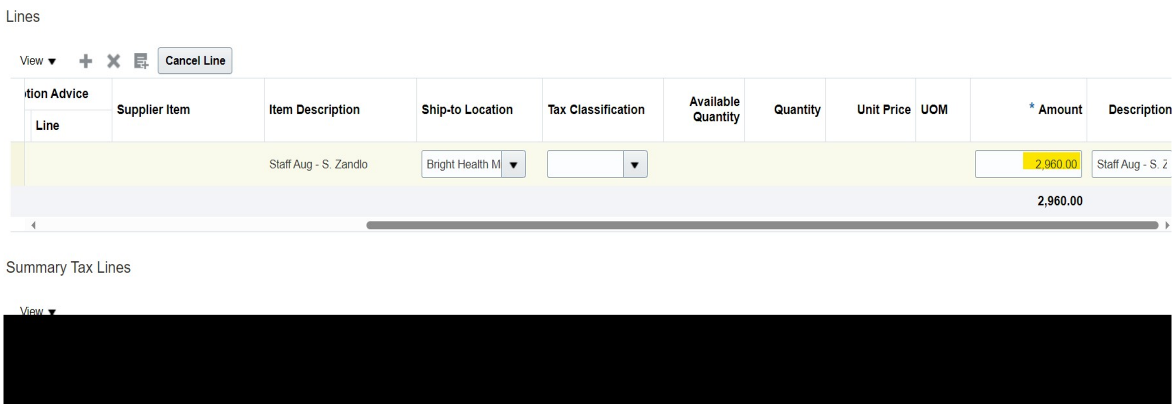
8. Click **OK**.



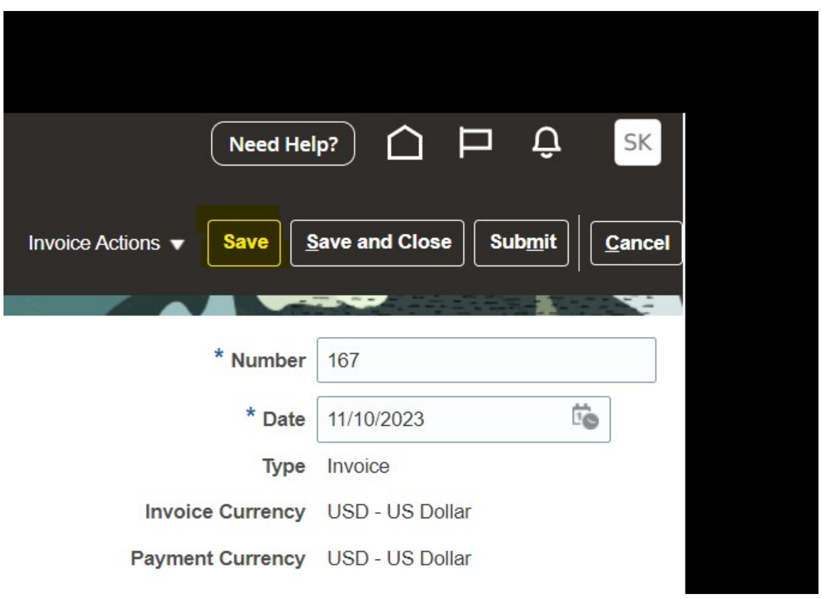
9. When this screen appears scroll to the right until the amount box appears.



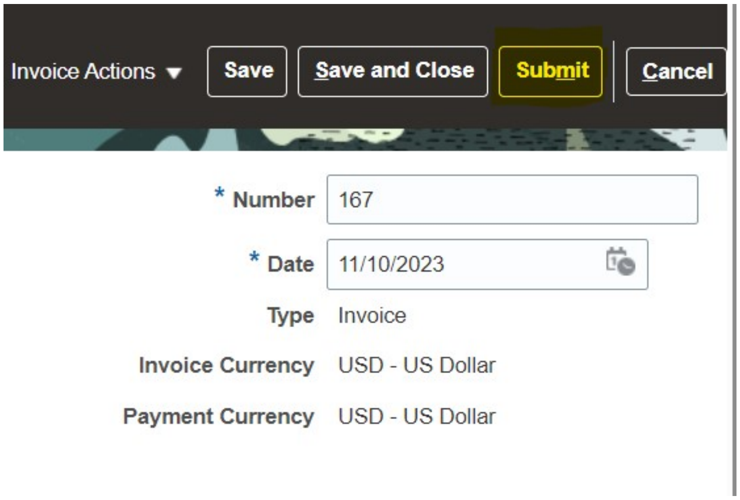
10. The amount field will display the balance of what is left on the PO. If the current invoice amount is different than the amount referenced, this field should be updated with the current invoice amount.



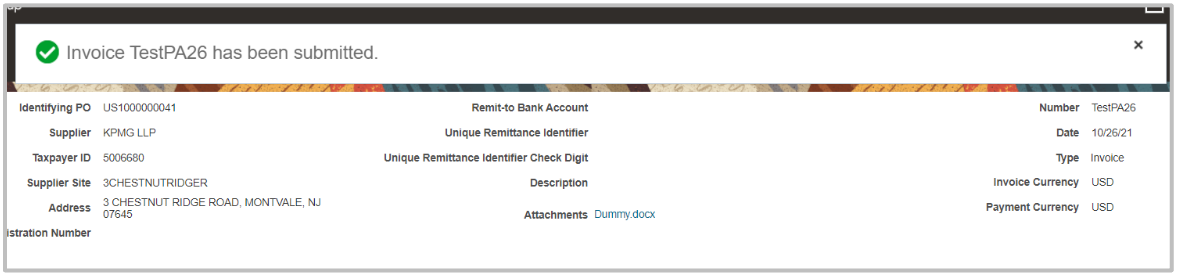
11. Go to the upper right-hand corner of the screen and click **SAVE**.



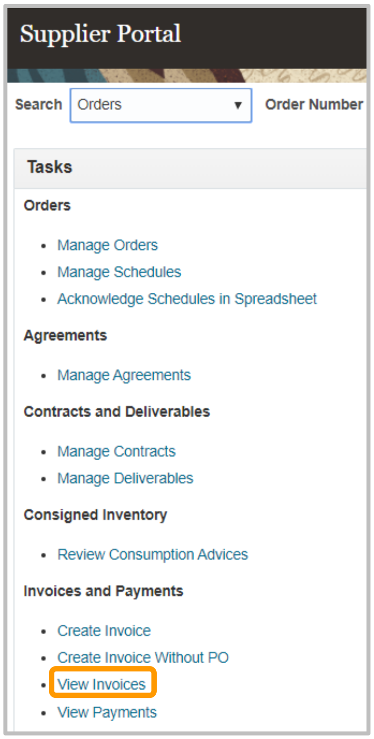
12. Click **Submit**.



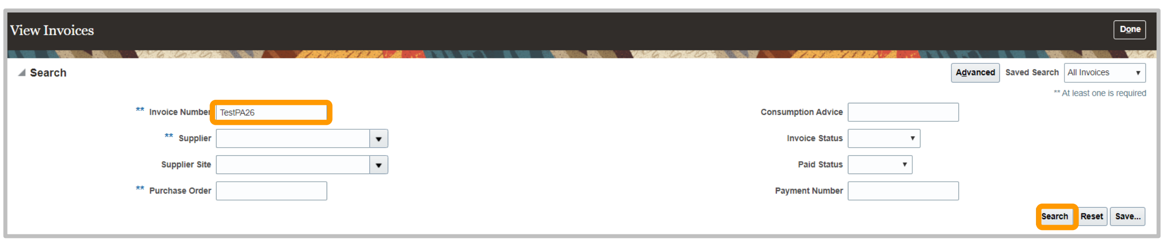
13. A message will appear on the screen. Invoice XXXXX has been submitted. This message is confirmation that the invoice has been successfully entered in the system.



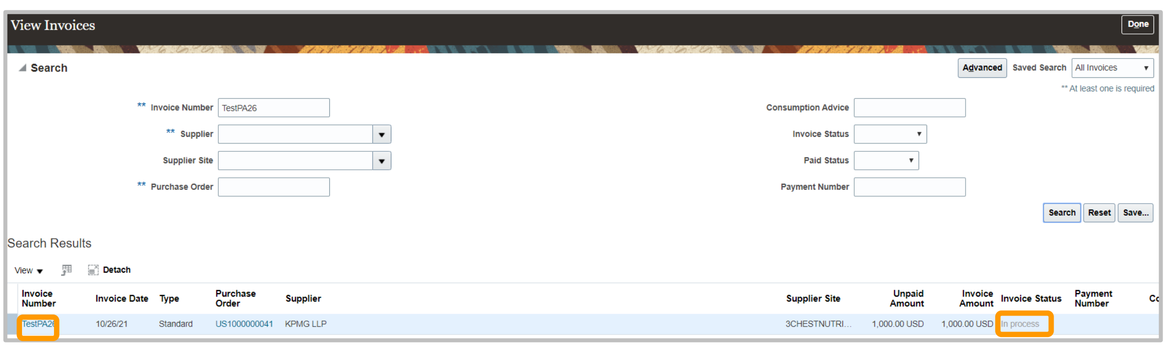
14. To view the created invoice, click the **View Invoices** hyperlink.



15. Query for the created invoice and click **Search**.



16. View the **Status** as **In process**.
Click the **Invoice Number** hyperlink to view the invoice details.



The Status will change once the invoice is validated by the AP users.

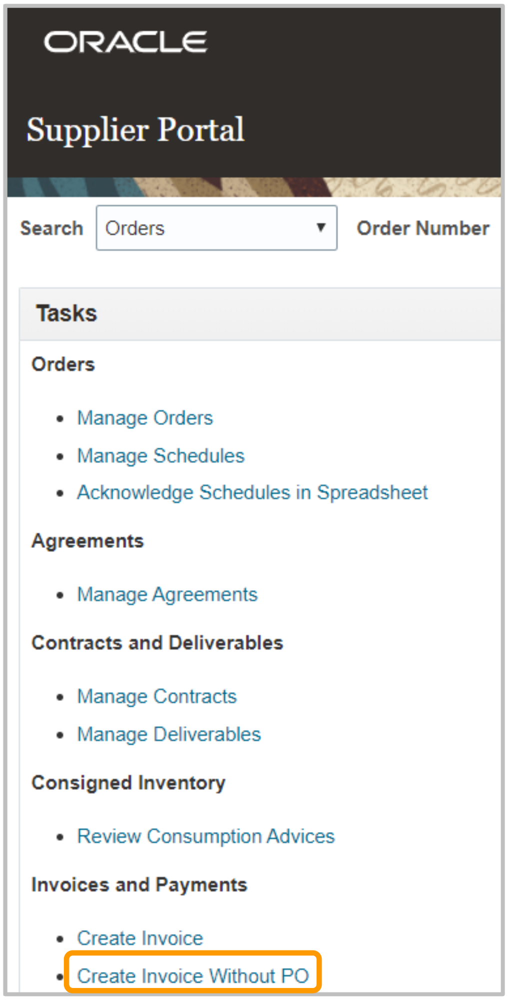
Step-by-Step Instructions:

Invoice Submission without PO

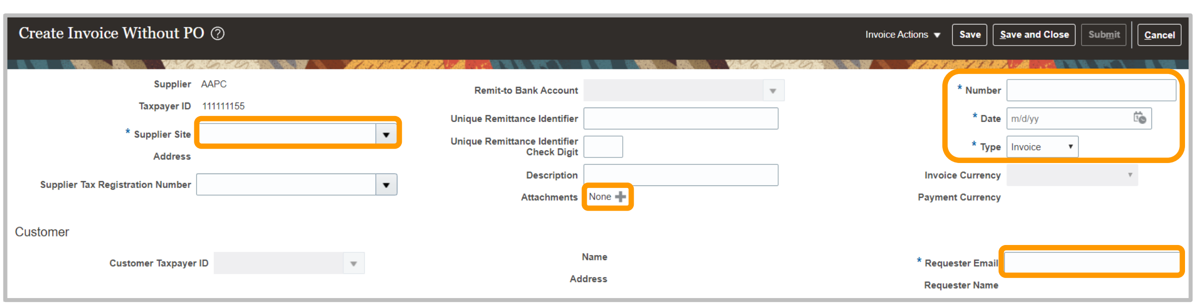
1. Under the **Supplier Portal** tab, click the **Supplier Portal** tile.


Supplier Portal
Tools
Others
APPS
Supplier Portal

2. Under **Invoices and Payments**, click **Create Invoice Without PO**.

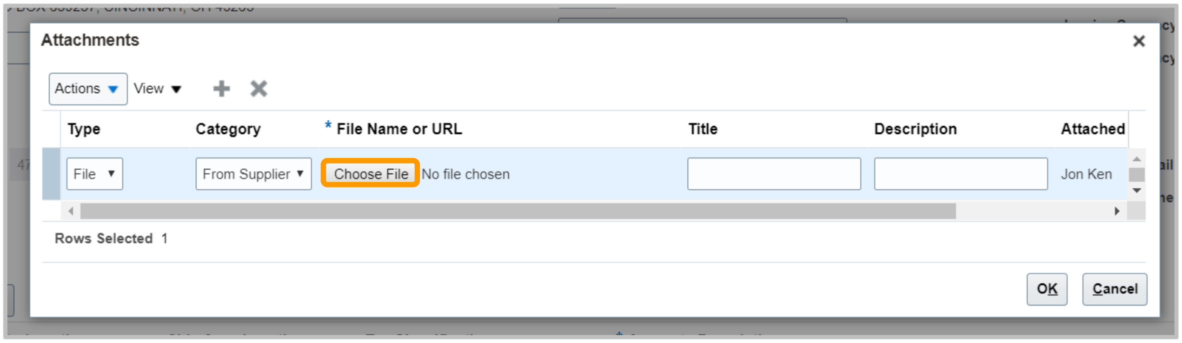


3. Enter the details for required **Supplier Site**, **Number**, **Date** and **Requester Email** fields. The requestor should be the business owner from Bright Health Group that engaged your organization to provide services or goods. If the requestor is not known, contact the Bright Health Group Procurement Department.
Click the **+** icon to add Attachment.

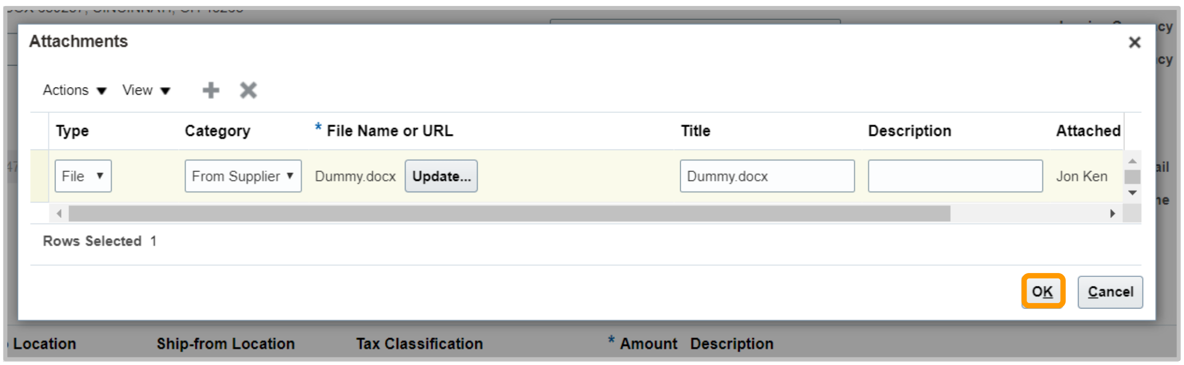


Suppliers Site locations will be defined during the supplier set up stage.

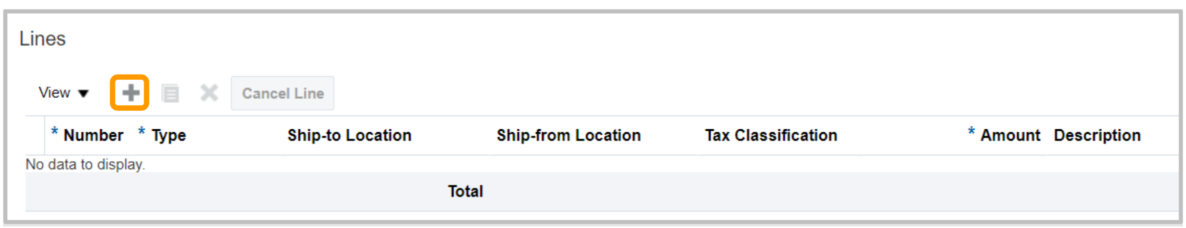
4. Click **Choose File**.



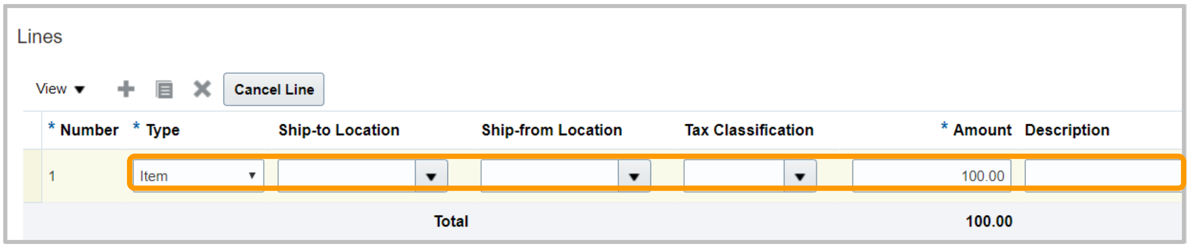
5. Select the appropriate file to add as attachment.
Click **OK**.



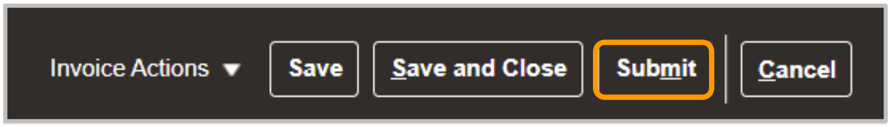
6. Under the **Lines** section, click **+** icon to add a row.



7. Enter the required details (Number, Type and amount)



8. Click **Submit**.



9. Review the submitted message.
Click **Done**.