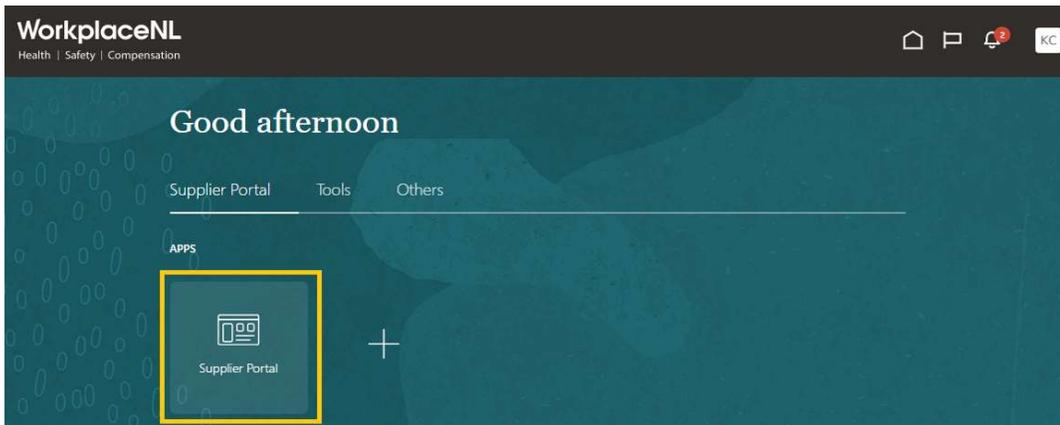
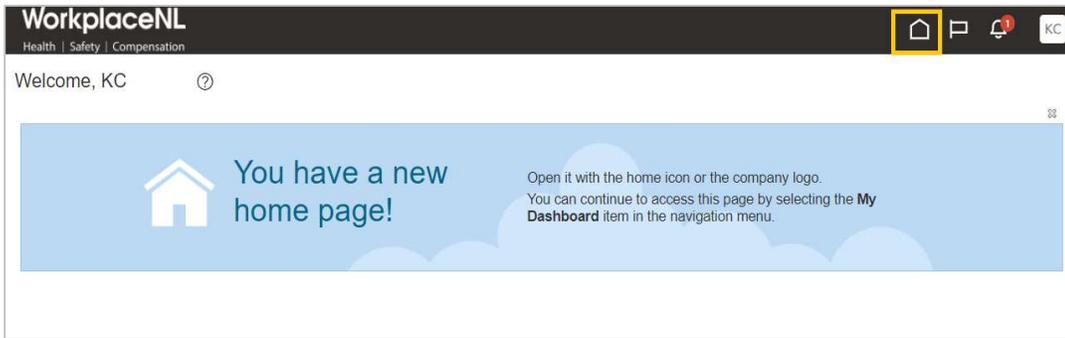


## Managing Invoices and Payments

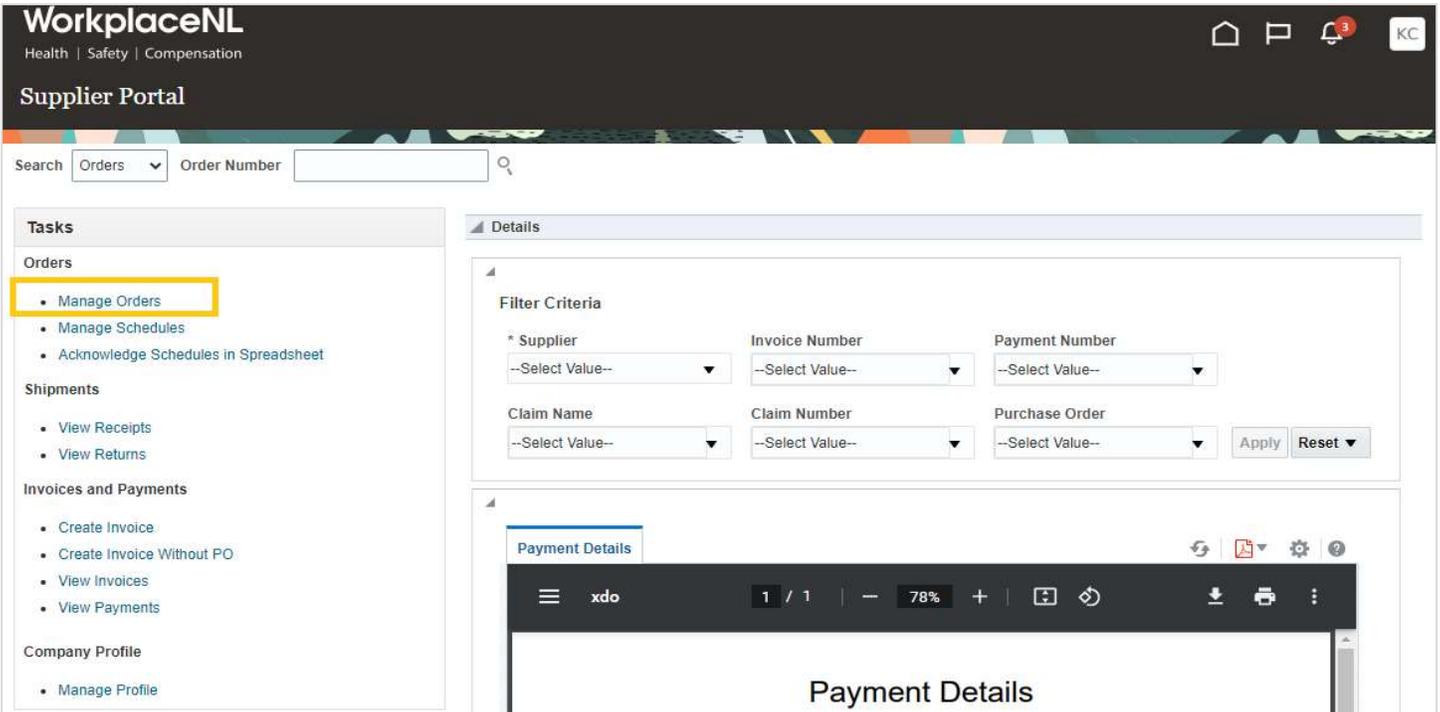
<b>Reviewing Purchase Order (PO) Information .....</b>	<b>2</b>
<b>Creating Invoices with PO .....</b>	<b>5</b>
<b>Creating Invoices without PO .....</b>	<b>9</b>
<b>Viewing Invoices .....</b>	<b>13</b>
<b>Canceling an Invoice .....</b>	<b>16</b>
<b>Viewing Payments .....</b>	<b>17</b>

## Reviewing Purchase Order (PO) Information

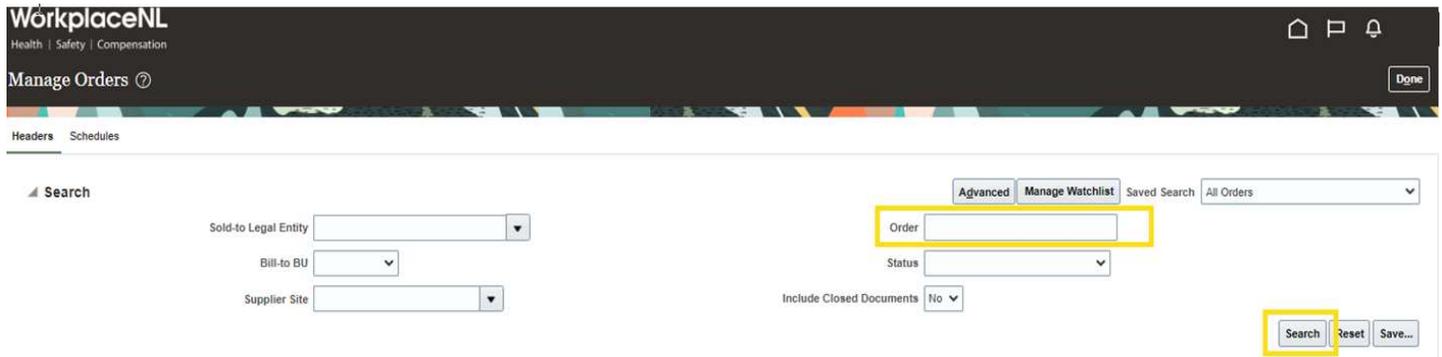
After you log in, select the home icon and then Supplier Portal.



Select **Manage Orders** from the left-hand **Task** menu.



To search for a PO, enter the PO number in the **Order** field. Click **Search**.  
 If you do not know the PO number, leave the Order field blank and click **Search**. The search results will display all open POs for your company.



You can **Sort** search results by any column field in ascending or descending order. Hover over the column header of the field you wish to sort by until the **Arrows**  icon appears. Select the ascending or descending arrow to sort the search results.

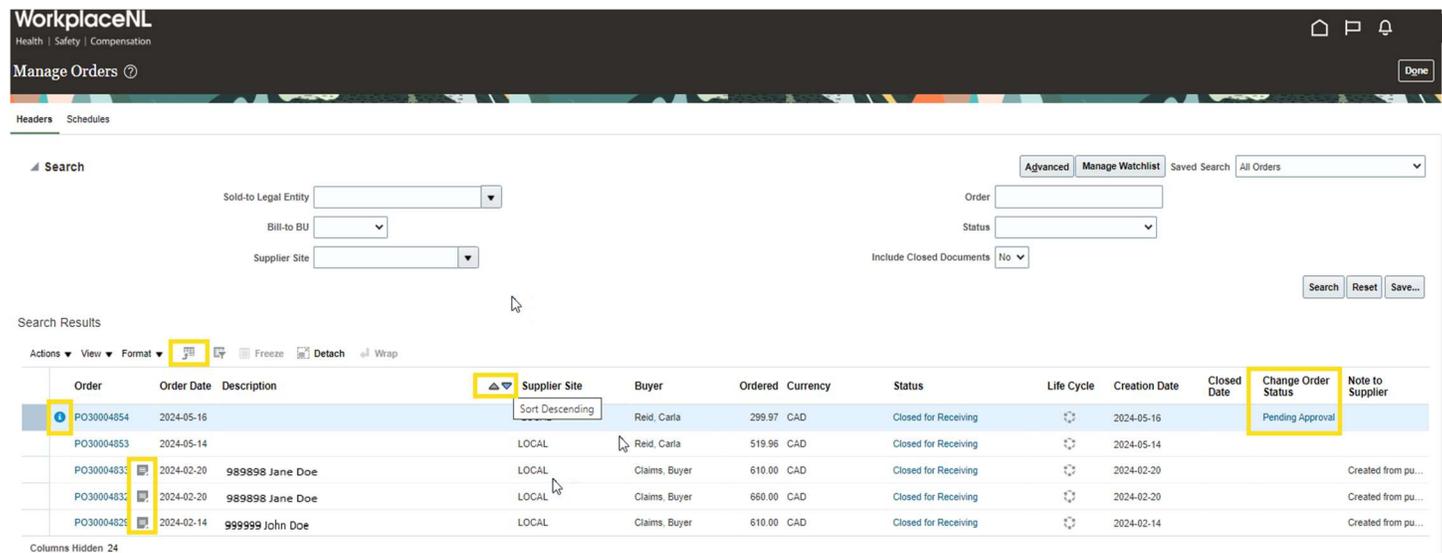
The **Export**  icon allows you to export the search results to Microsoft Excel.

The **Information**  icon indicates a PO has one or more actions pending.

The **Notes**  icon indicates a PO has additional information attached.

The **Change Order Status** column displays the status of open POs.

Select the **Order number** to view the details of a specific PO.



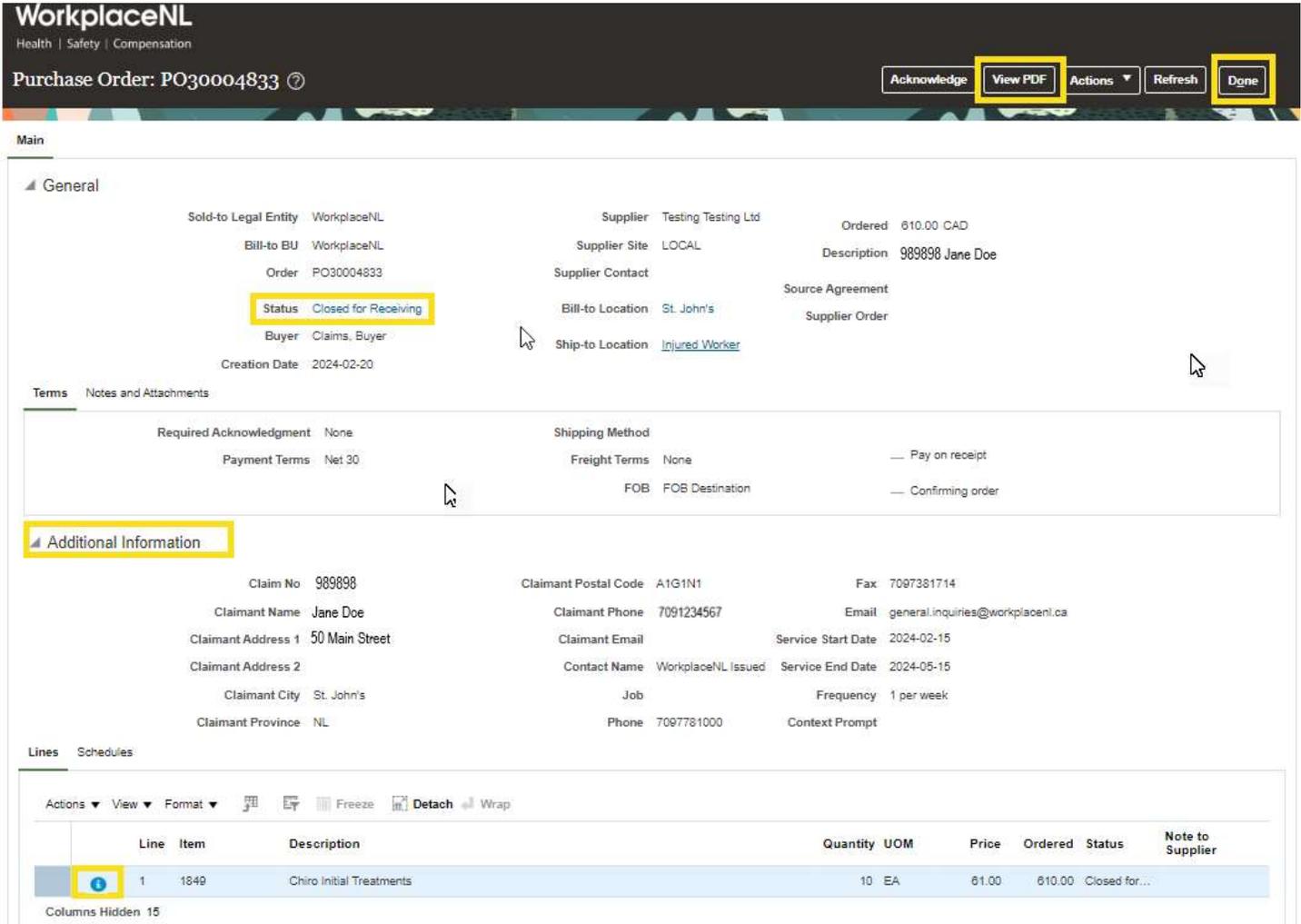
**Review PO details.** We recommend you select **View PDF** to review the most up-to-date details about the PO.

The **Additional Information** section contains original details about the PO when it was issued and will not reflect any changes made after the initial PO was generated.

You can check the **Status** of the PO. Note: A Closed for Receiving status indicates your PO is ready for invoices to be submitted against.

The **Information**  icon indicates the PO has one or more actions pending.

Click **Done** to close the screen.



**WorkplaceNL**  
Health | Safety | Compensation

Purchase Order: PO30004833

Acknowledge View PDF Actions Refresh Done

Main

**General**

Sold-to Legal Entity: WorkplaceNL  
Supplier: Testing Testing Ltd  
Ordered: 610.00 CAD  
Bill-to BU: WorkplaceNL  
Supplier Site: LOCAL  
Description: 989898 Jane Doe  
Order: PO30004833  
Supplier Contact:  
Source Agreement:  
Status: Closed for Receiving  
Bill-to Location: St. John's  
Supplier Order:  
Buyer: Claims, Buyer  
Ship-to Location: Injured Worker  
Creation Date: 2024-02-20

**Terms** Notes and Attachments

Required Acknowledgment: None  
Payment Terms: Net 30  
Shipping Method:  
Freight Terms: None — Pay on receipt  
FOB: FOB Destination — Confirming order

**Additional Information**

Claim No: 989898  
Claimant Postal Code: A1G1N1  
Fax: 7097381714  
Claimant Name: Jane Doe  
Claimant Phone: 7091234567  
Email: general.inquiries@workplacenl.ca  
Claimant Address 1: 50 Main Street  
Claimant Email:  
Service Start Date: 2024-02-15  
Claimant Address 2:  
Contact Name: WorkplaceNL Issued  
Service End Date: 2024-05-15  
Claimant City: St. John's  
Job:  
Frequency: 1 per week  
Claimant Province: NL  
Phone: 7097781000  
Context Prompt:

**Lines** Schedules

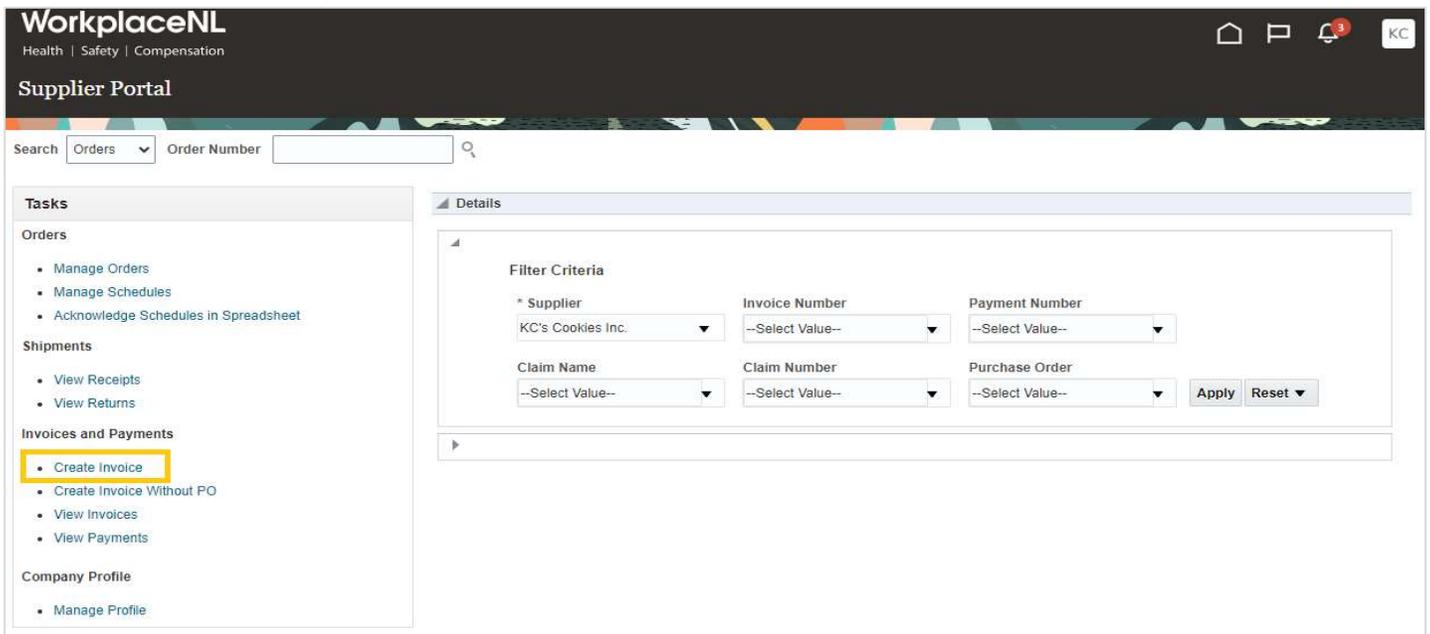
Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Price	Ordered	Status	Note to Supplier
1	1849	Chiro Initial Treatments	10	EA	61.00	610.00	Closed for...	

Columns Hidden 15

# Creating Invoices with PO

Under Invoices and Payments, click **Create Invoice**.



Enter invoice details.

**Identifying PO:** Select or search for a PO from the drop-down menu.

**Supplier Site:** Confirm the site is **LOCAL**. If not, select LOCAL from the drop-down menu.

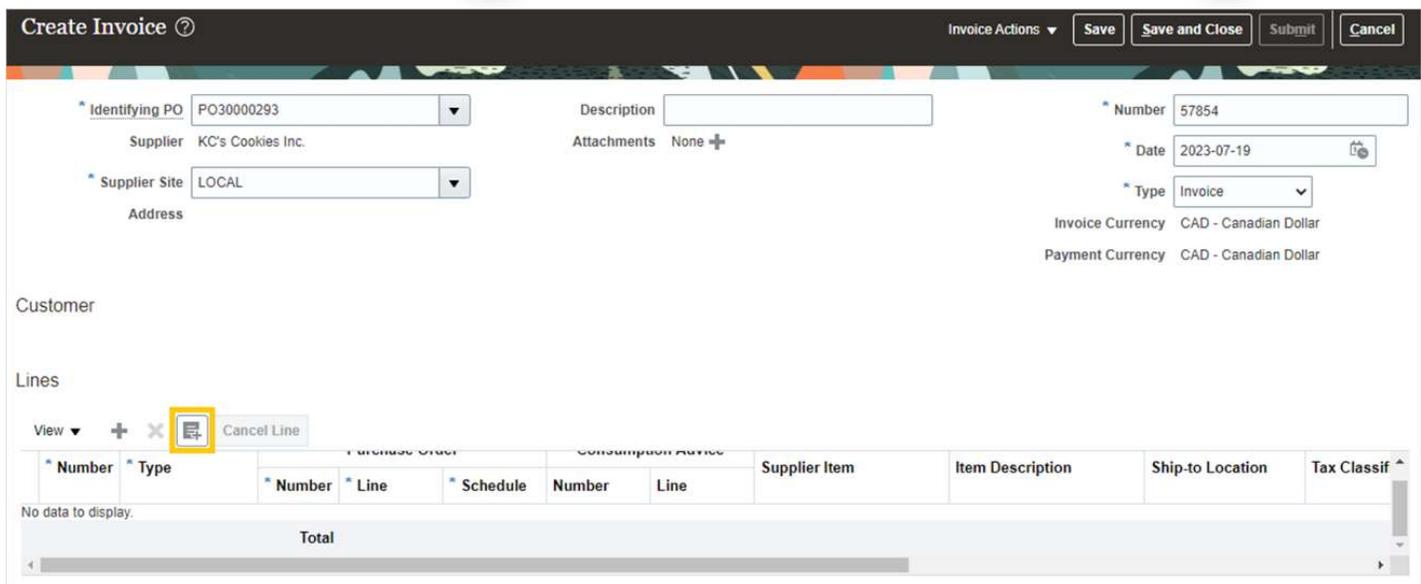
**Description:** Enter dates of service or other identifying information for reconciliation purposes.

**Number:** Enter invoice number.

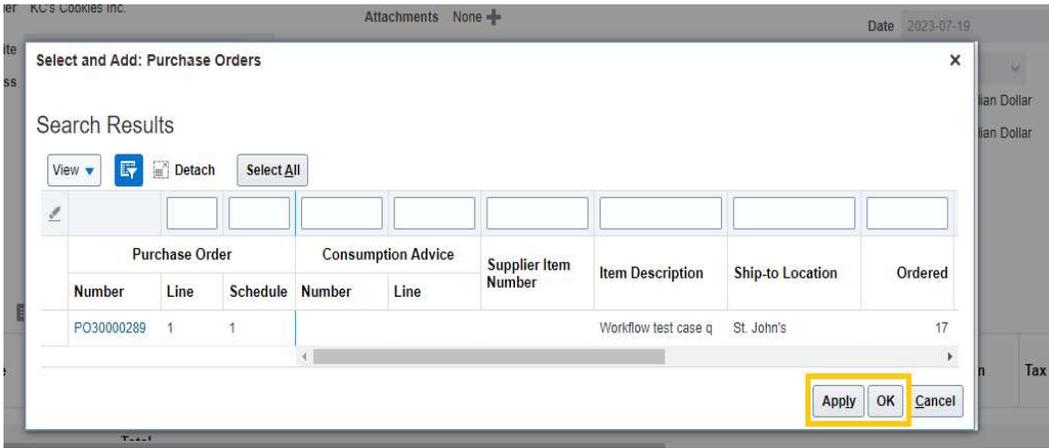
**Date:** Enter today's date.

**Type:** Select **Invoice**.

Click the **Select and Add** icon  to retrieve PO information. Do not use the plus  icon.



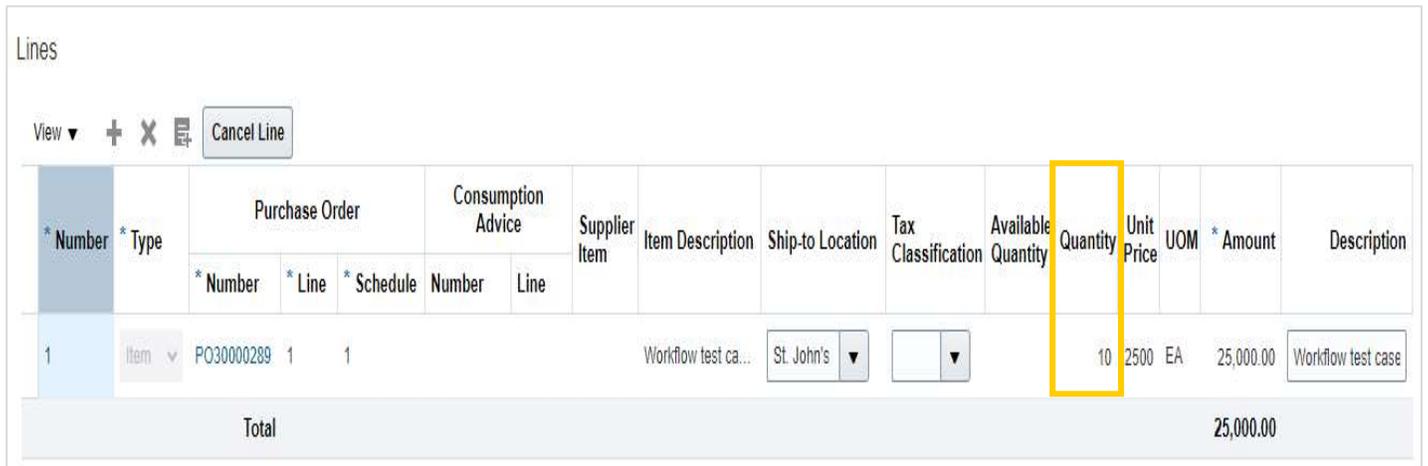
If the PO has any remaining amounts or treatments that can be invoiced, the line items will automatically populate. If the PO has been fully invoiced, no information will populate. To continue with the invoice process, click the white space to the left of the PO number to highlight the line. Click **Apply**, then **OK** to populate the PO information into the invoice.



**Want to verify if you are working with the correct PO?**

Before clicking **Apply** and **OK**, select the PO number from the search results to review PO information. If it is the correct PO, click **Apply** and **Ok** to proceed to the next step. If it is the incorrect PO, click **Cancel** and return to the Create Invoice screen to begin again (see page 3).

To change the quantity, scroll to the right and edit the **Quantity** field.



Select **Invoice Actions**, then **Calculate Tax**. To ensure no data is lost, click **Save**.

If taxes are not applicable, select **CA EXEMPT** in the **Tax Classification** field. If the tax classification field is left blank, taxes will calculate and be added to the invoice.

Review the tax lines for accuracy in the **Summary Tax Lines** section.

In the **Totals** section, the **Invoice Amount** and **Due** must match to submit the invoice. If they do not match, select **Save** and the system will recalculate the amounts.

**Edit Invoice** ⓘ

Identifying PO PO30000289 Description

Supplier KC's Cookies Inc. Attachments None +

Supplier Site LOCAL ▾

Address

Type Invoice

Invoice Currency CAD - Canadian Dollar

Payment Currency CAD - Canadian Dollar

Customer

Lines

View ▾ + X Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
		* Number	* Line	* Schedule	Number	Line										
1	Item	PO30000289	1	1				Workflow test ca...	St John's ▾		10	2500	EA	25,000.00	Workflow test case	
<b>Total</b>														25,000.00		

**Summary Tax Lines**

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	CATAX	CA HST	CANLHST	HST STANDARD	CANLHST	15		3,750

**Totals**

Items	25,000.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	3,750.00	Retainage	0.00	<b>Invoice Amount</b>	28,750.00
											<b>Due</b>	25,000.00	

Once the **Invoice Amount** and **Due** amount match, click **Submit**.

**WorkplaceNL**  
Health | Safety | Compensation

Home | Logout | Notifications (3) | KC

Edit Invoice ? Invoice Actions ▾ Save Save and Close **Submit** Cancel

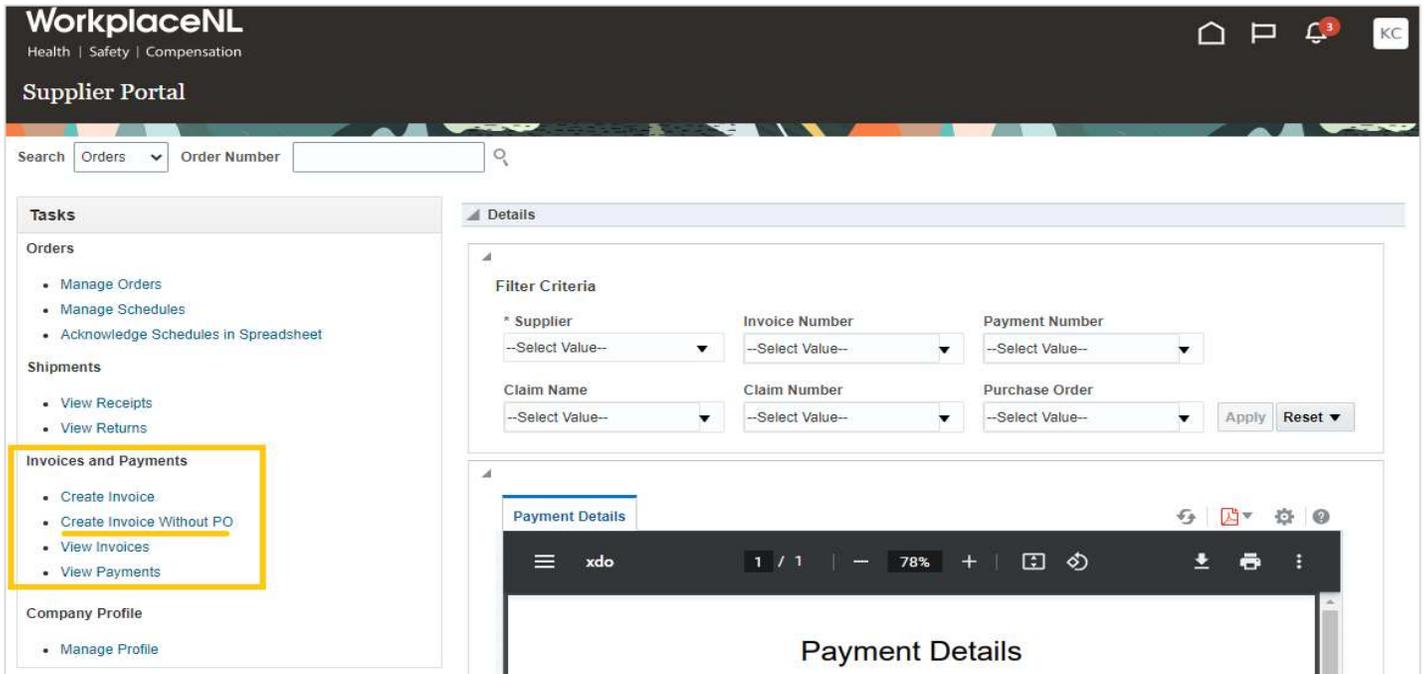
Identifying PO	PO30000289	Description	<input type="text"/>	* Number	1234567
Supplier	KC's Cookies Inc.	Attachments	None +	Date	2023-07-19 📅
Supplier Site	LOCAL			Type	Invoice
Address				Invoice Currency	CAD - Canadian Dollar
				Payment Currency	CAD - Canadian Dollar

**Note:**

If an invoice is submitted in error or was submitted with incorrect information, email [accounts.payable@workplacnl.ca](mailto:accounts.payable@workplacnl.ca) to have the information corrected or the invoice cancelled with a credit note issued, if applicable.

## Creating Invoices without PO

Select **Create Invoice without PO** from the left-hand **Task** menu.



Enter invoice details:

**Supplier Site:** Select **LOCAL** from drop-down menu.

**Description:** Enter dates of service or other identifying information for reconciliation purposes.

**Number:** Enter your invoice number.

**Date:** Enter today's date.

**Type:** Confirm the type is **Invoice**.

**Requester Email:** Email address of the WorkplaceNL employee requesting the items or service.

The screenshot shows the 'Create Invoice Without PO' form in the WorkplaceNL Supplier Portal. The form is titled 'Create Invoice Without PO' and has a 'Supplier' field set to 'KC's Cookies Inc.'. The 'Supplier Site' field is highlighted with a yellow box. The 'Description' field is empty. The 'Attachments' field is set to 'None'. The 'Number' field is highlighted with a yellow box. The 'Date' field is set to 'yyyy-mm-dd' and is highlighted with a yellow box. The 'Type' field is set to 'Invoice' and is highlighted with a yellow box. The 'Invoice Currency' and 'Payment Currency' fields are empty. The 'Requester Email' field is highlighted with a yellow box. The 'Requester Name' field is empty. The form also has 'Save', 'Save and Close', 'Submit', and 'Cancel' buttons.

To add invoice line items, select the **Plus**  icon.

Enter line item details.

**Type:** Confirm type is **Item**. If not, select it from the drop-down menu to avoid your invoice being rejected.

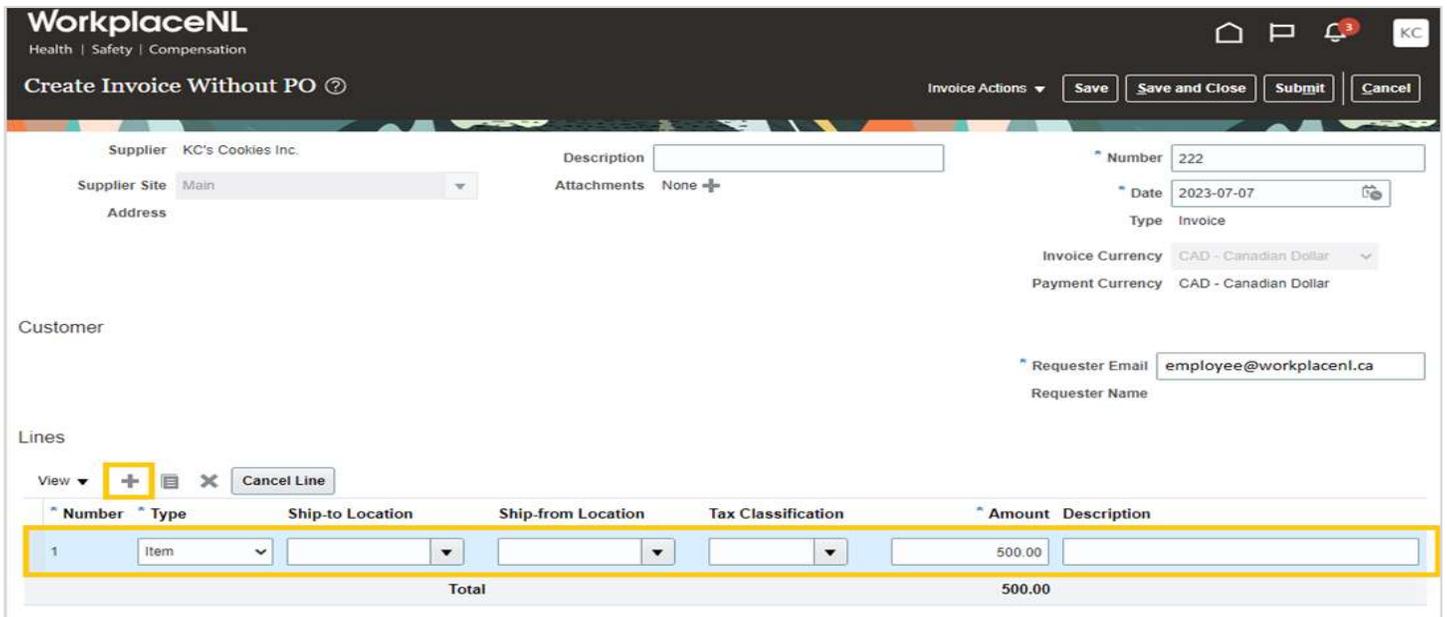
**Ship-to Location:** Select location from the drop-down menu.

**Ship-from Location:** Select location from the drop-down menu.

**Tax Classification:** Select **CA EXEMPT** if taxes are not applicable. If the field is left blank, taxes will be calculated.

**Amount:** Enter the pre-tax amount for the line item.

**Description:** Enter description of the product or service.



WorkplaceNL  
Health | Safety | Compensation

Create Invoice Without PO 

Invoice Actions  **Save** Save and Close Submit Cancel

Supplier KC's Cookies Inc. Description  \* Number 222  
Supplier Site Main Attachments None  \* Date 2023-07-07  
Address Type Invoice  
Invoice Currency CAD - Canadian Dollar  
Payment Currency CAD - Canadian Dollar

Customer  
Requester Email employee@workplacenl.ca  
Requester Name

Lines  
View     Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
1	Item				500.00	
Total					500.00	

To delete a line, click on the line to highlight it, then select the **X** icon.



Lines  
View     Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
1	Item				500.00	
Total					500.00	

Once all line items are entered, click **Save**.



WorkplaceNL  
Health | Safety | Compensation

Create Invoice Without PO 

Invoice Actions  **Save** Save and Close Submit Cancel

Supplier KC's Cookies Inc. Description  \* Number 222  
Supplier Site Main Attachments None  \* Date 2023-07-07

Select **Invoice Actions**, then **Calculate Tax**. To ensure no data is lost, click **Save**.

WorkplaceNL  
Health | Safety | Compensation

Create Invoice Without PO ?

Supplier: KC's Cookies Inc.  
Supplier Site: Main  
Address: [Blank]

Description: [Blank]  
Attachments: None +

Number: 222  
Date: 2023-07-07  
Type: Invoice  
Invoice Currency: CAD - Canadian Dollar  
Payment Currency: CAD - Canadian Dollar

Invoice Actions: Save, Save and Close, Submit, Cancel

Calculate Tax (Ctrl+Alt+X)  
Cancel Invoice  
Delete Invoice

If taxes are not applicable, select **CA EXEMPT** in the **Tax Classification** field. If the tax classification field is left blank, taxes will calculate and be added to the invoice.

Review the tax lines for accuracy in the **Summary Tax Lines** section.

In the **Totals** section, the **Invoice Amount** and **Due** must match to submit the invoice. If they do not match, select **Save** and the system will recalculate the amounts.

Create Invoice Without PO ? Invoice Actions: Save, Save and Close, Submit, Cancel

Supplier: KC's Cookies  
Supplier Site: LOCAL  
Address: [Blank]

Description: sds  
Attachments: None +

Number: sds  
Date: 2023-10-10  
Type: Invoice  
Invoice Currency: CAD - Canadian Dollar  
Payment Currency: CAD - Canadian Dollar

Customer: [Blank]

Requester Email: charmaine.wiseman@workplacenl.ca  
Requester Name: Wiseman, Charmaine

Lines

Number	Type	Ship-to Location	Ship-from Location	Tax Classification	Amount	Description
1	Item	Comer Brook	[Blank]	[Blank]	500.00	Description
Total					500.00	

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	CA TAX	CA HST	CA NL HST	HST STANDARD	CA NL HST	15		75

Totals

Items	500.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	75.00	Invoice Amount	575.00
								Retainage	0.00	Due	500.00

Once the **Invoice Amount** and **Due** amount match, click **Submit**.

Create Invoice Without PO 

Invoice Actions

Supplier	KC's Cookies Inc.	Description	<input type="text"/>	* Number	<input type="text" value="222"/>
Supplier Site	Main	Attachments	None 	Date	<input type="text" value="2023-07-07"/> 
Address				Type	Invoice

**Note:**

If an invoice is submitted in error or was submitted with incorrect information, email [accounts.payable@workplacenl.ca](mailto:accounts.payable@workplacenl.ca) to have the information corrected or the invoice cancelled with a credit note issued, if applicable.

## Viewing Invoices

Select **View Invoices** from the left-hand **Task** menu.

The screenshot shows the WorkplaceNL Supplier Portal interface. The top navigation bar includes the logo, 'Health | Safety | Compensation', and user information 'KC'. The main header is 'Supplier Portal'. Below this is a search bar with a dropdown menu set to 'Orders' and a search icon. On the left, a 'Tasks' sidebar lists various actions: 'Orders' (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), 'Shipments' (View Receipts, View Returns), and 'Invoices and Payments' (Create Invoice, Create Invoice Without PO, **View Invoices**, View Payments). The 'View Invoices' option is highlighted with a yellow box. The main content area shows a 'Details' section with 'Filter Criteria' including dropdown menus for Supplier (KC's Cookies Inc.), Invoice Number, Payment Number, Claim Name, Claim Number, and Purchase Order, along with 'Apply' and 'Reset' buttons.

You can view invoices by searching by **Invoice Number**, **Supplier**, **Purchase Order** number or **Invoice Status**.

- If you know the invoice number, enter it in the **Invoice Number** field and click **Search**.
- To view all supplier invoices, select supplier name from the **Supplier** drop-down menu and click **Search**. The search results will include all invoices entered by the supplier or WorkplaceNL.
- To view the invoices that have been submitted against a specific purchase order, select **Supplier** from the drop-down menu, enter the **Purchase Order** number (leading with “PO”) and click **Search**.
- To view invoices with a specific status, such as incomplete, select **Supplier** from the drop-down menu, select the status you want to search from the **Invoice Status** drop-down menu and click **Search**. See page 13 for a list of invoice status descriptions.

The screenshot shows the 'View Invoices' search interface. The top navigation bar includes the logo, 'Health | Safety | Compensation', and user information 'KC'. The main header is 'View Invoices' with a 'Done' button. Below this is a search bar with a dropdown menu set to 'Advanced' and a search icon. The main content area shows a search form with several fields: 'Invoice Number', 'Supplier', 'Supplier Site', 'Purchase Order', 'Consumption Advice', 'Invoice Status', 'Paid Status', and 'Payment Number'. The 'Invoice Status' dropdown menu is highlighted with a yellow box. At the bottom right, there are 'Search', 'Reset', and 'Save...' buttons. A note at the bottom right states: "\*\* At least one is required".

In the search results, the **Invoice Status** field provides an update on the status of an invoice. See below for a list of invoice status descriptions. Click on the **Invoice Number** to view additional invoice details.

**WorkplaceNL**  
Health | Safety | Compensation

View Invoices

Search

Advanced Saved Search All Invoices

\*\* At least one is required

\*\* Invoice Number  
\*\* Supplier  
Supplier Site  
\*\* Purchase Order

Consumption Advice  
Invoice Status  
Paid Status  
Payment Number

Search Reset Save...

Search Results

View Detail

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
123456	2023-07-19	Standard	PO30000293	KC's Cookies Inc.	LOCAL	CAD	0.00 CAD	In process		
1234567	2023-07-19	Standard	PO30000289	KC's Cookies Inc.	LOCAL	28,750.00...	28,750.00 CAD	Approved		

**It is a good practice to regularly check if you have any incomplete status invoices.**

Any invoices with an incomplete status are considered draft and have not been submitted for payment. We recommend a regular review of incomplete-status invoices to ensure drafts are either finished and submitted for payment (see page 3: Creating Invoices with PO or page 8: Creating Invoices without PO) or canceled (see page 15: Canceling an Invoice).

## Invoice status descriptions

Invoice Status	Description
<b>Pending</b>	Awaiting approval by requester
<b>On Hold</b>	Awaiting validation by WorkplaceNL
<b>In Process</b>	Awaiting approval by WorkplaceNL
<b>Approved</b>	Approved by WorkplaceNL
<b>Rejected</b>	Rejected by WorkplaceNL
<b>Cancelled</b>	Invoice has been cancelled
<b>Incomplete</b>	Invoices that are in draft only

Review invoice details. There are two tabs of information, **Lines** and **Payments**.

Select the **Lines** tab to review specific items on the invoice. Click **Done** to close the screen

Invoice: 123456 Done

Business Unit	WorkplaceNL	Invoice Amount	7.00	Invoice Type	Standard
Legal Entity Name	WorkplaceNL	Unpaid Amount	7.00	Description	
Supplier or Party	KC's Cookies Inc.	Payment Currency	CAD	Attachment	None
Supplier Site	LOCAL	Tax Control Amount			
Address					
Invoice Date	2023-07-19				

**Lines** Payments

Items

View ▼ 🔍 📄 Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	1.00	Pencils	50	0.02		1	1		1	500053		St. John's, NL	
2	5.00	Pens	25	0.20		1	1		1	500053		St. John's, NL	
3	1.00	Markers	2	0.50		1	1		1	500053		St. John's, NL	

If the invoice has been paid, click the **Payments** tab to view the payment details. Click **Done** to close the screen.

Invoice: 123456 Done

Business Unit	WorkplaceNL	Invoice Amount	310,500.00 CAD	Invoice Type	Standard
Legal Entity Name	WorkplaceNL	Unpaid Amount	310,500.00 CAD	Description	
Supplier or Party	KC's Cookies Inc.	Payment Currency	CAD	Attachment	None
Supplier Site	LOCAL	Tax Control Amount			
Address					
Invoice Date	2023-07-19				

**Lines** Payments

Items

View ▼ 🔍 📄 Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	270,000.00	Workflow test case q	20	13,500	EA	PO300002...	1	1	50000064	1			St. John's

## Canceling an Invoice

To cancel an invoice with an incomplete status, select **View Invoice** from the left-hand **Task** menu.

The screenshot shows the WorkplaceNL Supplier Portal interface. The top navigation bar includes the logo, 'Health | Safety | Compensation', and user information 'KC'. The main header is 'Supplier Portal'. Below this is a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. On the left, a 'Tasks' sidebar lists various actions under 'Orders', 'Shipments', and 'Invoices and Payments'. The 'View Invoices' option under 'Invoices and Payments' is highlighted with a yellow box. The main content area shows a 'Details' section with 'Filter Criteria' including dropdowns for Supplier (KC's Cookies Inc.), Invoice Number, Payment Number, Claim Name, Claim Number, and Purchase Order, along with 'Apply' and 'Reset' buttons.

To search for and open the invoice you want to cancel, select **Supplier** from the drop-down menu, select incomplete status from the **Invoice Status** drop-down menu and click **Search**.

The screenshot shows the 'View Invoices' search form. The top navigation bar includes the logo, 'Health | Safety | Compensation', and user information 'KC'. The main header is 'View Invoices' with a 'Done' button. Below this is a search bar with a dropdown menu set to 'Advanced' and 'All Invoices'. The search form includes several input fields: '\*\* Invoice Number', 'Consumption Advice', '\*\* Supplier' (highlighted with a yellow box), 'Supplier Site', '\*\* Purchase Order', 'Invoice Status' (highlighted with a yellow box), 'Paid Status', and 'Payment Number'. There are 'Search', 'Reset', and 'Save...' buttons at the bottom right. A note at the bottom right states '\*\* At least one is required'.

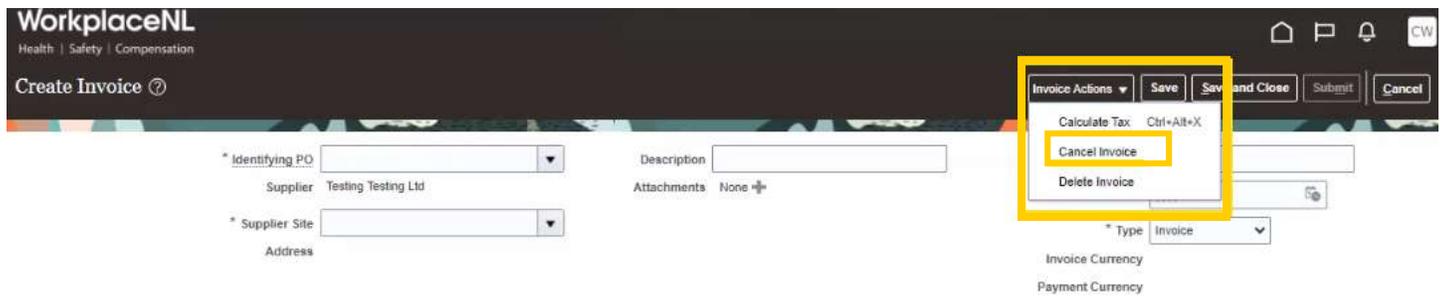
Click on the **invoice number** to open the invoice.

### Search Results

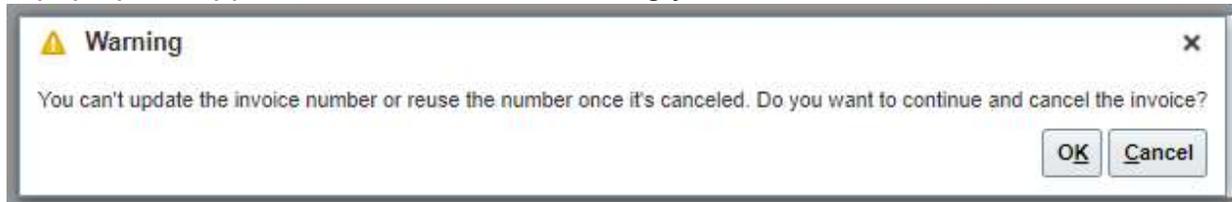
View ▼ 📄 📄 Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
123456	2023-07-19	Standard	PO30000293	KC's Cookies Inc.	LOCAL	CAD	0.00 CAD	Incomplete		
1234567	2023-07-19	Standard	PO30000289	KC's Cookies Inc.	LOCAL	28,750.00 ...	28,750.00 CAD	Approved		

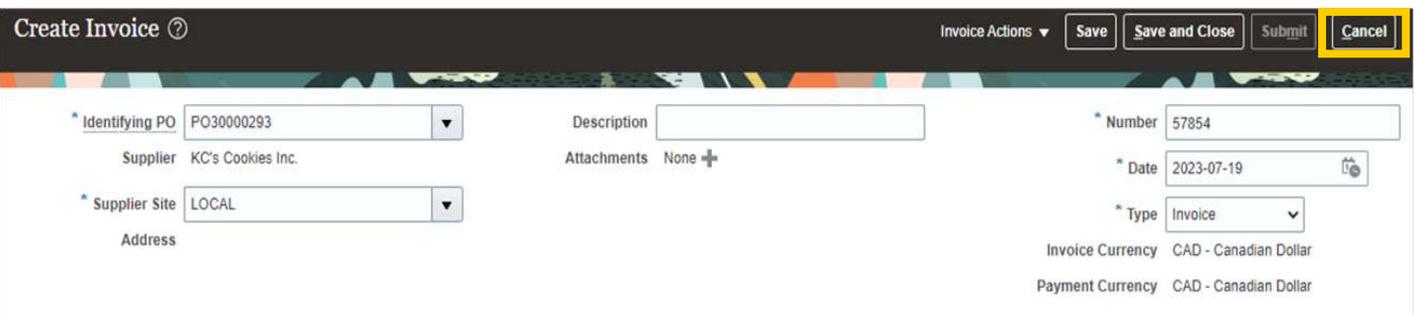
In the top right under **Invoice Actions** select **Cancel Invoice** from the drop-down menu.



A pop up will appear, select **OK**. This will bring you back to the invoice.



Select **Cancel** to finish canceling the invoice.



**Note:**

If an invoice still has an incomplete status, you can edit the invoice instead of canceling it. See page 4 on how to edit an invoice.

If an invoice is submitted in error or was submitted with incorrect information, email [accounts.payable@workplacnl.ca](mailto:accounts.payable@workplacnl.ca) to have the information corrected or the invoice cancelled with a credit note issued, if applicable.

## Viewing Payments

Payment remittances are distributed via encrypted email from [payment.remittances@workplacenl.ca](mailto:payment.remittances@workplacenl.ca). If you have not received payment remittances, first please check your junk or spam folders then, contact WorkplaceNL at 709.778.2927 if not received.

In the Supplier Portal, there are two additional ways to view payments:

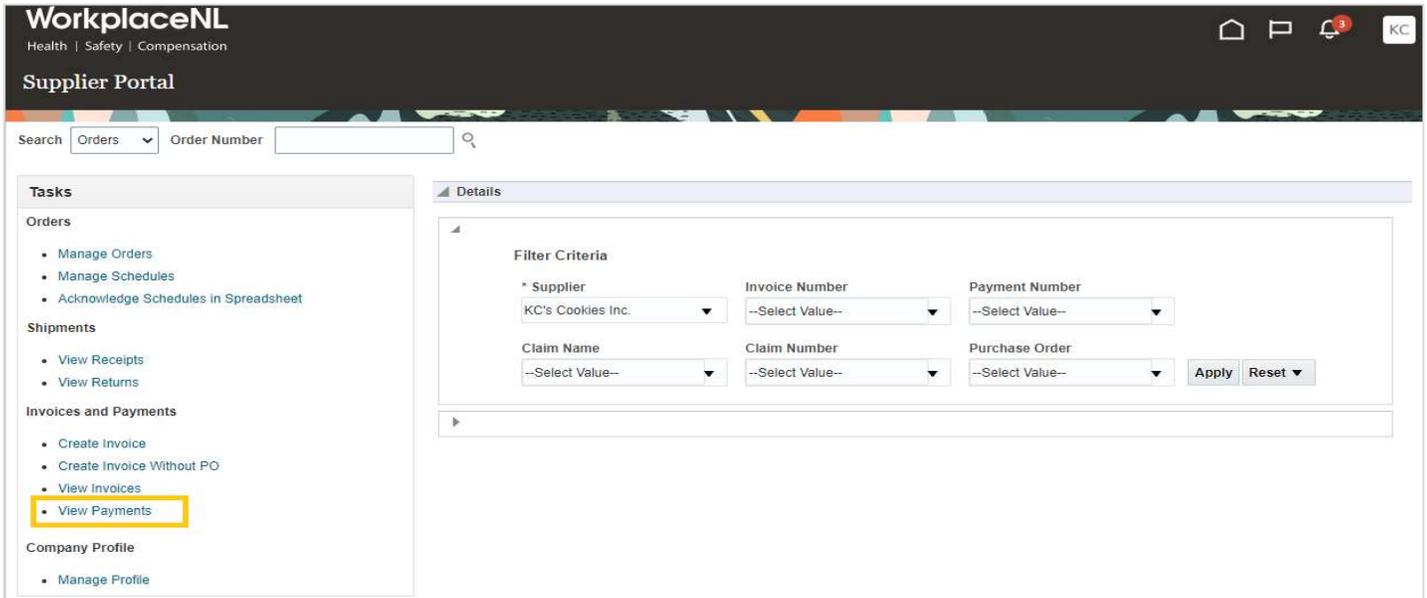
1. View the **Payment Details** report in the center of the home page, or
2. Select **View Payments** from the left-hand **Task** menu.

1. The **Payment Details** report is a quick-reference summary of all your claimant payments and can be found in the center of the home page. You can filter the report using filter criteria. Icons in the top, right corner of the report allow you to print or save the report or export it to Microsoft Excel.

The screenshot displays the Supplier Portal interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. On the left, a 'Tasks' sidebar lists various actions under categories like 'Orders', 'Shipments', 'Invoices and Payments', and 'Company Profile'. The main content area is titled 'Details' and contains a 'Filter Criteria' section with dropdown menus for 'Invoice Number', 'Payment Number', 'Claim Name', and 'Claim Number', along with an 'Apply' button. Below this is a 'Payment Details' report viewer. The report's top navigation bar includes icons for refresh, print, and export, which are highlighted with a yellow box. The report table has the following columns: Invoice Number, Invoice Date, Claim Number, Claim Name, From Date, To Date, Payment Number, Code, Description, Invoice Amount, and Supplier.

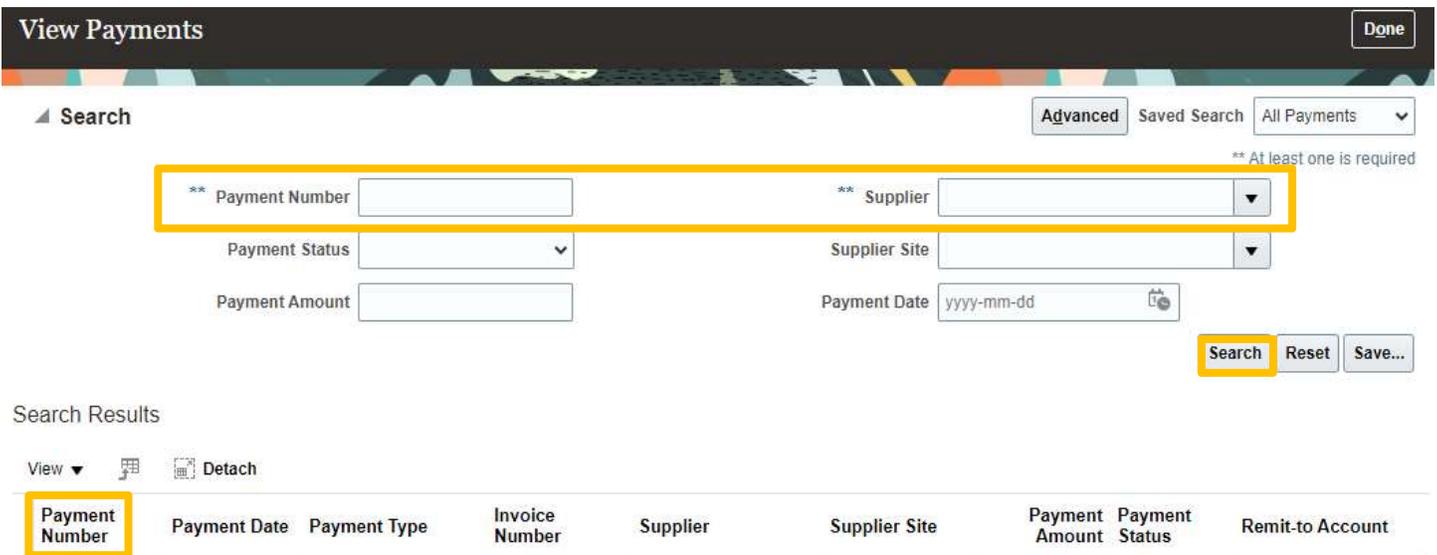
Invoice Number	Invoice Date	Claim Number	Claim Name	From Date	To Date	Payment Number	Code	Description	Invoice Amount	Supplier
----------------	--------------	--------------	------------	-----------	---------	----------------	------	-------------	----------------	----------

2. To view payments using the left-hand **Tasks** menu, select **View Payments**.



If you know the Payment Number, enter it in the **Payment Number** field. If you do not have the payment number, select your company name from the **Supplier** field drop-down menu. Click **Search**, and all payments will display.

Click on the **Payment Number** from the search results to view payment details.



Revised June 2024