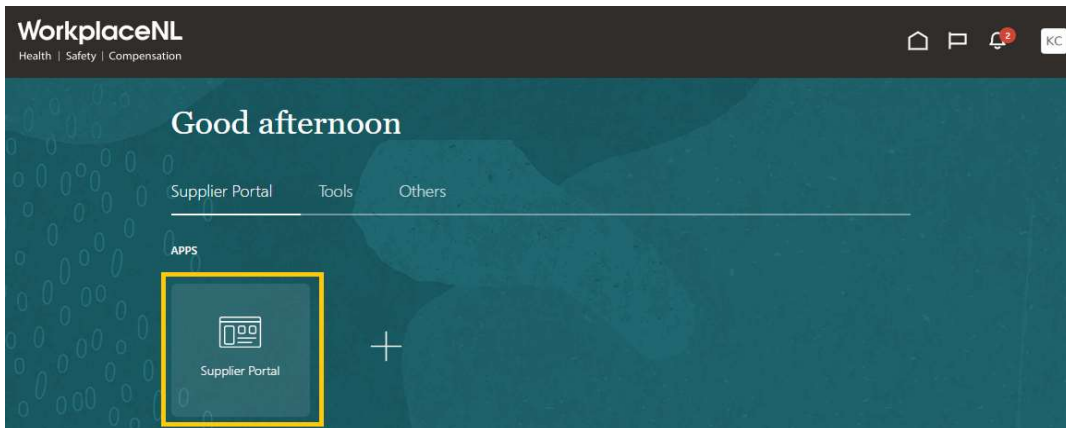
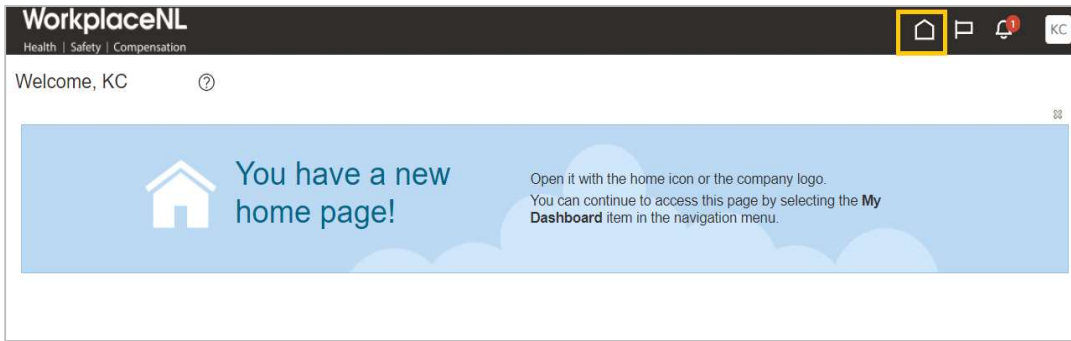


Managing Invoices and Payments

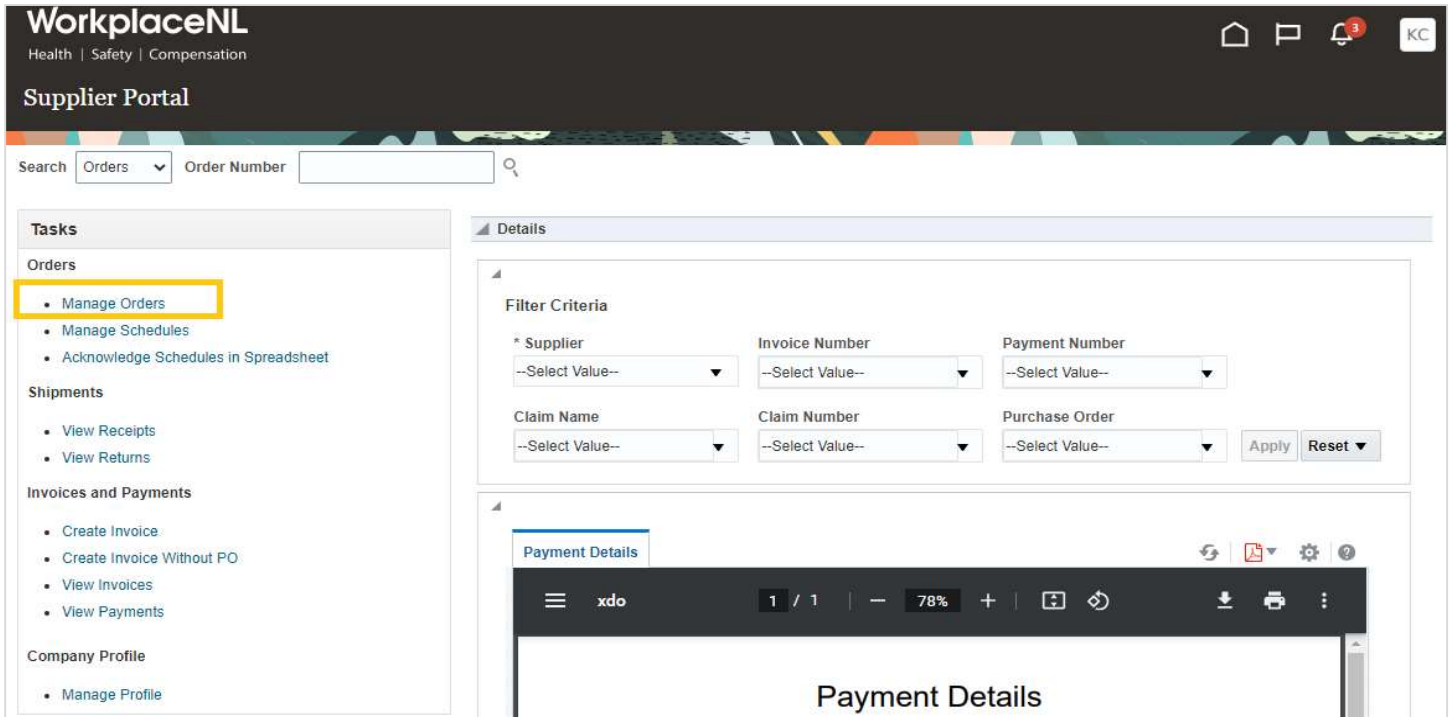
| | |
|-------------------------------------------------|----|
| Reviewing Purchase Order (PO) Information | 2 |
| Creating Invoices with PO | 3 |
| Creating Invoices without PO | 8 |
| Viewing Invoices | 12 |
| Canceling an Invoice | 15 |
| Viewing Payments | 16 |

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.



If you know the PO number, enter it in the **Order** field. Click **Search**.
 If you do not know the PO number, leave the Order field blank and click **Search**.
 Select the **Order number** to view the PO details.

WorkplaceNL
 Health | Safety | Compensation

Manage Orders Done

Search

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

| Order | Order Date | Description | Supplier Site | Buyer | Ordered | Currency | Status | Life Cycle | Creation Date |
|------------|------------|-------------|---------------|---------|------------|----------|--------|------------|---------------|
| PO30000299 | 2023-07-18 | | LOCAL | Reid, C | 105,000.00 | CAD | Open | | 2023-07-18 |
| PO30000295 | 2023-07-18 | | LOCAL | Reid, C | 287,500.00 | CAD | Open | | 2023-07-18 |

Review PO details. **Note:** Closed for Receiving status indicates your PO is ready for invoices to be submitted against. Click **Done** to close the screen.

WorkplaceNL
 Health | Safety | Compensation

Purchase Order: PO30000293 Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity WorkplaceNL Supplier KC's Cookies Inc. Ordered 270,000.00 CAD

Bill-to BU WorkplaceNL Supplier Site LOCAL Description

Order PO30000293 Supplier Contact K C Source Agreement Supplier Order

Status Closed for Receiving Bill-to Location St. John's

Buyer Reid, C Ship-to Location St. John's

Creation Date 2023-07-18

Terms Notes and Attachments

Required Acknowledgment None Shipping Method — Pay on receipt

Payment Terms Net 30 Freight Terms None — Confirming order

FOB FOB Destination

Additional Information

Claim Number Claimant Postal Code Fax

Claimant Name Claimant Phone Email

Claimant Address 1 Claimant Email Service Start Date

Claimant Address 2 Contact Name Service End Date

Claimant City Job Frequency

Claimant Province Phone

Lines Schedules

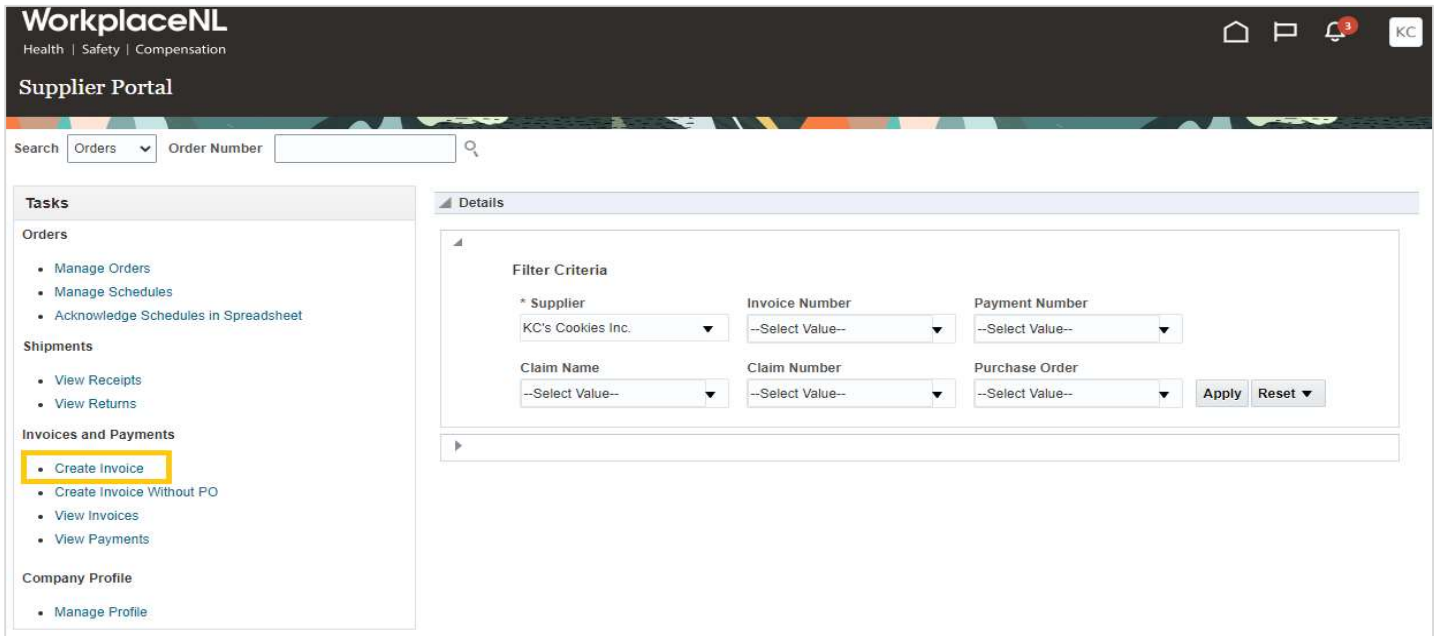
Actions View Format Freeze Detach Wrap

| Line | Item | Description | Quantity | UOM | Price | Ordered | Status |
|------|------|----------------------|----------|-----|-----------|------------|---------------|
| 1 | | Workflow test case q | 20 | EA | 13,500.00 | 270,000.00 | Closed for... |

Columns Hidden 16

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.

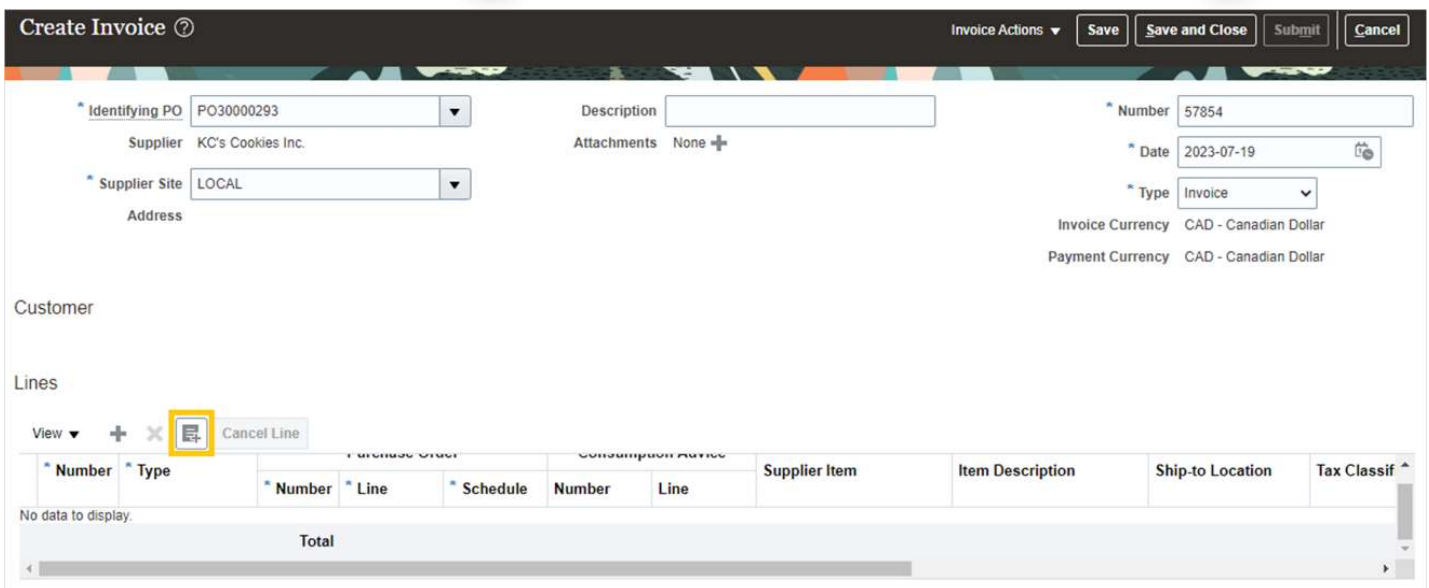
Description: Enter dates of service or other identifying information for reconciliation purposes.

Number: Enter invoice number.

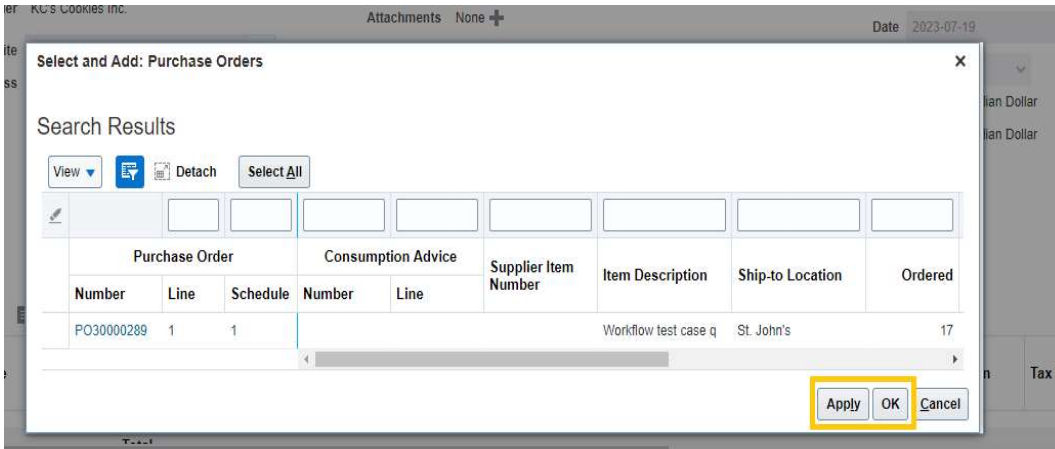
Date: Enter today's date.

Type: Select **Invoice**.

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



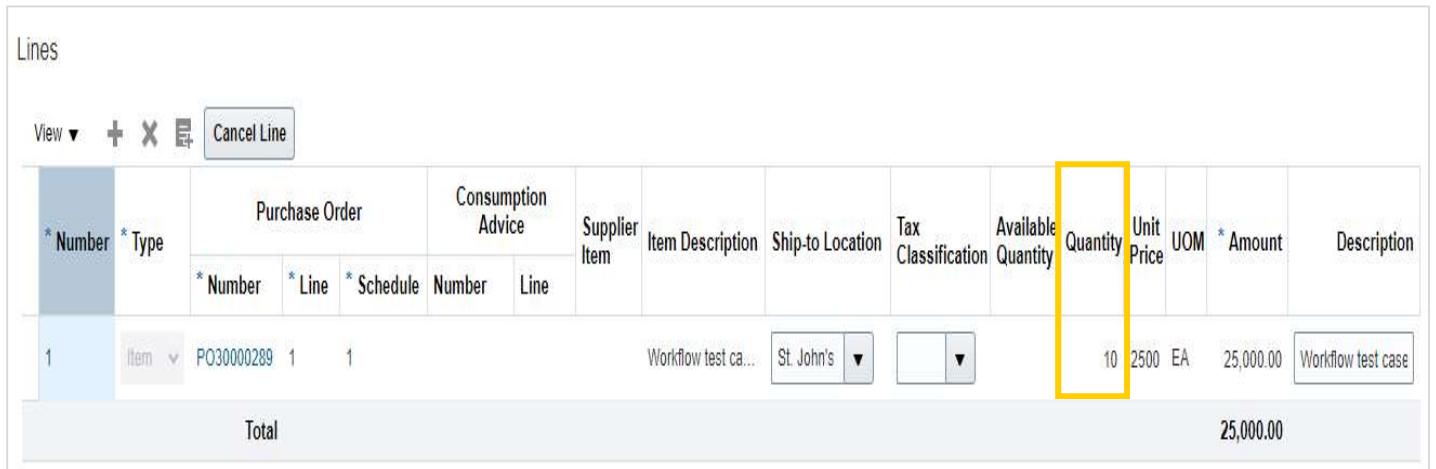
If the PO has any remaining amounts or treatments that can be invoiced, the line items will automatically populate. If the PO has been fully invoiced, no information will populate. To continue with the invoice process, click the white space to the left of the PO number to highlight the line. Click **Apply**, 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 | |
| Total | | | | | | | | | | | | | | 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 | Invoice Amount | 28,750.00 |
| | | | | | | | | Retainage | 0.00 | Due | 25,000.00 |

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

WorkplaceNL
Health | Safety | Compensation

Edit Invoice ?

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

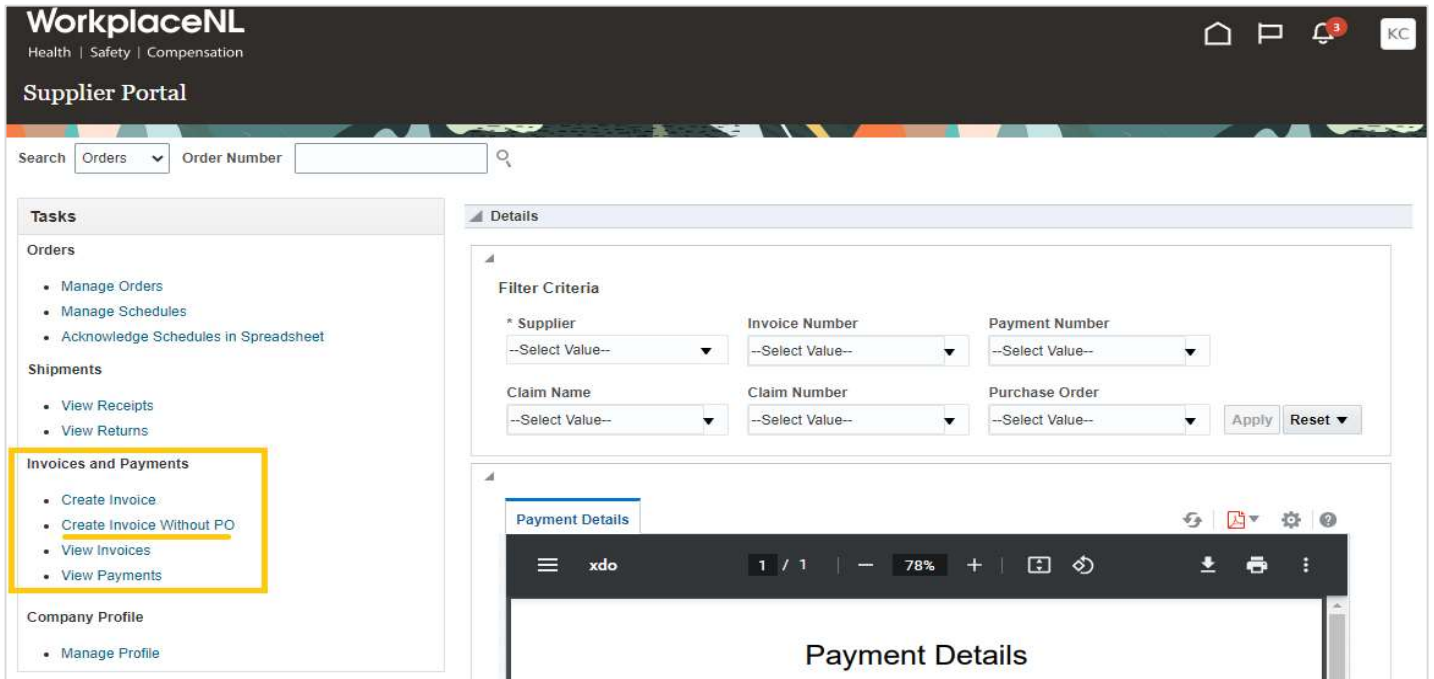
| | | | | | |
|----------------|-------------------|-------------|----------------------|------------------|-----------------------|
| Identifying PO | PO30000289 | Description | <input type="text"/> | * Number | 1234567 |
| Supplier | KC's Cookies Inc. | Attachments | None + | Date | 2023-07-19 |
| 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 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. The 'Supplier' field is set to 'KC's Cookies Inc.'. The 'Supplier Site' dropdown menu is highlighted with a yellow box. The 'Number', 'Date', and 'Type' fields are also highlighted with a yellow box. The 'Requester Email' field is highlighted with a yellow box. The form includes buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. The 'Customer' field is currently empty.

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.

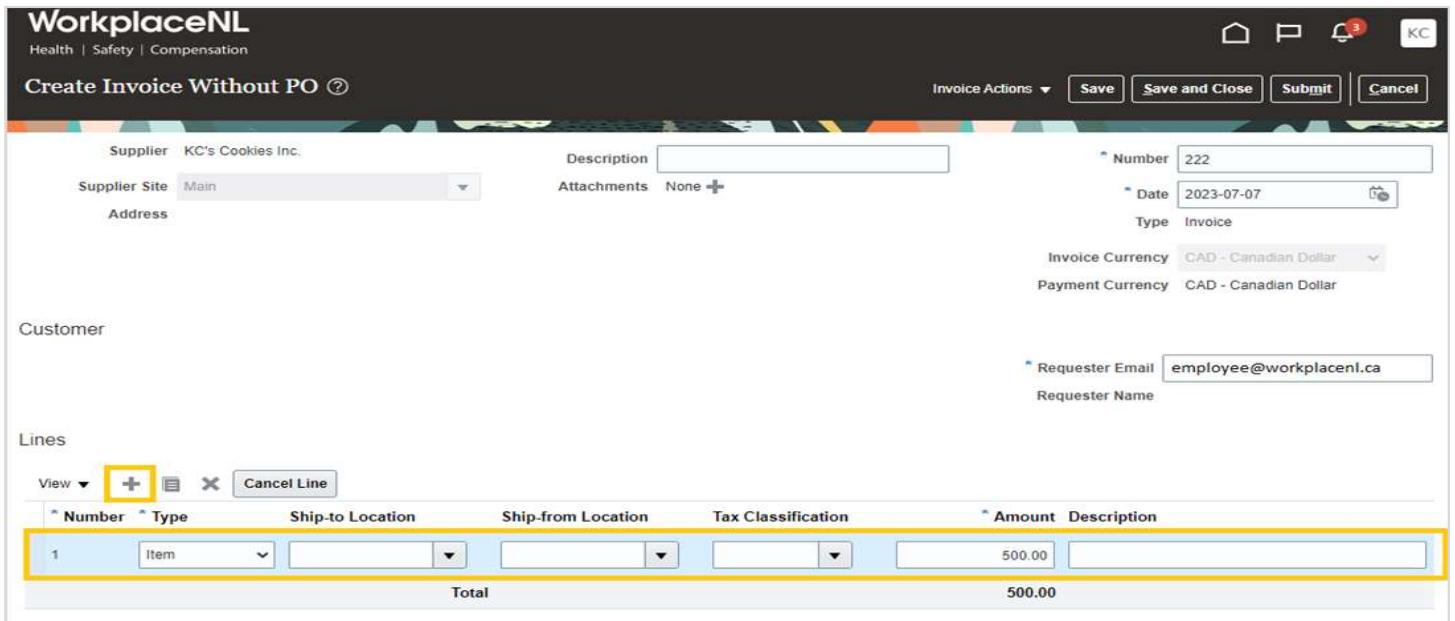
Ship-to Location: Select location from the drop-down menu.

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

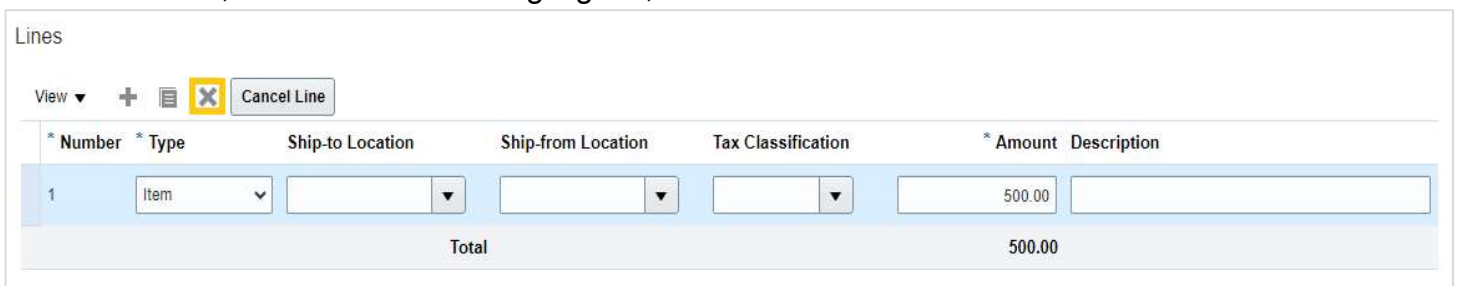
Supplier KC's Cookies Inc. Description * Number 222
Supplier Site Main Attachments None  * Date 2023-07-07
Address Type Invoice
Invoice Currency CAD - Canadian Dollar
Payment Currency CAD - Canadian Dollar





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@workplacnl.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 | Freight | Miscellaneous | Inclusive Tax | Exclusive Tax | Retainage | Invoice Amount | Due |
|--------|---------|---------------|---------------|---------------|-----------|----------------|--------|
| 500.00 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 | 575.00 | 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 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' menu is visible, with 'View Invoices' highlighted in a yellow box. The main content area shows a 'Details' section with 'Filter Criteria' including dropdown menus for 'Supplier' (set to 'KC's Cookies Inc.'), 'Invoice Number', 'Payment Number', 'Claim Name', 'Claim Number', and 'Purchase Order'. There are 'Apply' and 'Reset' buttons at the bottom right of the filter section.

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'. The search criteria are: 'Invoice Number', 'Supplier', 'Supplier Site', and 'Purchase Order' (all marked with '**'). To the right, there are additional search criteria: 'Consumption Advice', 'Invoice Status' (highlighted in yellow), 'Paid Status', and 'Payment Number'. At the bottom right, there are 'Search', 'Reset', and 'Save...' buttons. A note at the top right says '** 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

Consumption Advice

** Supplier

Invoice Status

Supplier Site

Paid Status

** Purchase Order

Payment Number

Search Reset Save...

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 | 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 |
|-------------------|------------------------------------|
| Pending | Awaiting approval by requester |
| On Hold | Awaiting validation by WorkplaceNL |
| In Process | Awaiting approval by WorkplaceNL |
| Approved | Approved by WorkplaceNL |
| Rejected | Rejected by WorkplaceNL |
| Cancelled | Invoice has been cancelled |
| Incomplete | 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

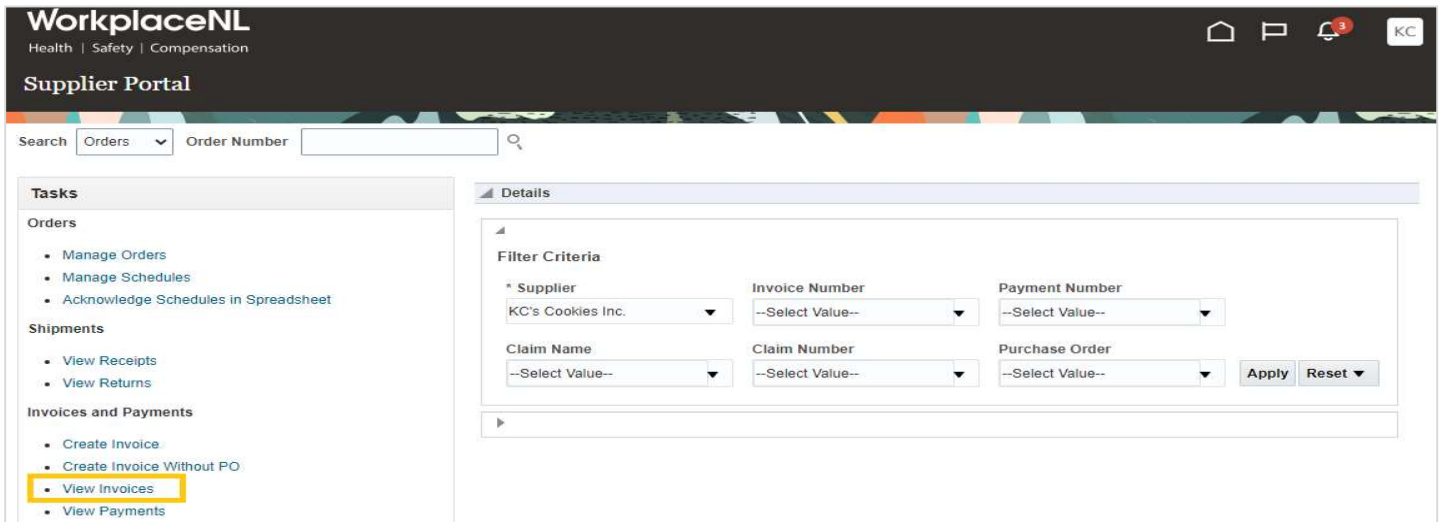
Items

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 | |

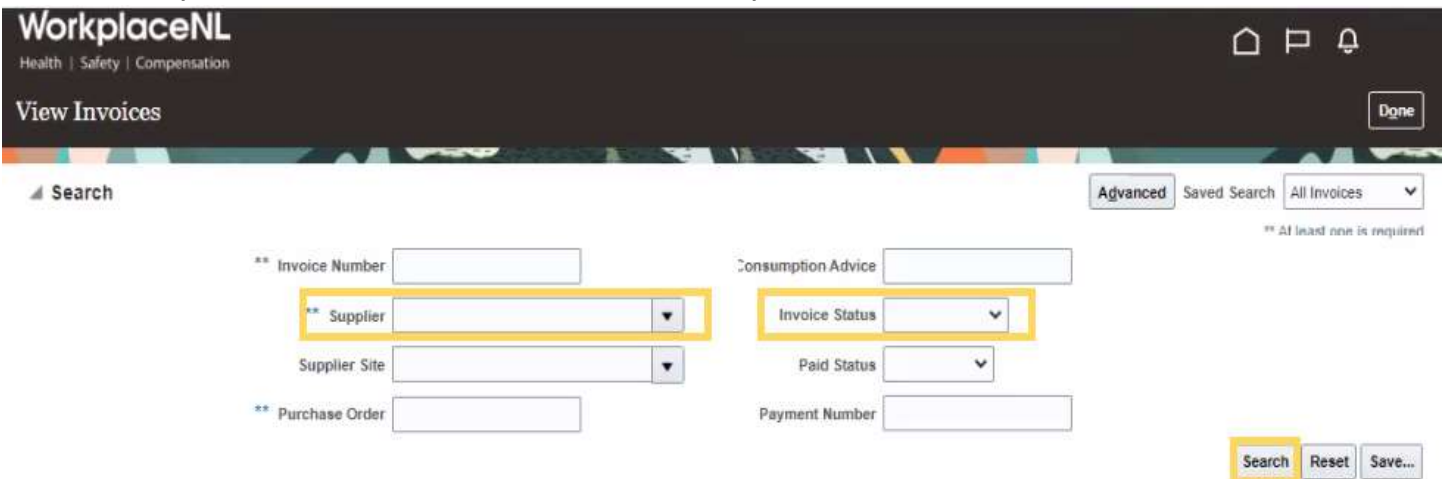
Canceling an Invoice

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. A left-hand 'Tasks' menu is visible, with 'View Invoices' highlighted in 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 input fields for 'Invoice Number', 'Supplier', 'Supplier Site', 'Purchase Order', 'Consumption Advice', 'Invoice Status', 'Paid Status', and 'Payment Number'. The 'Supplier' and 'Invoice Status' dropdown menus are highlighted in yellow. The 'Search' button is also highlighted in yellow. A note at the bottom right states '** At least one is required'.

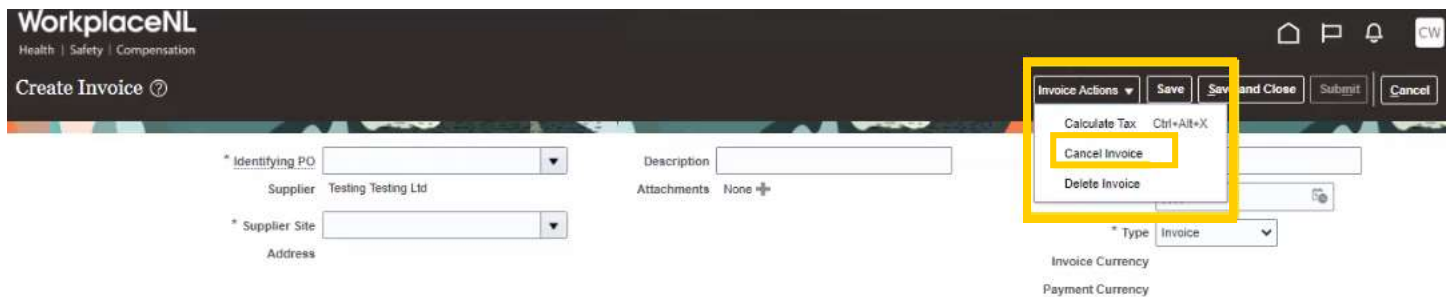
Click on the **invoice number** to open the invoice.

Search Results

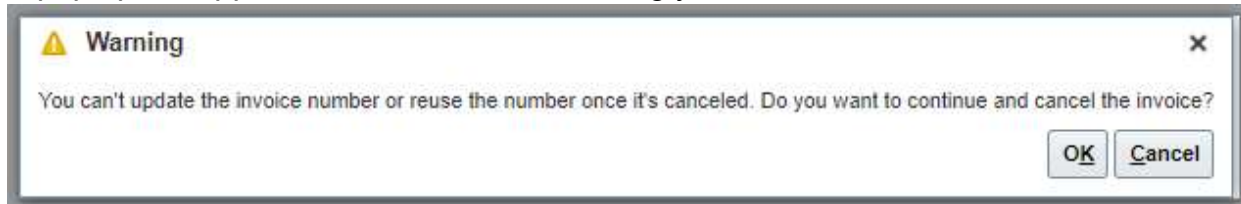
View   Detach

| 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 | | |

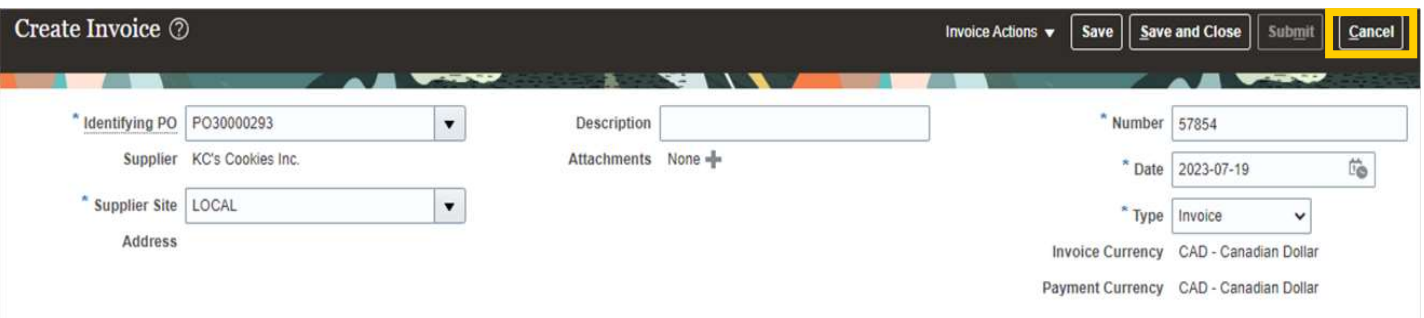
In the top right under **Invoice Actions** select **Cancel Invoice** from the drop-down menu.



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 to have the information corrected or the invoice cancelled with a credit note issued, if applicable.

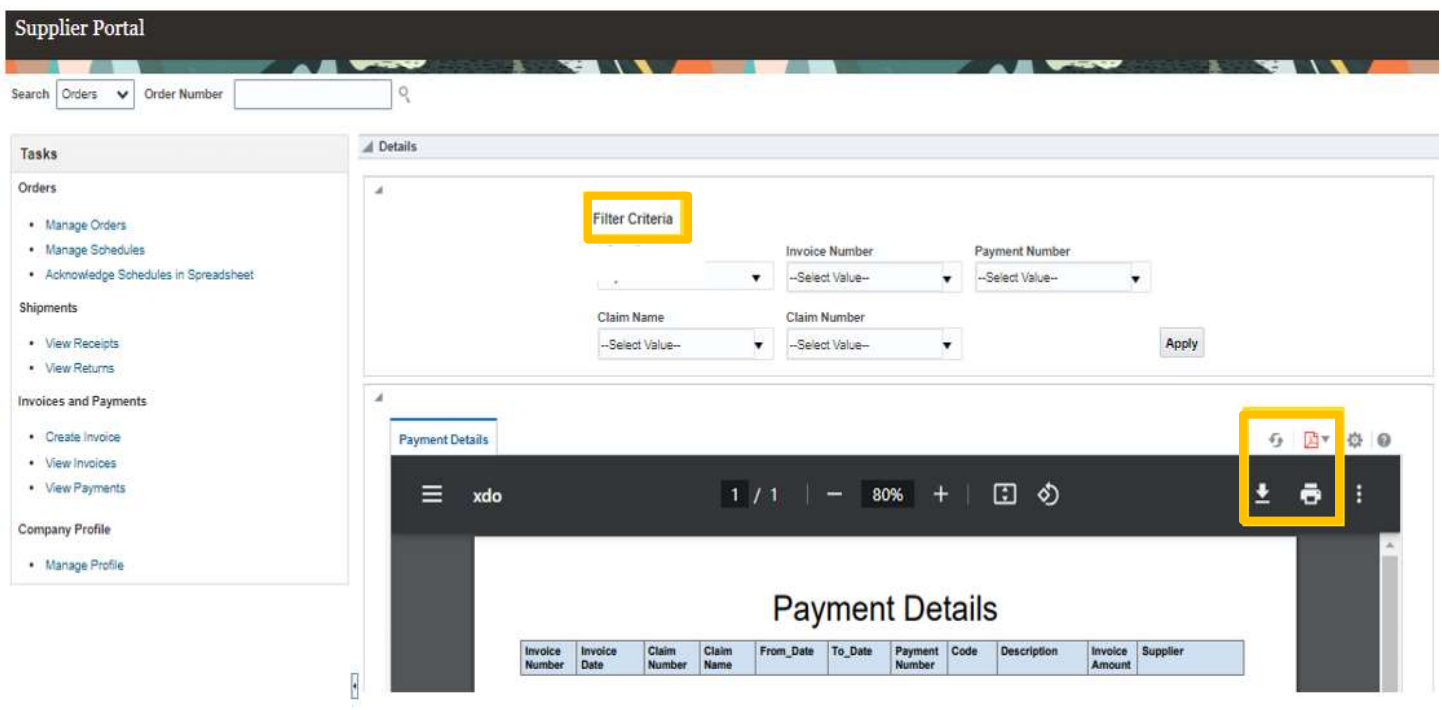
Viewing Payments

Payment remittances are distributed via encrypted email from payment.remittances@workplacenl.ca. 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:

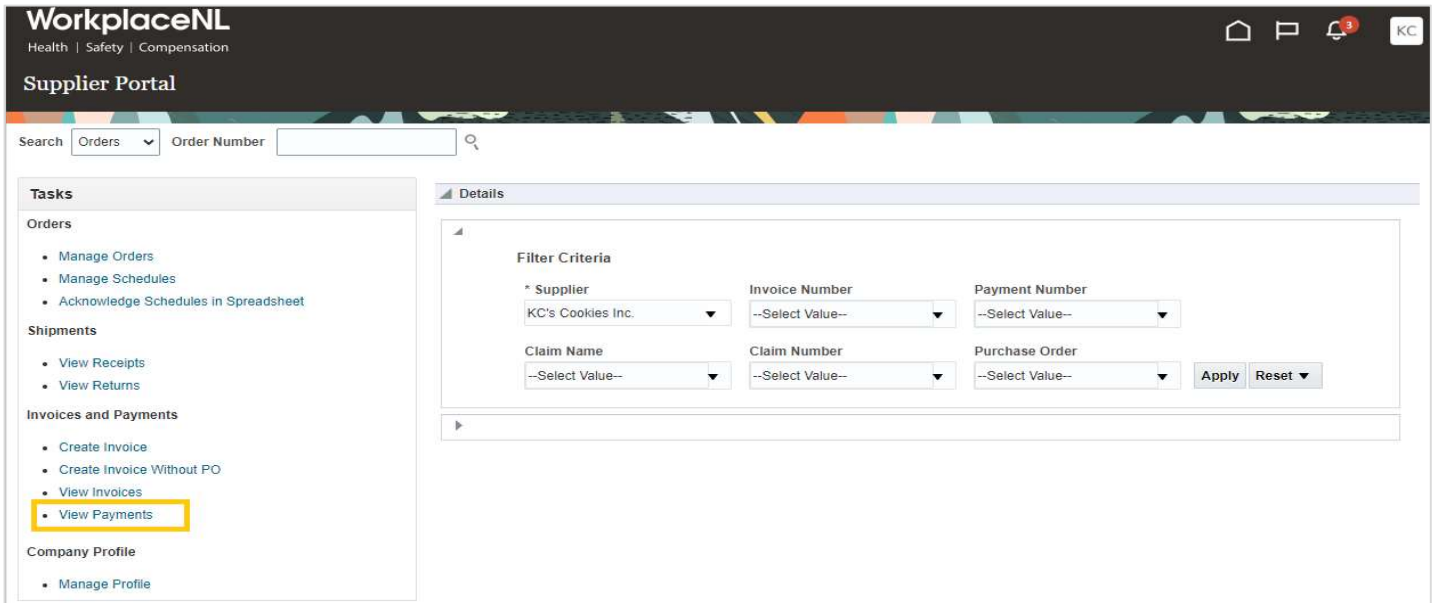
1. View the **Payment Details** report in the center of the home page, or
2. Select **View Payments** from the left-hand **Task** menu.

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.



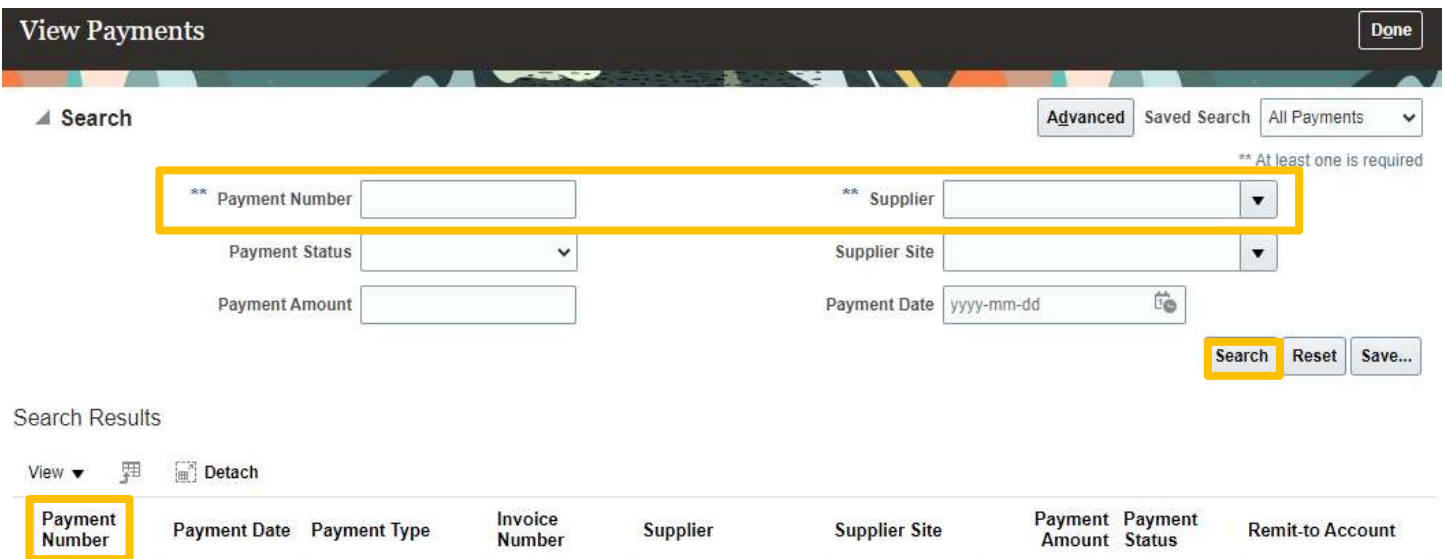
The screenshot displays the Supplier Portal interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. On the left, a 'Tasks' sidebar lists various actions under categories like 'Orders', 'Shipments', 'Invoices and Payments', and 'Company Profile'. 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 showing a table with columns: Invoice Number, Invoice Date, Claim Number, Claim Name, From_Date, To_Date, Payment Number, Code, Description, Invoice Amount, and Supplier. The report viewer includes a top navigation bar with icons for refresh, print, export, and settings, which are highlighted with a yellow box.

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 February 2024