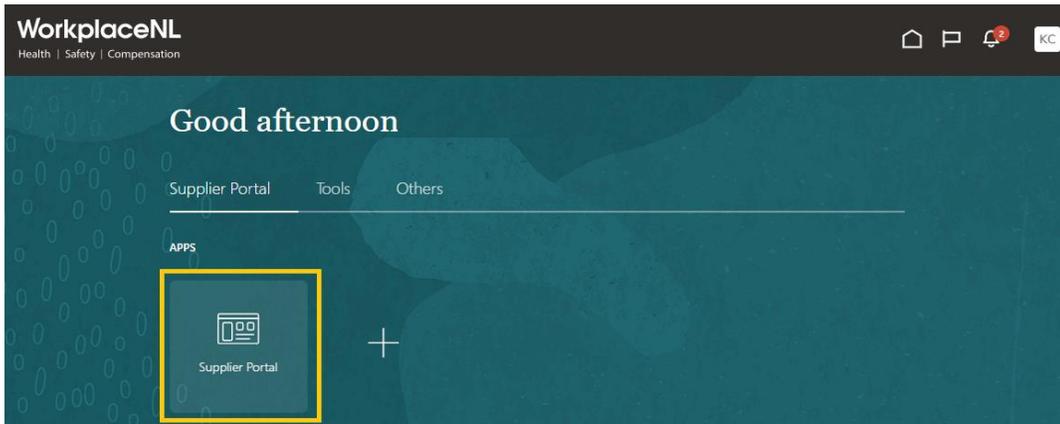
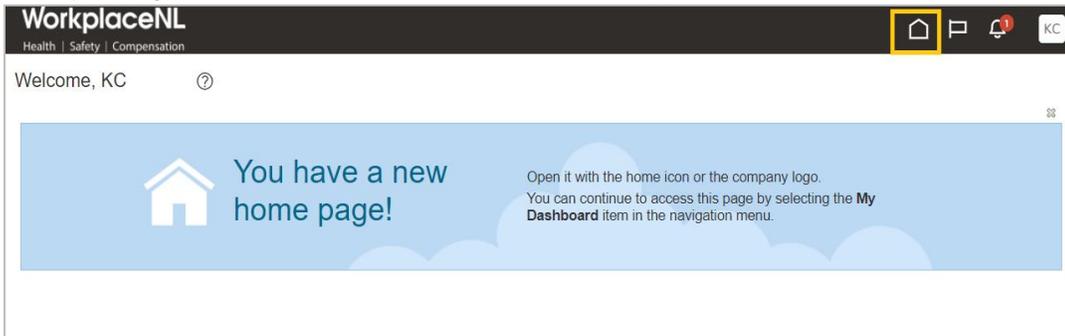


Managing Invoices and Payments

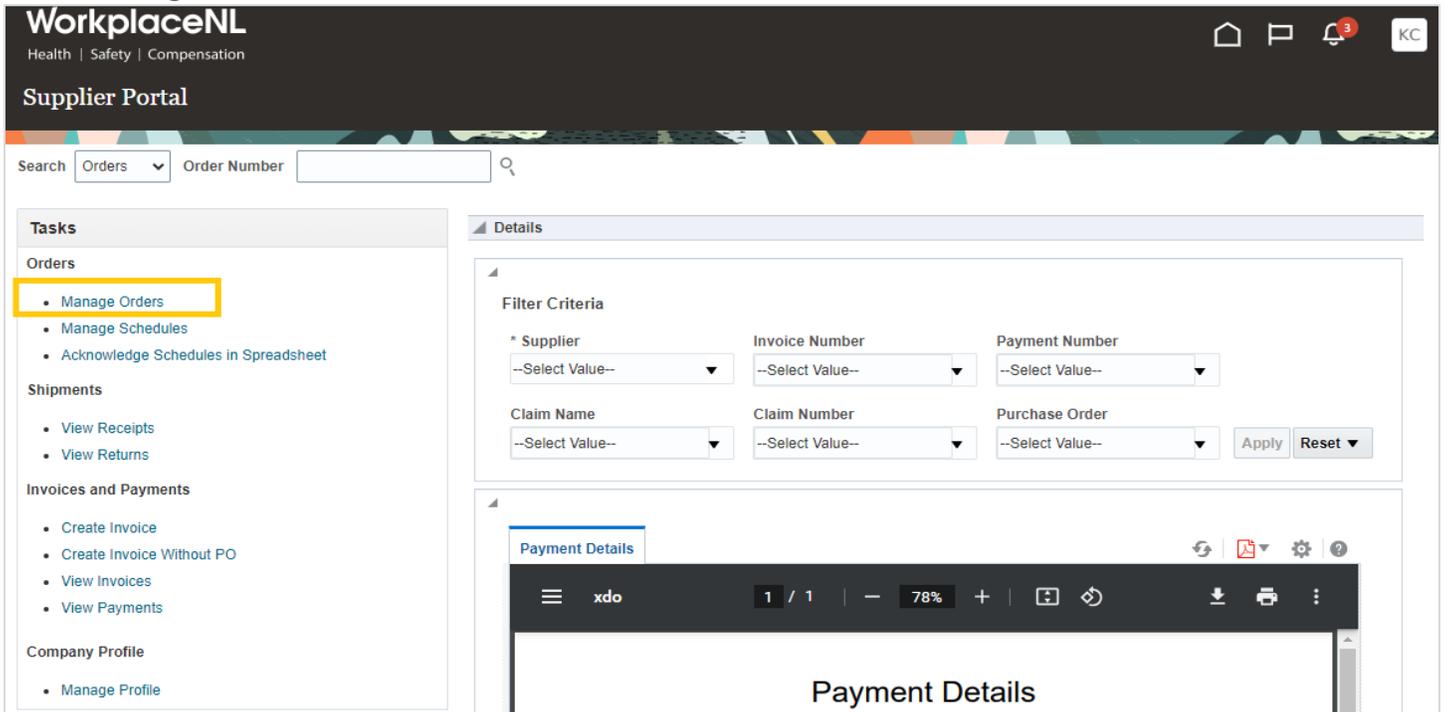
| | |
|------------------------------------|----|
| Reviewing PO Information | 2 |
| Creating Invoices with PO | 4 |
| Creating Invoices without PO | 7 |
| Viewing Invoices | 10 |
| Viewing Payments | 12 |

Reviewing 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 purchase order number, enter it in the **Order** field. Click **Search**.
 If you do not know the purchase order number, select **Search**.
 Select the **Order number** to view the purchase order details.

WorkplaceNL
Health | Safety | Compensation

Manage Orders Done

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

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 purchase order details, 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
 Bill-to BU WorkplaceNL
 Order PO30000293
 Status Closed for Receiving
 Buyer Reid, C
 Creation Date 2023-07-18

Supplier KC's Cookies Inc.
 Supplier Site LOCAL
 Supplier Contact K C
 Bill-to Location St. John's
 Ship-to Location St. John's

Ordered 270,000.00 CAD
 Description Source Agreement Supplier Order

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 Number
 Claimant Name
 Claimant Address 1
 Claimant Address 2
 Claimant City
 Claimant Province

Claimant Postal Code
 Claimant Phone
 Claimant Email
 Contact Name
 Job
 Phone

Fax
 Email
 Service Start Date
 Service End Date
 Frequency

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**.

The screenshot shows the WorkplaceNL Supplier Portal interface. At the top, there is a navigation bar with the logo and user information. Below this is a search bar and a 'Details' section with filter criteria. On the left, a 'Tasks' sidebar lists various actions, with 'Create Invoice' highlighted in a yellow box under the 'Invoices and Payments' category.

Enter invoice details.

Identifying PO: Select or search for a purchase order 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 **Save**.

The screenshot shows the 'Create Invoice' form in the WorkplaceNL system. The form is titled 'Create Invoice' and includes a 'Save' button highlighted in a yellow box. The form fields are as follows:

| | | | | | |
|------------------|-------------------|-------------|------|------------------|-----------------------|
| * Identifying PO | PO30000293 | Description | | * Number | 57854 |
| 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 |

Click the **Select and Add** icon  to add line items. Note: Do not use the plus  icon.

Create Invoice Invoice Actions Save Save and Close Submit Cancel

Identifying PO: PO30000293
 Supplier: KC's Cookies Inc.
 Supplier Site: LOCAL
 Address:
 Description:
 Attachments: None 
 Number: 57854
 Date: 2023-07-19
 Type: Invoice
 Invoice Currency: CAD - Canadian Dollar
 Payment Currency: CAD - Canadian Dollar

Customer

Lines

View    Cancel Line

| * Number | * Type | Purchase Order | | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Tax Classif |
|---------------------|--------|----------------|--------|------------|--------------------|------|---------------|------------------|------------------|-------------|
| | | * Number | * Line | * Schedule | Number | Line | | | | |
| No data to display. | | | | | | | | | | |
| Total | | | | | | | | | | |

If the purchase order has line items that have been received, these line items will automatically populate. Click the white space to the left of the PO number to highlight the line. Click **Apply**, then **OK**.

Select and Add: Purchase Orders

Search Results

View  Detach Select All

| Purchase Order | | | Consumption Advice | | Supplier Item Number | Item Description | Ship-to Location | Ordered |
|----------------|------|----------|--------------------|------|----------------------|----------------------|------------------|---------|
| Number | Line | Schedule | Number | Line | | | | |
| PO30000289 | 1 | 1 | | | | Workflow test case q | St. John's | 17 |

Apply OK Cancel

The line item will be added to the invoice. To change the quantity, scroll to the right and edit the **Quantity** field.

Lines

View    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 | | |

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.

Invoice Actions dropdown menu:

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

| * 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

| 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 | | 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 | Invoice Amount | 28,750.00 |
| | | | | | | | | | | | Due | 25,000.00 | |

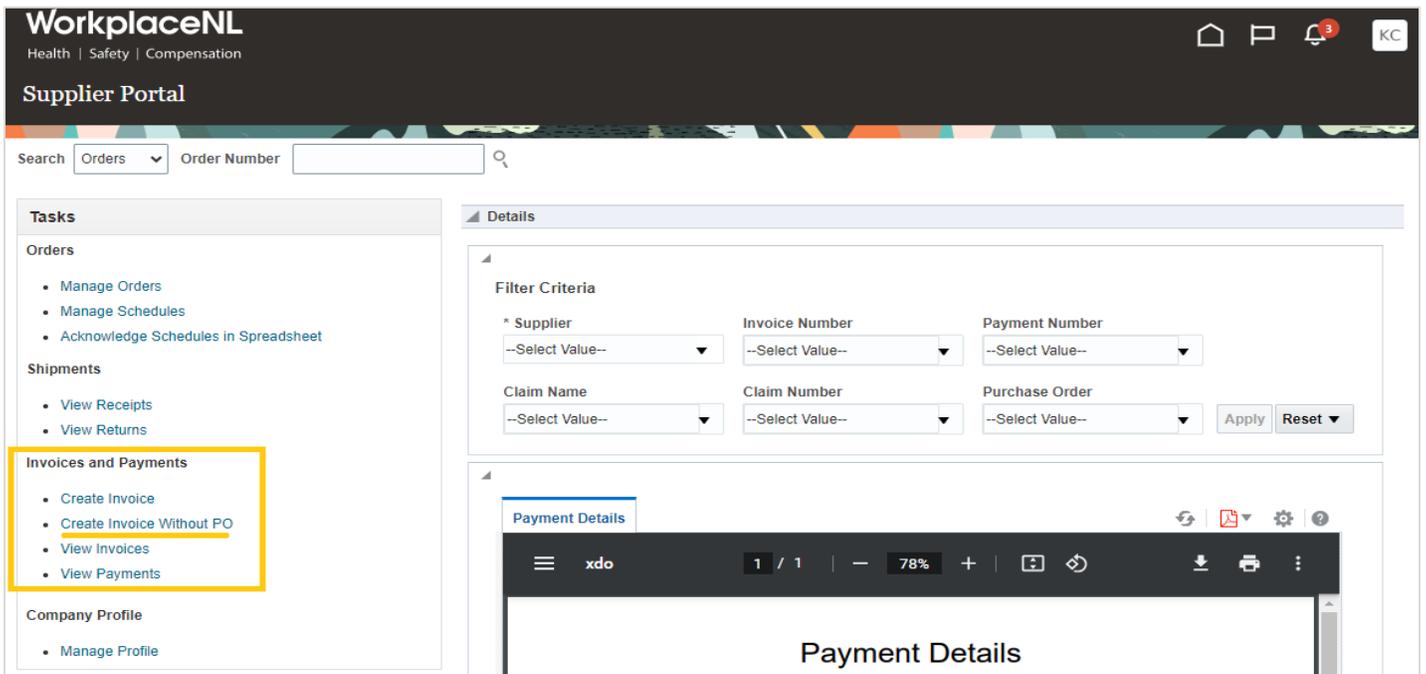
Once the **Invoice Amount** and **Due** amount match, click **Submit**.

Invoice Actions dropdown menu:

- Save
- Save and Close
- Submit**
- Cancel

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 top navigation bar includes the logo, 'Health | Safety | Compensation', and user information 'KC'. The main header is 'Create Invoice Without PO' with a help icon. Below this is a search bar and 'Invoice Actions' with buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. The form fields are: 'Supplier' (KC's Cookies Inc.), '* Supplier Site' (dropdown, highlighted), 'Address', 'Description' (text input), 'Attachments' (None +), '* Number' (text input, highlighted), '* Date' (calendar icon, highlighted), '* Type' (Invoice dropdown, highlighted), 'Invoice Currency' (dropdown), 'Payment Currency', 'Customer', '* Requester Email' (text input, highlighted), and 'Requester Name'.

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.

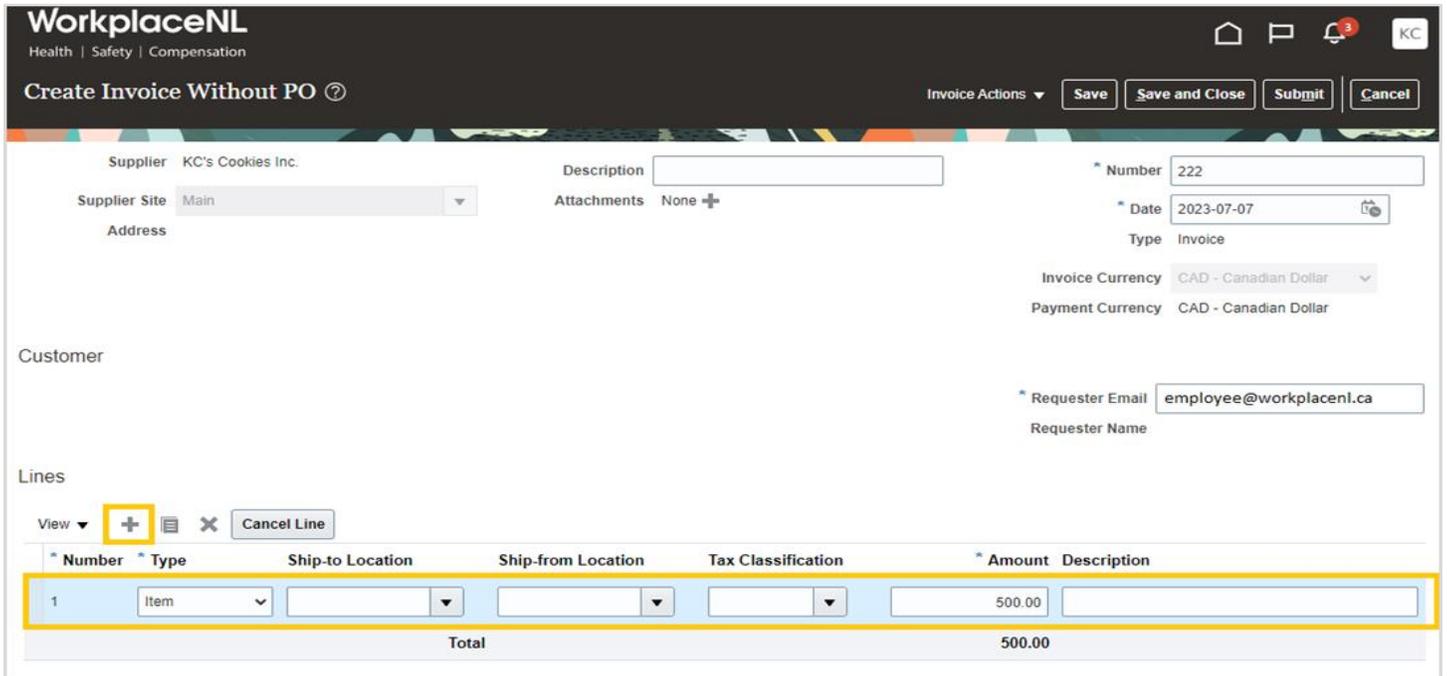
Ship-to Location: Select location from the drop-down menu.

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

Supplier Site Main  Attachments None 

* Number 222

* Date 2023-07-07 

Type Invoice

Invoice Currency CAD - Canadian Dollar 

Payment Currency CAD - Canadian Dollar

Customer

* Requester Email employee@workplacenl.ca

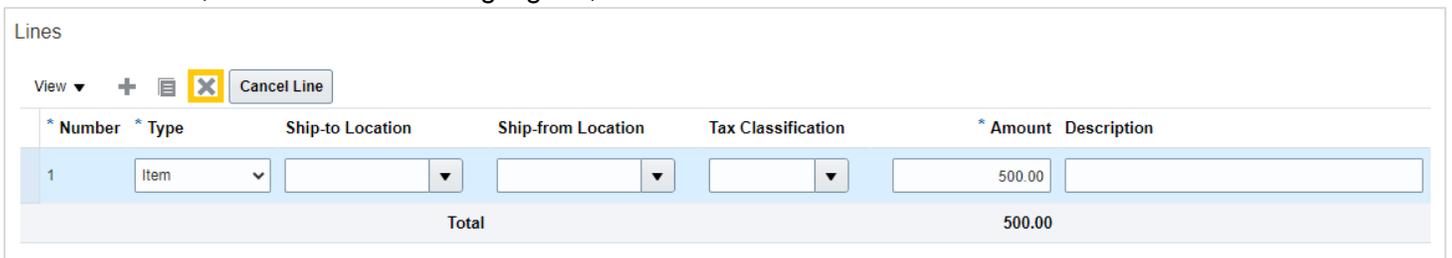
Requester Name

Lines

View     Cancel Line

| * Number | * Type | Ship-to Location | Ship-from Location | Tax Classification | * Amount | Description |
|----------|--------|---|---|---|----------|----------------------|
| 1 | Item |  |  |  | 500.00 | <input type="text"/> |
| Total | | | | | 500.00 | |

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

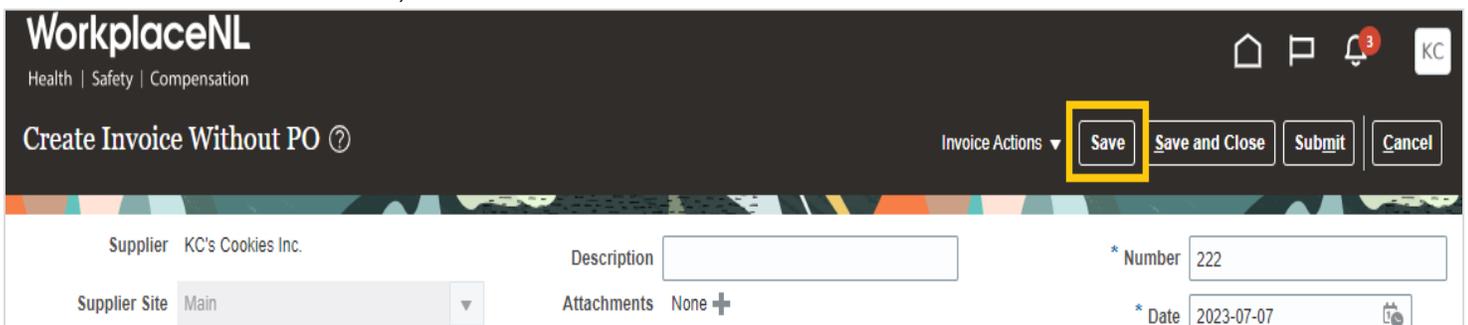


Lines

View     Cancel Line

| * Number | * Type | Ship-to Location | Ship-from Location | Tax Classification | * Amount | Description |
|----------|--------|---|---|---|----------|----------------------|
| 1 | Item |  |  |  | 500.00 | <input type="text"/> |
| 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

Supplier Site Main  Attachments None 

* Number 222

* 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. 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

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: Move With Ease Ltd. Description: sds Number: sds
Supplier Site: LOCAL Attachments: None + Date: 2023-10-19
Address: [] Type: Invoice
Invoice Currency: CAD - Canadian Dollar
Payment Currency: CAD - Canadian Dollar
Requester Email: charmaine.wiseman@workplacenl.ca
Requester Name: Wiseman, Charmaine

Customer

Lines

| Number | Type | Ship-to Location | Ship-from Location | Tax Classification | Amount | Description |
|--------|------|------------------|--------------------|--------------------|--------|-------------|
| 1 | Item | Corner Brook | [] | [] | 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 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

Viewing Invoices

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

The screenshot shows the WorkplaceNL Supplier Portal interface. On the left, under the 'Tasks' section, the 'View Invoices' option is highlighted with a yellow box. The main area shows a search bar and a 'Details' section with filter criteria for Supplier, Invoice Number, Payment Number, Claim Name, Claim Number, and Purchase Order.

Enter **Invoice Number**, **Supplier** or **Purchase Order**, click **Search**.

In the search results, the **Invoice Status** field provides an update on the status of an invoice. Refer to the table below for invoice status descriptions.

Click on the invoice number to view in-depth invoice details.

The screenshot shows the 'View Invoices' search results page. The search criteria are filled out: Invoice Number (123456), Supplier (KC's Cookies Inc.), and Purchase Order. The search results table shows two invoices, with the first one (Invoice Number 123456) having an 'In process' status, which is highlighted with a yellow box.

| 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 | | |

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 |

Review invoice details.

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.

WorkplaceNL
Health | Safety | Compensation

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 |

Viewing Payments

There are two ways to view payments:

- Select **View Payments** from the left-hand **Task** menu, or
- View the **Payment Details** report in the center.

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

The screenshot shows the WorkplaceNL Supplier Portal interface. The top navigation bar includes the logo, navigation icons, and a user profile 'KC'. The main content area is divided into a left-hand 'Tasks' menu and a central 'Details' section. The 'Tasks' menu is expanded to show 'View Payments' highlighted with a yellow box. The 'Details' section contains a 'Filter Criteria' form with dropdown menus for Supplier, Invoice Number, Payment Number, Claim Name, Claim Number, and Purchase Order, along with 'Apply' and 'Reset' buttons.

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 review payment details.

The screenshot shows the 'View Payments' search results page. The top navigation bar includes the title 'View Payments' and a 'Done' button. The main content area is divided into a search filter section and a search results section. The search filter section contains a 'Search' heading, a 'Advanced' button, a 'Saved Search' button, and a dropdown menu for 'All Payments'. Below the search filter section are several input fields: 'Payment Number' (with a yellow box around it), 'Supplier' (with a dropdown menu and a yellow box around it), 'Payment Status', 'Supplier Site', 'Payment Amount', and 'Payment Date'. A 'Search' button (with a yellow box around it) and 'Reset' and 'Save...' buttons are also present. The search results section shows a table with columns: 'Payment Number', 'Payment Date', 'Payment Type', 'Invoice Number', 'Supplier', 'Supplier Site', 'Payment Amount', 'Payment Status', and 'Remit-to Account'. The 'Payment Number' column is highlighted with a yellow box. Below the table, it says 'No search conducted.'

The **Payment Details** report is a quick-reference summary of all your claimant payments. You can filter the report using the filter criteria. Icons in the top, right corner of the report allows you to print or save the payment details report. You can also export the report 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. A sidebar on the left lists various tasks 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 the filters is a 'Payment Details' report viewer. The viewer has a toolbar with icons for refresh, save, zoom (set to 80%), and print. A yellow box highlights the print and save icons. The report table below 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 |
|----------------|--------------|--------------|------------|-----------|---------|----------------|------|-------------|----------------|----------|
|----------------|--------------|--------------|------------|-----------|---------|----------------|------|-------------|----------------|----------|