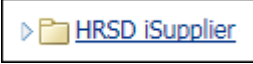


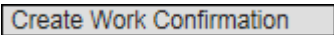















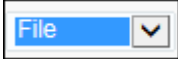
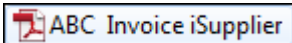

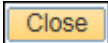



## iSupplier Order Work Confirmation

Step	Action
1.	Click the <b>HRSD iSupplier Responsibility</b> link. 
2.	The <i>iSupplier Portal Home Page</i> displays. Click the <b>6150032 PO Number</b> link. 
3.	<i>Purchase Order 6150032</i> is displayed. Review the Order details. Press [ <b>Page Down</b> ].
4.	View the <i>Purchase Order Line</i> details. Click the <b>Actions</b> list. 
5.	Select the <b>Create Work Confirmation</b> list item. 
6.	Click the <b>Go</b> button. 
7.	The <i>Create Work Confirmation</i> page displays. Select the <b>Line</b> to confirm. <input type="checkbox"/>
8.	Click the <b>Next</b> button. 
9.	<b>Note:</b> The <i>Work Confirmation (Invoice #)</i> . is a <u>required</u> field. Click in the <b>Work Confirmation (Invoice #)</b> field. <input type="text"/>
10.	Enter your Invoice Number in the <b>Work Confirmation (Invoice #)</b> field. Enter a valid value e.g. " <b>INV-234</b> ".
11.	Click in the <b>Performance Period Date</b> field. <input type="text"/>
12.	Click the <b>Choose month</b> list. 

13.	Click the <b>March</b> list item. 
14.	Click the <b>March 1, 2015</b> date. 
15.	Click in the <b>Performance Period To Date</b> field. 
16.	Click the <b>Choose month</b> list. 
17.	Click the <b>March</b> list item. 
18.	Click the <b>March 31, 2015</b> date. 
19.	Double-click in the <b>Requested/Delivered</b> field to update the amount if you are billing for less than the full amount. 
20.	Enter the amount into the <b>Requested/Delivered</b> field. Enter a valid value e.g. " <b>2500</b> ". 
21.	Press [ <b>Tab</b> ].
22.	The <i>Current Amount</i> and <i>Progress (%)</i> fields automatically update. Click the <b>scrollbar</b> to scroll to the right. 
23.	In the <i>Attachments</i> field, Click the <b>Add</b> button to attach your billing statement or Invoice. 
24.	Click the <b>Attachment Type</b> list. 
25.	Click the <b>File</b> list item. 
26.	Select <b>File</b> for the Attachment Type. 
27.	Upload your Invoice. Click the <b>ABC Invoice iSupplier</b> list item. 
28.	Once the File has been attached,

	<p>Click the <b>Apply</b> button.</p> 
29.	<p>A <i>Confirmation</i> window displays.</p> <p>Click the <b>Close</b> button.</p> 
30.	<p>In the <i>Attachment</i> field you can see that the icon has changed.</p> <p>Click the <b>Submit</b> button.</p> 
31.	<p>A <i>Confirmation</i> message displays indicating that the Work Confirmation has been submitted and will be routed for approval.</p> <p>The <i>Status</i> will be updated after the Work Confirmation is approved and processed by Accounts Payable.</p>
32.	<p><b>This topic covered:</b></p> <ul style="list-style-type: none"><li>- Submitting a Work Confirmation for billing against a Purchase Order.</li></ul> <p><b>End of Procedure.</b></p>