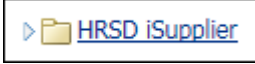















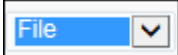
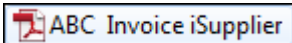


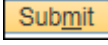


iSupplier Order Work Confirmation

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

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

	<p>Click the Apply button.</p> 
29.	<p>A <i>Confirmation</i> window displays.</p> <p>Click the Close button.</p> 
30.	<p>In the <i>Attachment</i> field you can see that the icon has changed.</p> <p>Click the Submit 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>This topic covered:</p> <ul style="list-style-type: none">- Submitting a Work Confirmation for billing against a Purchase Order. <p>End of Procedure.</p>