POWER INTERNATIONAL
- H O L D I N G -

HOW TO SUBMIT INVOICE

This manual provides clear, step-by-step instructions on how to review and submit invoices accurately, ensuring they meet all required specifications and compliance standards. It covers key features within the portal, such as entering invoice details, attaching supporting documentation, and submitting invoices. By following this guide, you, as a supplier, can ensure timely, error-free invoice submissions, streamline the invoicing process, and facilitate smoother payment processing.

Step-by-Step Guide to Submitting Invoices in the Supplier Portal

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A. How to Submit Invoice

1. Process Flow
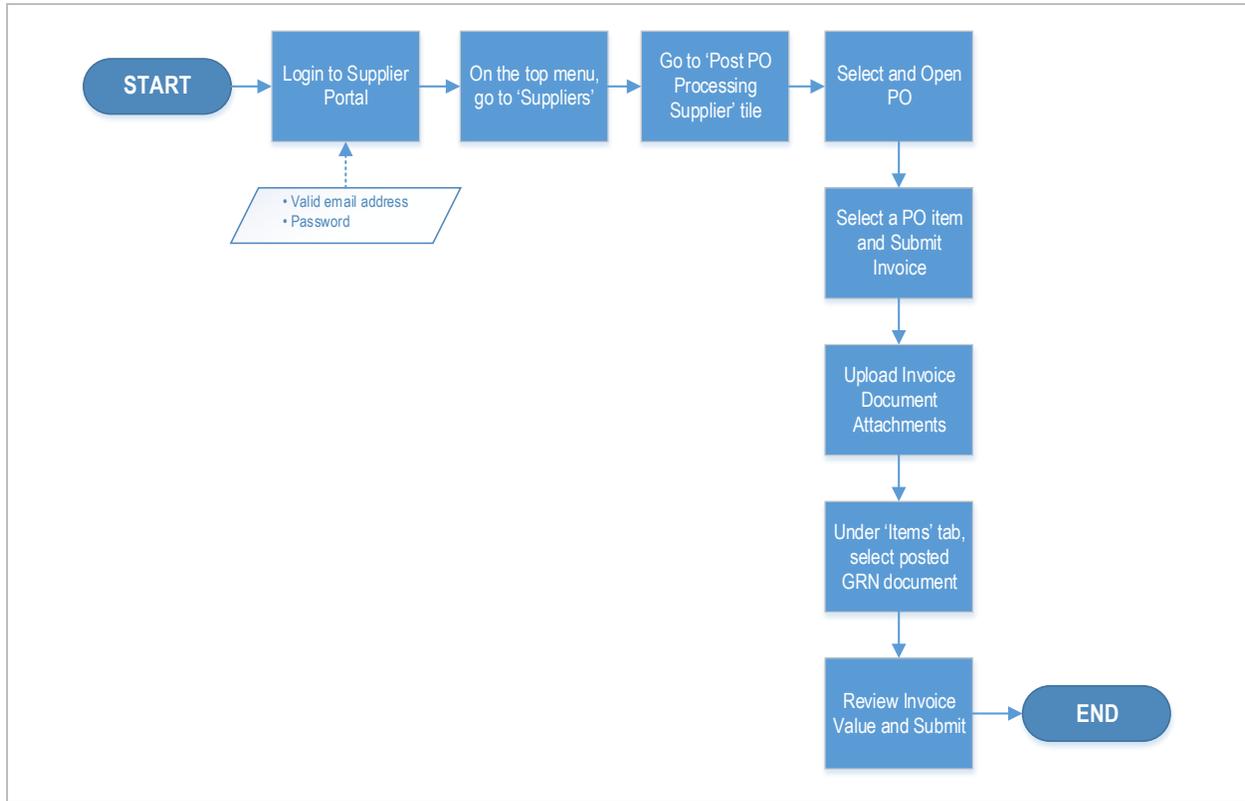
```
START → Login to Supplier Portal → On the top menu, go to 'Suppliers' → Go to 'Post PO Processing Supplier' tile → Select and Open PO
                ↑
   • Valid email address
   • Password

Select and Open PO → Select a PO item and Submit Invoice → Upload Invoice Document Attachments → Under 'Items' tab, select posted GRN document → Review Invoice Value and Submit → END
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2. Supplier Portal Login
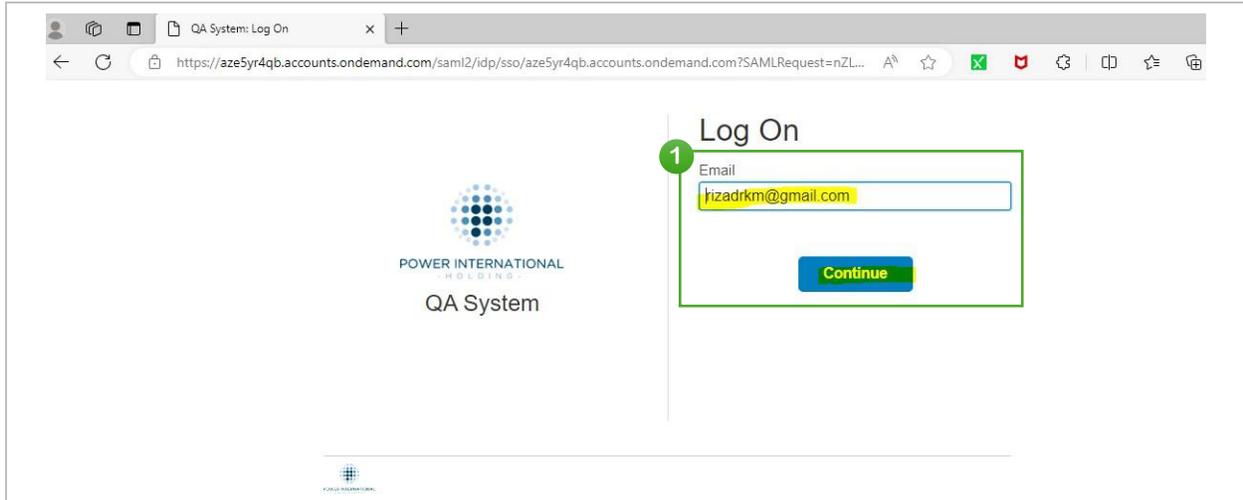
1	Input valid email address and click 'Continue.' *Note:* The system will validate if the email you provided is permitted to access the Supplier Portal so it is important to ensure that your email is valid.
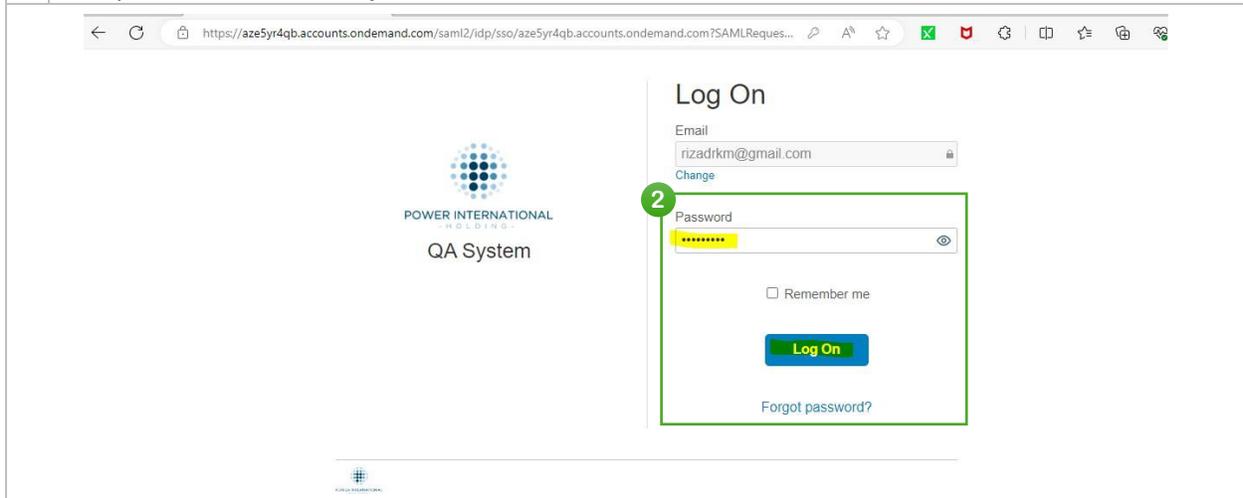
2	Once email is validated, enter your password and click 'Logon.' You may also tick the 'Remember me' checkbox if you would like to stay logged in the system. On the other hand, you may click 'Forgot password?' to reset your password if necessary.

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3. Supplier Portal Main Page
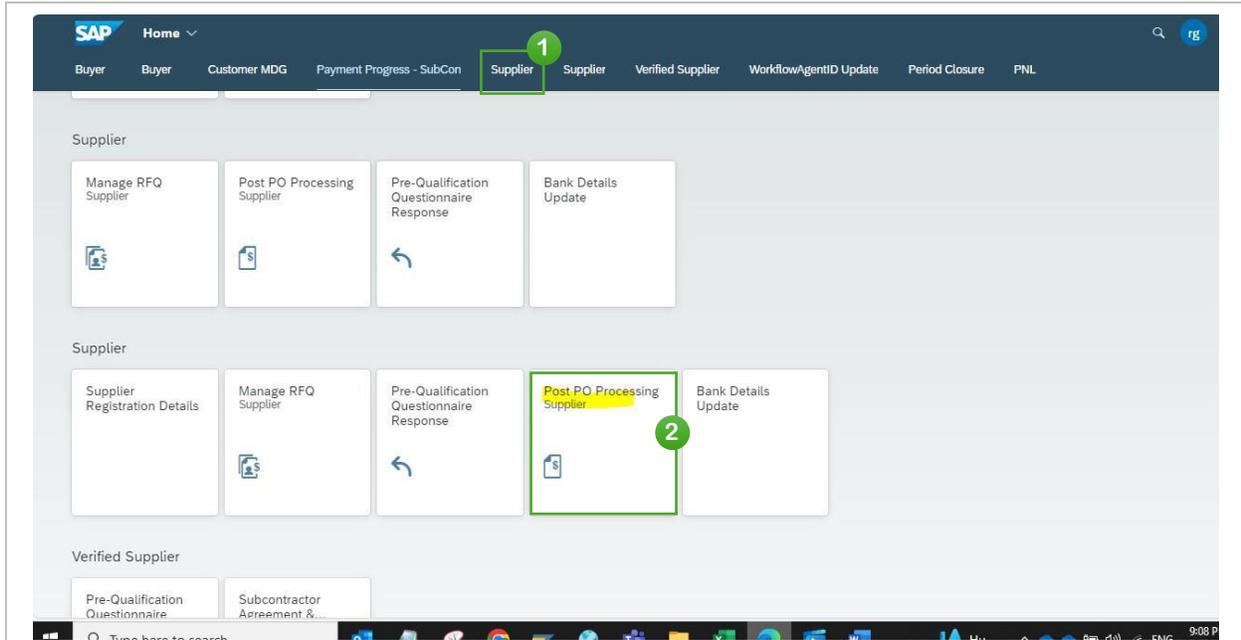
1	Once logged in, you will be able to access the Supplier Portal. On the Menu tab, click 'Supplier.'
2	Go to the 'Post PO Processing Supplier' tile.

4. Post PO Processing

1	Once clicked on the tile, you can view all the Purchase Orders assigned to your Supplier ID. You may also use the filter bar to narrow down the list.

2	Search Purchase Order No.
3	To open the PO, click the arrow on the right.

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5. Manage Purchase Order

1	Under Items tab, select a PO item.
2	Click 'Submit Invoice.'

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6. Submit Invoice: Invoice Document Attachment Tab

3	In Header Details, Input 'Ref Invoice No.'
4	Under the 'Invoice Document Attachment' tab, provide the required documents by clicking the Upload button on each line item.

| 5 | Scroll further down to upload Other Attachments *(optional)*. |

7. Submit Invoice: Items Tab

| 1 | Click on the dropdown button to view and select the Posted Goods Receipt documents for this invoice. |

| 2 | As you select a GRN document, the Invoice Value in the Header Details will display the amount accordingly. If you select the whole PO, the Invoice Value will display the total amount. |

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3	Once Invoice Item is selected, click on 'Submit.'	

4	A pop-up message will appear to confirm your submission. Click 'Yes.'	