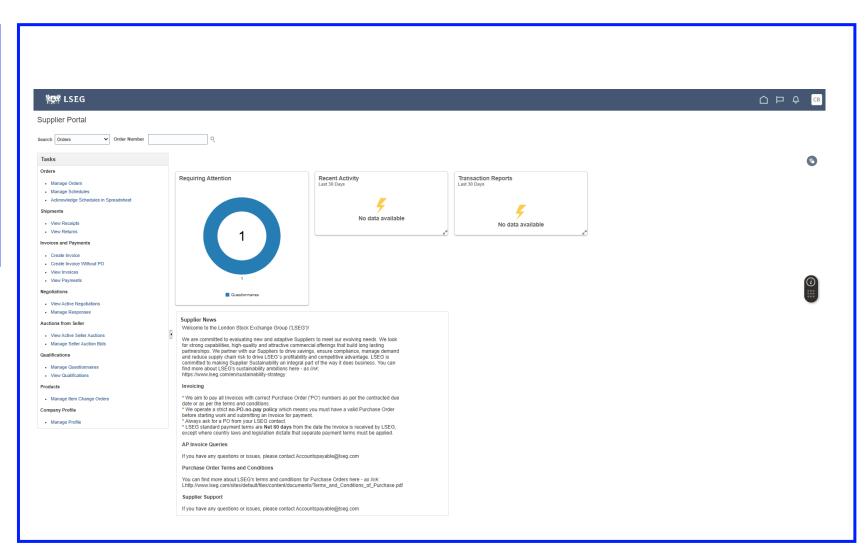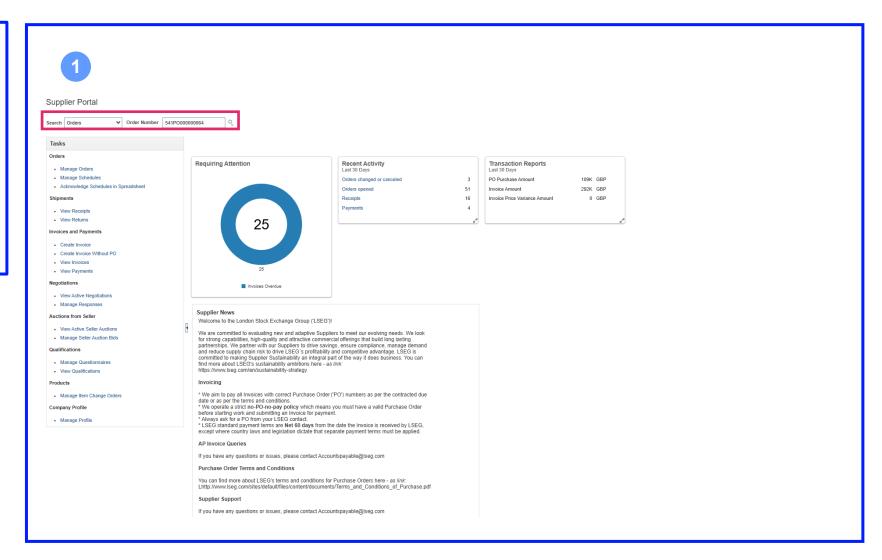# Supplier Portal Transactions

Introduction

This guide displays the Supplier Portal tasks to:

- View purchase Orders (PO) raised
- Create Invoices linked to Purchase Orders
- Create Invoices without Purchase Orders

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Supplier Portal Transactions

1. View purchase Order

- Navigation – Search for **"Orders"**
- Enter relevant order number

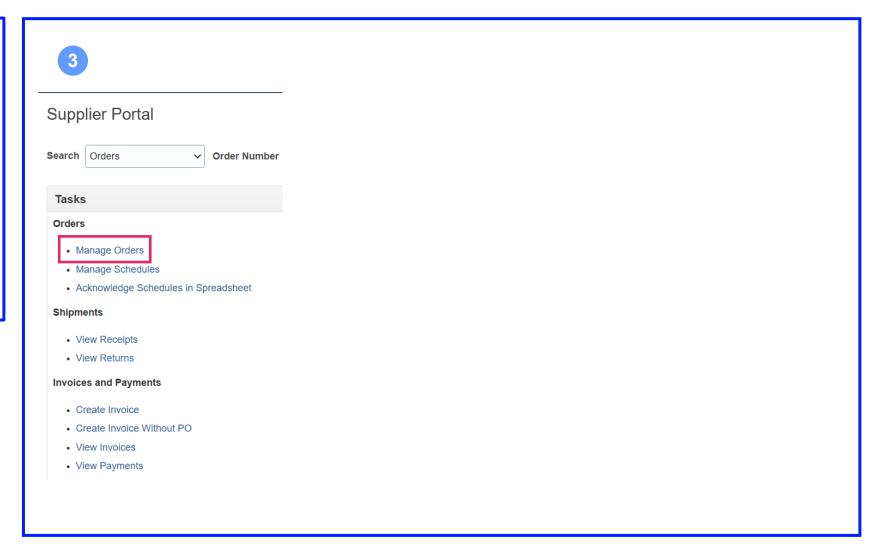# Supplier Portal Transactions

2. View Purchase Order

- Note Order Life Cycle on righthand side of the page
- **Click** on **"View PDF"** to download the purchase order
- **Click** on **"Done"** to return to the Home page

Supplier Portal Transactions

3. View Purchase Order

To view a list of all open orders:

- Select **"Manage Orders"** from the Tasks list
- **Click** on **"Search"**
- Click on the **"Order Number"** hyperlink to view order detail

③

Supplier Portal

Search | Orders ⌄ | **Order Number**

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Supplier Portal Transactions

1. Create Invoices Matched to a PO

- Select **"Create Invoice"** from the Tasks list

Supplier Portal Transactions

2. Create Invoices Matched to a PO

- Enter or select the PO number to invoice
- Enter the Invoice Number
- Enter Invoice Date

Note: Invoices can not be backdated

Supplier Portal Transactions

3. Create Invoices Matched to a PO

- In the Lines Region, click on the "Select and Add" icon
- **Click** on **"Select All"** to add all lines
  (Or select relevant lines)
- **Click** on **"OK"**

Supplier Portal Transactions

4. Create Invoices Matched to a PO

- Click on the Attachments **"+"** icon to add the required Invoice .pdf as attachment
- **Click** on **"Choose File"** to select and upload the invoice
- **Click** on **"OK"**

Supplier Portal Transactions

4. Create Invoices Matched to a PO

- **Click** on **"Submit"** to submit the Invoice

Supplier Portal Transactions

1. Create Invoices not Matched to a PO

- Select **"Create Invoice without PO"** from the Tasks list

Supplier Portal Transactions

2. Create Invoices not Matched to a PO

- **Select** or **Enter** the **Supplier Site**
- **Enter** the **Invoice Number**
- **Enter** the **Invoice Date**
- **Enter** the **Invoice Currency**
- **Enter** the **Requester email**

Note: Invoices can not be backdated

Create Invoice Without PO

Supplier	FudgeLearn Training Supplier (External)
Taxpayer ID	
* Supplier Site	Head Office - Training
Address	15 Wickham Road, BECKENHAM, Kent, UNITED KINGDOM
Supplier Tax Registration Number	

Customer

* Customer Taxpayer ID	03108236

Remit-to Bank Account	XXXX0888
Unique Remittance Identifier	
Unique Remittance Identifier Check Digit	
Description	Invoice Without PO
Attachments	None
Tax Control Amount	

Name	FTSE International Limited
Address	10 Paternoster Square, LONDON, London, EC4M 7LS, UNITED KINGDOM

Invoice Actions ▼   Save   Save and Close   Submit   Cancel

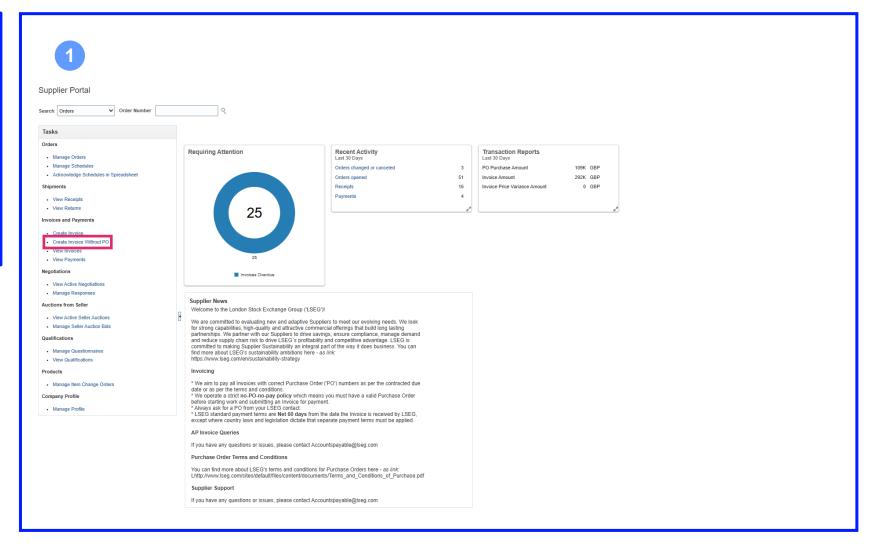|	
* Number	INV541_NP_01
* Date	30-Sep-2025
* Type	Invoice
Invoice Currency	GBP - Pound Sterling
Payment Currency	GBP - Pound Sterling
* Requester Email	Shelley.Harper-Lee@lseg.com
Requester Name	shelley harper-lee

Supplier Portal Transactions

3. Create Invoices not Matched to a PO

- In the Lines Region, click on the **"+"** icon to Add Lines
- **Enter** the **Line Amount**

③

Lines

View ▾ ＋ ▤ ✖ Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Invoice Line Description
2	Item ▾	▾	▾	▾	2,500.00	Invoice Without PO
			Total		2,500.00	

Supplier Portal Transactions

4. Create Invoices Matched to a PO

- Click on the Attachments **"+"** icon to add the required Invoice .pdf as attachment
- **Click** on **"Choose File"** to select and upload the invoice
- **Click** on **"OK"**

④

Attachments   ✕

Actions ▾ View ▾ ➕ ✖

Type	Category	* File Name or URL	Title	Description	Attached By
File ▾	From Supplier ▾	Choose File No file chosen			Carlo Bredenk

Rows Selected 1

OK   Cancel

Supplier Portal Transactions

4. Create Invoices not Matched to a PO

- **Click** on **"Submit"** to submit the Invoice