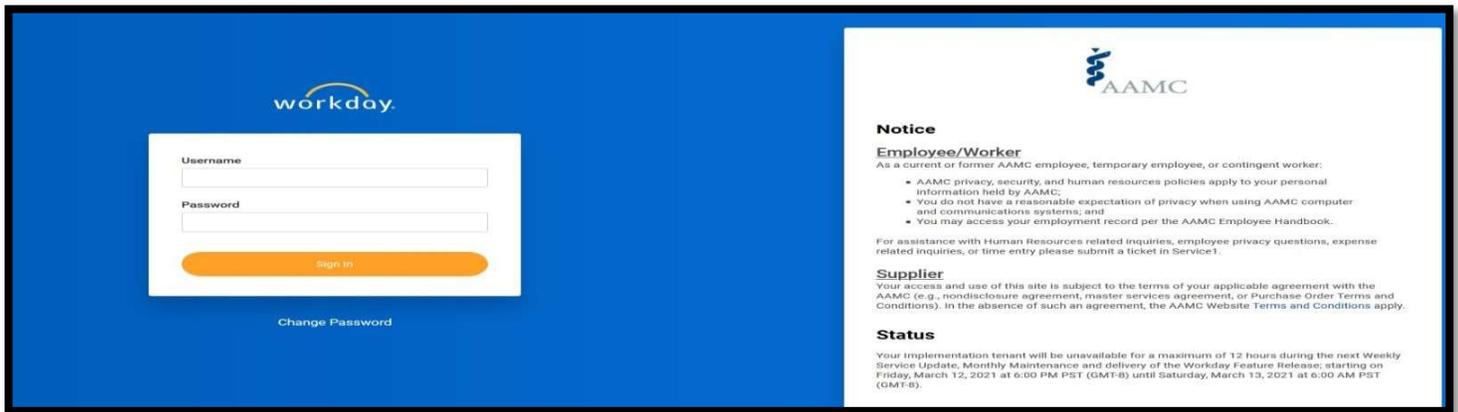


SUBMITTING A SUPPLIER INVOICE THROUGH THE AAMC SUPPLIER PORTAL

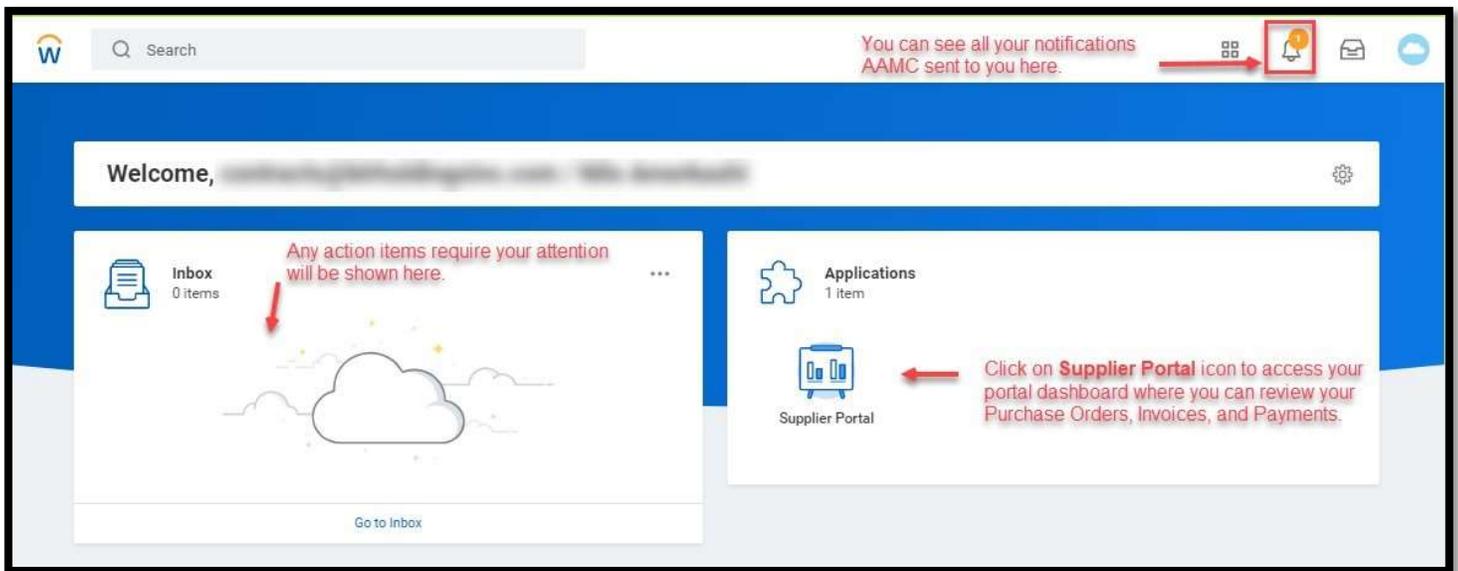
The process to submit supplier invoices using the AAMC supplier portal.

Getting Started

1. To log into AAMC Supplier portal, click on [URL here](#). On the login page, enter your username and password. Your username is your email address with your company. If you forget your password, you can click on “Change Password” to reset your password.

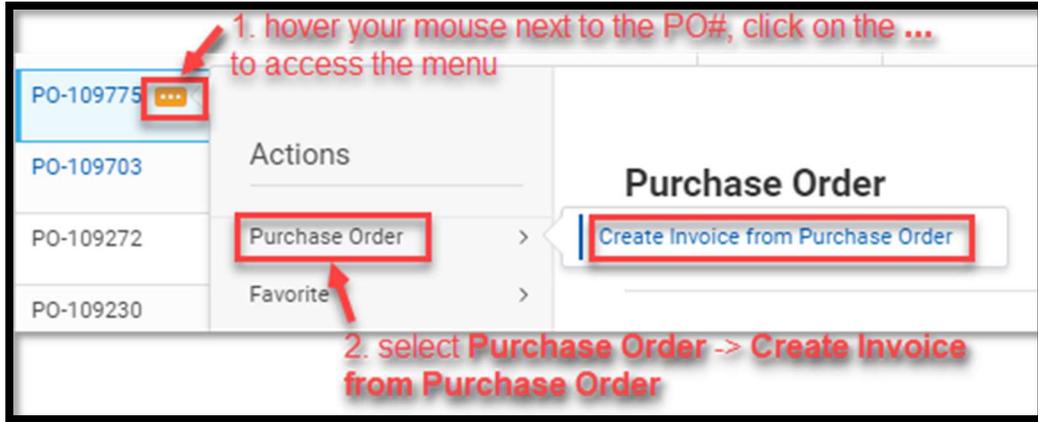


2. Once you log into AAMC Supplier Portal, you will see a landing page as shown below. On the left side of the page, it is your **Inbox**. The inbox contains items that you need to act on. The **Supplier Portal** icon on the right side of the page provides you the access to the Supplier Portal dashboard.



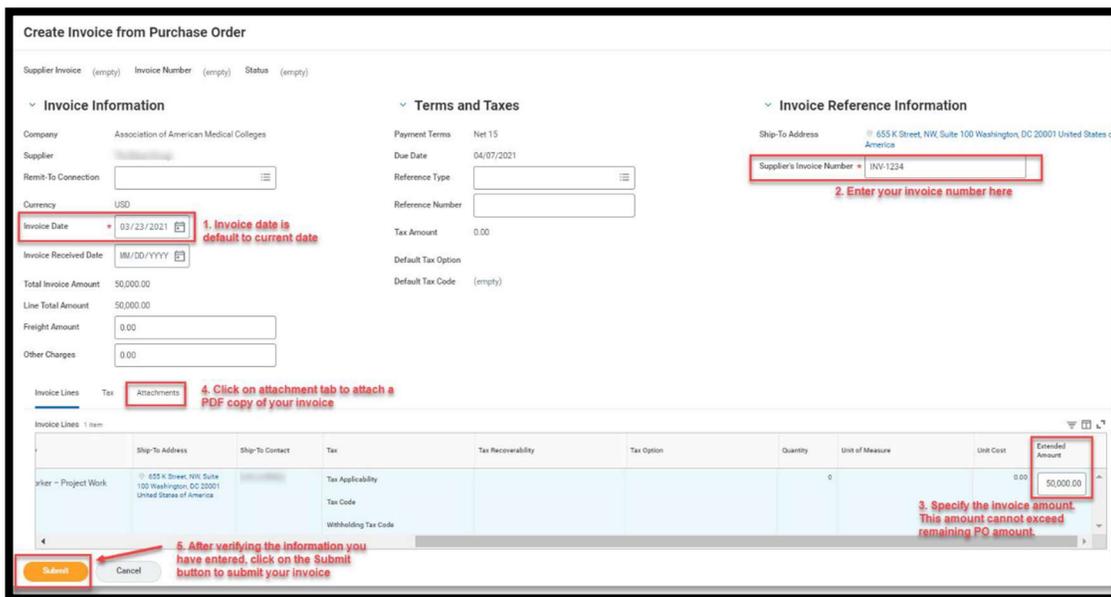
- All supplier invoices billed to AAMC require a Purchase Order (PO) document. Please refer to Job Aid here for instructions on how to find your POs in the Supplier Portal.

Once you locate the Purchase order in the Supplier Portal, hover your mouse to the right side of the PO number, you will see  button. Click on the  button, select **Purchase Order** -> **Create Invoice from Purchase Order** from the menu.



- On the **Create Invoice from Purchase Order** screen, simply enter the:
 - invoice date
 - supplier invoice number
 - invoice amount (extended amount field)
 - attach the invoice (attachments tab).

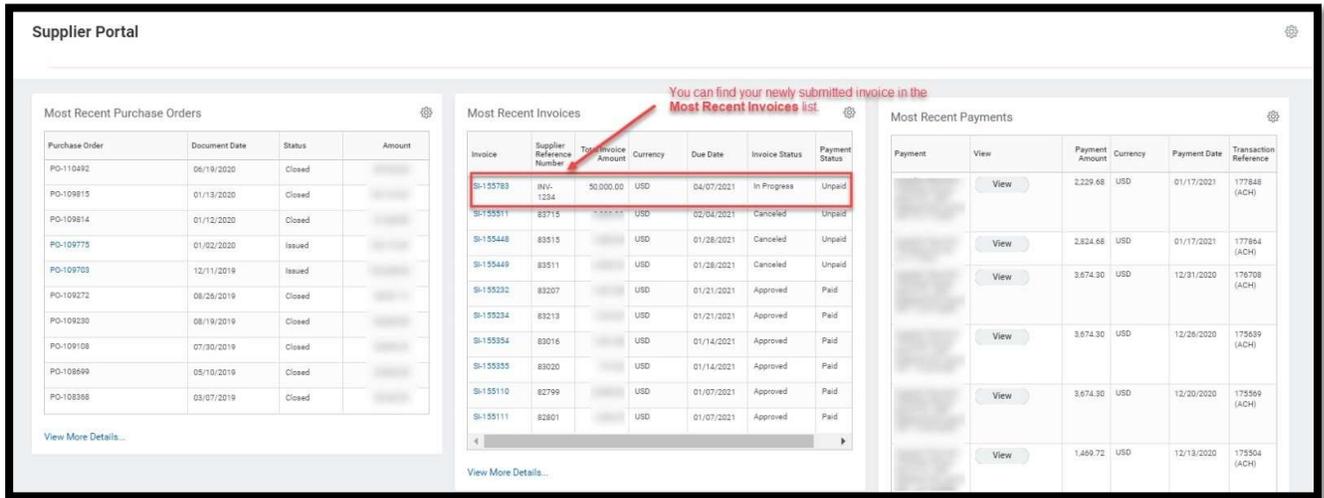
Once all information is verified, click on **Submit**.



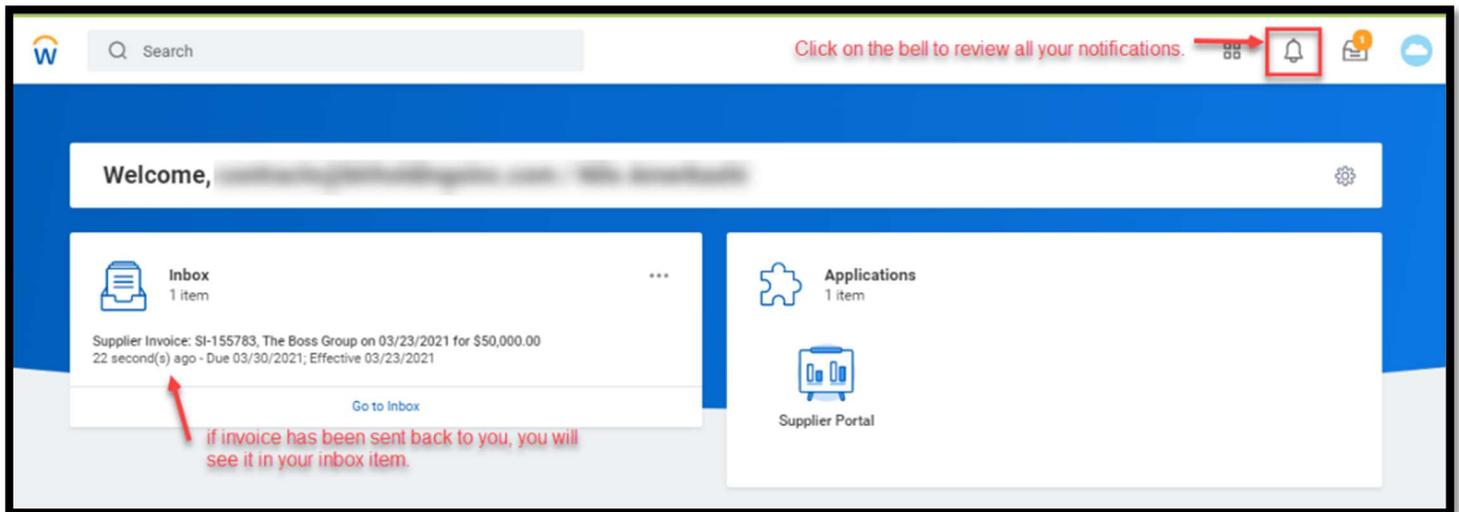
Note: The invoice amount cannot be over the Purchase Order available funds. If the invoice amount exceeds the available PO amount, please contact your AAMC Business partner for further actions.

An Attachment is required before submitting the invoice for payment.

5. Congratulations! You have successfully completed your invoice submission to AAMC. The invoice you just submitted will appear on the **Most Recent Invoices** list on your portal dashboard. The **Invoice Status** column indicates the invoice is being reviewed and processed by AAMC.



6. What to expect next? After AAMC Accounts Payable department reviews your invoice submission, there will be three possible results:
 - a. **Approved** - If you have provided all the information needed for the invoice submission, you will receive a notification from AAMC indicating your invoice has been reviewed and approved.
 - b. **Send Back** – If you have missing information in your invoice submission, AAMC Accounts Payable department will send the invoice back to you electronically for additional information. When the invoice is sent back to you, you will receive a notification from AAMC to inform you the reason of the send back. You will also receive an action item in your Supplier Portal Inbox for you to edit your invoice submission with additional information.
 - c. **Denied/Cancelled** – In certain situation, your invoice might be denied/cancelled (e.g. duplicate invoice submission). You will receive a notification from AAMC to inform you the reason of the invoice cancellation.



Note: All the notifications will be sent to your email address. You can also see your notifications on the upper righthand corner of your Supplier Portal page.