



SUBMITTING A SUPPLIER INVOICE THROUGH THE AAMC SUPPLIER PORTAL

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

Getting Started

To log into AAMC Supplier portal, click on <u>URL here</u>. 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.

workday.	Š AAMC
	Notice
Username	Employee/Worker As a current of former AAMC employee, temporary employee, or contingent worker:
Password	AAMC privacy, security, and human resources policies apply to your personal information held by AAMC. You do not have a reasonable expectation of privacy when using AAMC computer and communications systems, and * You may access your employment record per the AAMC Employee Handbook. For assistance with Human Resources related inquiries, employee privacy questions, expense
	related inquiries, or time entry please submit a locet in service1. Supplier Advances and use of this site is subject to the terms of your applicable agreement with the Advances of e.g., another closure agreement, master services agreement, or Purchase Order Terms and Conditions). In the absence of such an agreement, the AAMC Website Terms and Conditions apply.
Change Password	Status
	Your implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update, Monthly Maintenance and delivery of the Workday Feature Release, starting on Pridage, March 12, 2021 at 6:00 PM PST (GMT-8) until Saturday, March 13, 2021 at 6:00 AM PST (GMT-8).

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.

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	Welcome,	
	Any action items require your attention will be shown here.	Applications 1 item Supplier Portal Click on Supplier Portal icon to access your portal dashboard where you can review your Purchase Orders, Invoices, and Payments.
	Go to Inbox	

3. 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 ubutton. Click on the ubutton, select **Purchase Order** -> **Create Invoice from Purchase Order** from the menu.

1. hover your mouse next to the PO#, click on the to access the menu									
PO-109775	Actions		Durchase Order						
PO-109272	Purchase Order	>	Create Invoice from Purchase Order						
PO-109230	Favorite 2 soloct	> Purch	ase Order > Create Invoice						
	from Pu	chase	Order						

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

Once all information is verified, click on Submit.

Create Invoice from Purchase Order												
Supplier Invoice (empty) Invoice Number (empty) Status (empty)												
 Invoice Infe 	ormation			 Terms an 	d Taxes		 Invoice Reference Information 					
Company	Association of American Medical Colleges			ayment Terms	Net 15		Ship-To Address	Ship-To Address @ 655 K Street, NW, Suite 100 Washington, DC 20001 United States of				
Supplier	the Manufacture of Control of Con		D	ue Date	04/07/2021		America					
Remit-To Connection	:=		R	eference Type		:=	Supplier's Invoice Number * INV-1234					
Currency	USD		R	eference Number			2.1	Enter your inv	oice number here			
Invoice Date *	03/23/2021 🔂 1. Inve defau	oice date is ilt to current dat	e Ti	ax Amount	0.00							
Invoice Received Date	MM/DD/YYYY		D	efault Tax Option								
Total Invoice Amount	50,000.00		D	efault Tax Code	(empty)							
Line Total Amount	50,000.00											
Freight Amount	0.00											
Other Charges	0.00											
Invoice Lines Ta	Inviter Lutes Txx Activity of your invoice 4. Click on attachment tab to attach a PDF copy of your invoice											
Involce Lines 1 item									₩ 🖬 ⊾"			
÷	Ship-To Address	Ship-To Contact	Tax		Tax Recoverability	Tax Option	Quantity Un	it of Measure	Unit Cost Extended Amount			
viter - Project Work 0 457 K how 110 tube 1 Ta Applicability 0 457 K how 120 tube 1 Ta Applicability 1 Ta Cole 1 Ta							3. Specify the involce amount. This amount cannot exceed					
Sidenit	S. After verifying the information you have entered, click on the Submit button to submit your invoice											

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.

ost Recent Purchi	ase Orders		٩	Most Rece	ent Invoice	5	Ň	ou can find) lost Recen	rour newly su t Invoices lis	bmitted in ^{st.} @	voice in the Most Recen	t Payments				4
archase Order	Document Date	Status	Amount	Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status	Payment Status	Payment	View	Payment Amount	Currency	Payment Date	Transactio Reference
0-100815	06/19/2020	Closed		SI-155783	INV-	50.000.00	USD	04/07/2021	In Progress	Unpaid		View	2,229,68	USD	01/17/2021	177848 (ACH)
0-109814	01/12/2020	Closed		SI-155511	83715		USD	02/04/2021	Canceled	Unpaid						1.301218
D-109775	01/02/2020	Issued		SI-155448	83515		USD	01/28/2021	Canceled	Unpaid		View	2,824,68	USD	01/17/2021	177864 (ACH)
0-109703	12/11/2019	Issued		SI-155449	83511		USD	01/28/2021	Canceled	Unpaid		View	3,674.30	USD	12/31/2020	176708
0-109272	08/26/2019	Closed		SI-155232	83207		USD	01/21/2021	Approved	Paid						(ACH)
0-109230	08/19/2019	Closed		SI-155234	83213		USD	01/21/2021	Approved	Paid				100		
0-109108	07/30/2019	Closed		SI-155354	83016		USD	01/14/2021	Approved	Paid		View	3,674.30	050	12/26/2020	175639 (ACH)
D-108699	05/10/2019	Closed		SI-155355	83020		USD	01/14/2021	Approved	Paid						
0-108368	03/07/2019	Closed		SI-155110	82799		USD	01/07/2021	Approved	Paid		View	3,674.30	USD	12/20/2020	175569 (ACH)
				SI-155111	82801		USD	01/07/2021	Approved	Paid						

- 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.
 - 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.

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	Welcome,	titis deservisio		\$	
	Inbox 1 item Supplier Invoice: SI-155783, The Boss Group on 03/23/2021 for \$50,000.00 22 second(s) ago - Due 03/30/2021; Effective 03/23/2021 Go to Inbox if invoice has been sent back to you, you will see it in your inbox item.		Applications 1 item		

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.