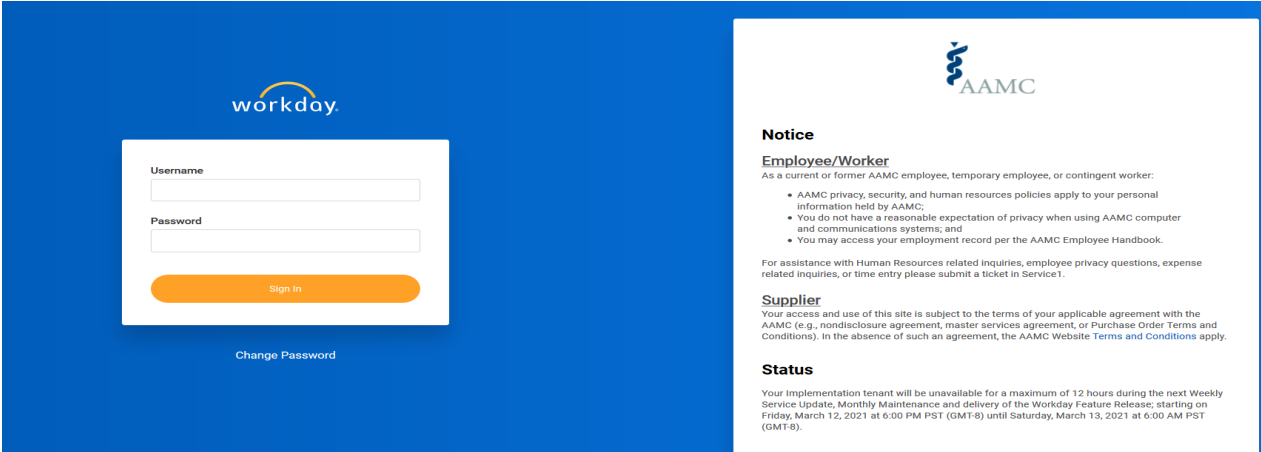
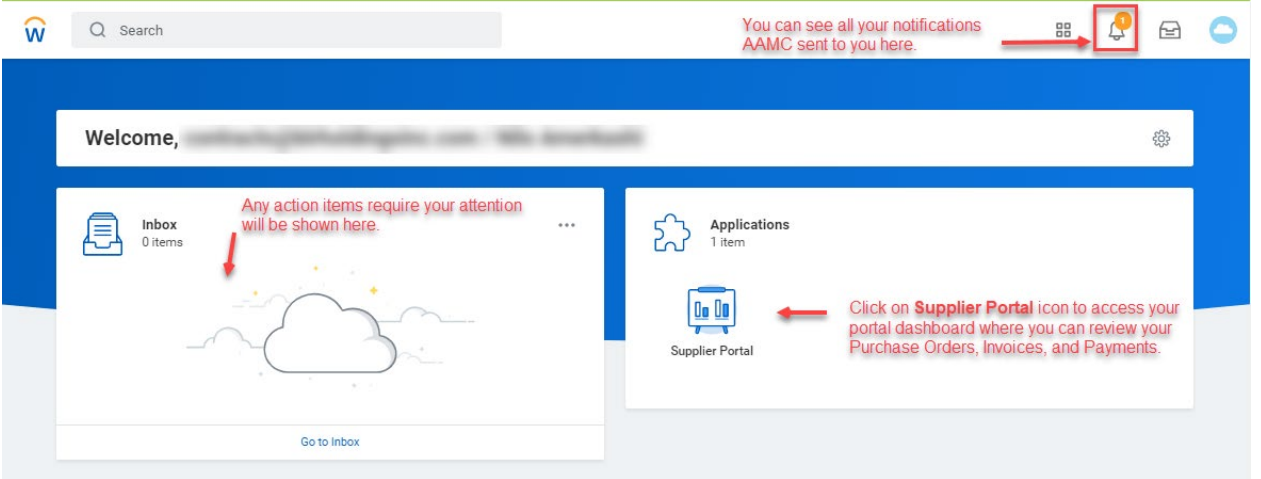


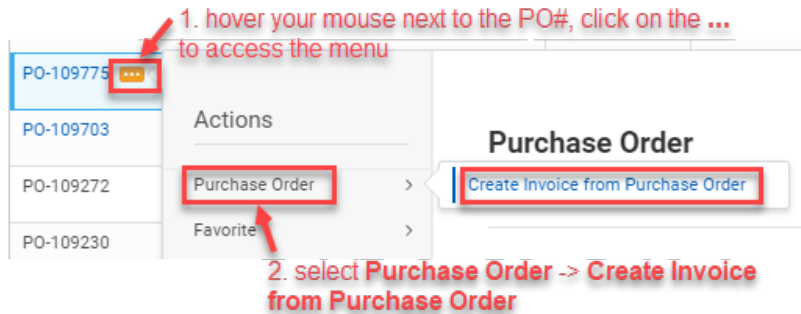
Purpose	How to submit Supplier Invoice through the AAMC Supplier Portal
Audience	Suppliers
Business Process	Supplier Invoices

Step	Action
<p><b>1</b></p>	<p>To log into AAMC Supplier portal, click on <a href="#">URL here</a>. 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.</p> 
<p><b>2</b></p>	<p>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 <b>Inbox</b>. The inbox contains items that you need to act on. The <b>Supplier Portal</b> icon on the right side of the page provides you the access to the Supplier Portal dashboard.</p> 

3

All supplier invoices billed to AAMC require a Purchase Order (PO) document. Please refer to [Job Aid here](#) for instruction 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.



**Note:** You will not be able to create an invoice from a Purchase Order with a **closed** status. All active Purchase Orders will be highlighted in blue.

4

On the **Create Invoice from Purchase Order** screen, simply enter the 1)invoice date, 2)supplier invoice number, 3)invoice amount (extended amount field) and 4) 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 Information**

Company: Association of American Medical Colleges

Supplier: [Redacted]

Remit-To Connection: [Dropdown]

Currency: USD

Invoice Date: 03/23/2021 1. invoice date is default to current date

Invoice Received Date: MM/DD/YYYY

Total Invoice Amount: 50,000.00

Line Total Amount: 50,000.00

Freight Amount: 0.00

Other Charges: 0.00

**Terms and Taxes**

Payment Terms: Net 15

Due Date: 04/07/2021

Reference Type: [Dropdown]

Reference Number: [Input]

Tax Amount: 0.00

Default Tax Option: [Dropdown]

Default Tax Code: (empty)

**Invoice Reference Information**

Ship-To Address: 655 K Street, NW, Suite 100 Washington, DC 20001 United States or America

Supplier's Invoice Number: INV-1234 2. Enter your invoice number here

Invoice Lines Tax Attachments 4. Click on attachment tab to attach a PDF copy of your invoice

Invoice Lines	Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount
1	Project Work 655 K Street, NW, Suite 100 Washington, DC 20001 United States of America		Tax Applicability Tax Code Withholding Tax Code			0		0.00	50,000.00 <span style="color: red;">3. Specify the invoice amount. This amount cannot exceed remaining PO amount.</span>

5. After verifying the information you have entered, click on the Submit button to submit your invoice

Submit Cancel

**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.

Supplier Portal

**Most Recent Invoices**

Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status	Payment Status
SI-155783	INV-1234	50,000.00	USD	04/07/2021	In Progress	Unpaid
SI-155511	83715	1,300.00	USD	02/04/2021	Cancelled	Unpaid
SI-155448	83515		USD	01/28/2021	Cancelled	Unpaid
SI-155449	83511		USD	01/28/2021	Cancelled	Unpaid
SI-155232	83207		USD	01/21/2021	Approved	Paid
SI-155234	83213		USD	01/21/2021	Approved	Paid
SI-155354	83016		USD	01/14/2021	Approved	Paid
SI-155355	83020		USD	01/14/2021	Approved	Paid
SI-155110	82799		USD	01/07/2021	Approved	Paid
SI-155111	82801		USD	01/07/2021	Approved	Paid

*You can find your newly submitted invoice in the Most Recent Invoices list.*

6

What to expect next? After AAMC Accounts Payable department reviews your invoice submission, there will be three possible results:

- **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.

Click on the bell to review all your notifications

Welcome, [User Name]

**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

*If invoice has been sent back to you, you will see it in your inbox item.*

**Applications** 1 item

Supplier Portal

- **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.

7	END OF DOCUMENT
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