

## eVIP Vendor Job Aid: How To Create An Invoice In iSupplier

### Submitting Invoices

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NIH uses Oracle iSupplier to perform electronic invoicing. Electronic invoicing is not available to all vendors and your company must receive and invitation from NIH and register.

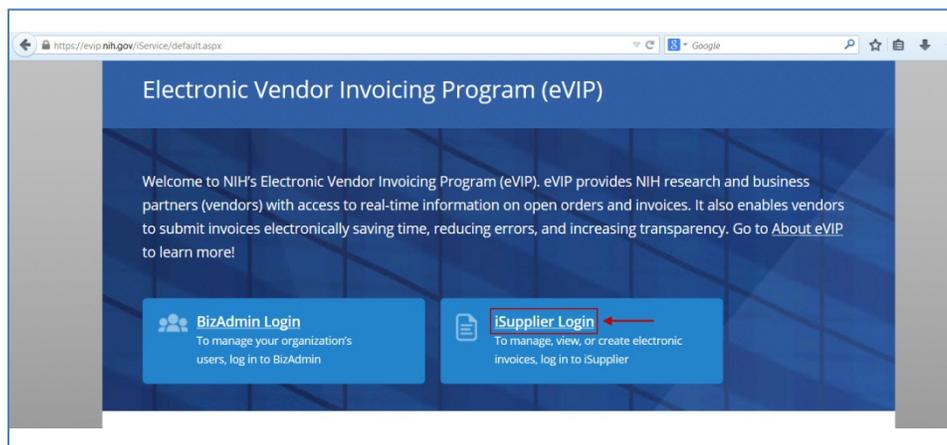
Submitting an invoice using iSupplier requires vendors to locate the Purchase Order (PO) associated to the goods and services being invoiced, match the invoice to a specific line number, and enter the required information (description, amount, etc.) using iSupplier. Invoices may only be submitted against purchase order lines (PO includes Awards, Contracts, IDIQ, BPA and Releases) you have fulfilled. You can invoice against open, approved, standard or blanket purchase orders releases that are not fully billed.

Invoices can be created and saved to submit at a later date. After you submit an invoice electronically, it cannot be changed. If you need to make adjustments to a submitted invoice, call or email [eVIP Vendor Support](#) to cancel your invoice.

This job aid will provide step by step instructions for creating an invoice using iSupplier.

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Go to the [eVIP website](#) and complete the user authentication process to log in to iSupplier.



## eVIP Vendor Job Aid: How To Create An Invoice In iSupplier

From the iSupplier landing page, click the **Account** (1) tab to navigate to the **Invoice** work area.

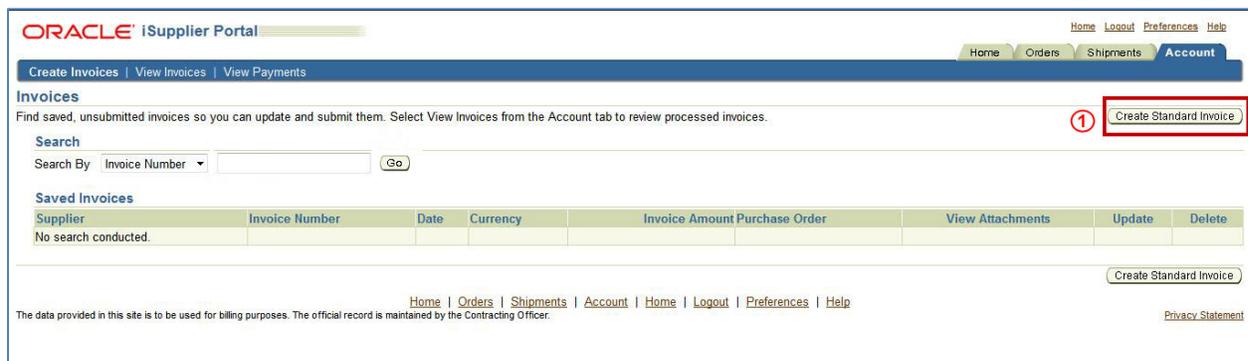


### STEP 1 of 4

Once in the **Create Invoices** work area, you have 2 options. You can create a new invoice or work on a previously saved invoice.

To create a new invoice, click on **“Create Standard Invoice”** (1).

To work on a previously created invoice, enter the invoice number and click **“Go”** to locate the invoice.



If you clicked on **“Create Standard Invoice”**, you will now need to select the correct purchase order to bill against for your invoice.

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Enter the purchase order number in the field available and click "Go" to search for the purchase order. You can also search by Purchase Order Date or Buyer associated to the PO. The Organization is automatically selected based on your vendor profile.

**NOTE:** When searching for a contract or PO, do not include the first 4 characters of the contract number. Example: The contract number is HHSN1235678912U. To locate the contract in iSupplier, enter the 5<sup>th</sup> character and beyond: 1235678912U and click "Go".

**ORACLE iSupplier Portal**

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Home | Orders | Shipments | Account

Create Invoices | View Invoices | View Payments

Purchase Orders | Lines to Invoice | General Information | Review and Submit

**Create Invoice: Purchase Orders** Cancel | Step 1 of 4 | Next

**Search**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

\* Purchase Order Number:  1

Purchase Order Date:  (example: 21-Jul-2014)

Buyer:

Organization:

Select	Quick Invoice	Supplier	*PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Match Type
No search conducted.																

TIP For one item select Quick Invoice. Quantities or amounts will be specified later.

Cancel | Step 1 of 4 | Next

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Once the search is complete, the associated purchase order will be displayed. If there is more than one line associated to the PO, each line will be listed.

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**Create Invoice: Purchase Orders** Cancel | Step 1 of 4 | Next

**Search**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

\* Purchase Order Number:

Purchase Order Date:  (example: 21-Jul-2014)

Buyer:

Organization:

Select Items:

Select All | Select None

Select	Quick Invoice	Supplier	*PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Match Type
<input type="checkbox"/>		ACME COMPANY: 1234567	123456789012U	1	10001	For OFM onsite business support. This is for 1 base year and 4 option years. The base year runs from 1/12/2012 - 1/11/2013. - Catalog #. NONE			1	1	0.9999999999999999	EACH	279686.40	USD	2115, ROCKVL	3-Way
<input type="checkbox"/>		ACME COMPANY: 1234567	123456789012U	8	80001	Vendor: ACME COMPANY Vendor Name: John Doe. Contract: HHSN000012345678910U PoP: 1/12/2014 - 1/11/2015-OY2 CAN: OFM 0000000 (FY14 Funds). Service: Support Manag -- Catalog #			312701.65	132246.74	160911.06	EACH	1.00	USD	2115, ROCKVL	3-Way
<input type="checkbox"/>		ACME COMPANY: 1234567	123456789012U	7	70001	Option Year 1 funding. PoP: 5/12/2013 - 1/11/2014 Contract: HHSN000012345678910U -- Catalog # NA			204378.83	204331.6	204331.6	EACH	1.00	USD	2115 E Jefferson St	3-Way

TIP For one item select Quick Invoice. Quantities or amounts will be specified later.

Cancel | Step 1 of 4 | Next

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To review more details on the PO, click on the PO number link to expand details.

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Create Invoices | View Invoices | View Payments Home Orders Shipments Account

Purchase Orders   Lines to Invoice   General Information   Review and Submit

**Create Invoice: Purchase Orders** Cancel Step 1 of 4 Next

**Search**  
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

\* Purchase Order Number: 263201200052U  
Purchase Order Date: (example: 21-Jul-2014)  
Buyer:   
Organization: NIH-OU

Select Items:

Quick Select Invoice	Supplier	*PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Match Type
<input type="checkbox"/>	ACME COMPANY: 1234567	<a href="#">123456789012U</a>	1	10001	For OFM onsite business support. This is for 1 base year and 4 option years. The base year runs from 1/12/2012 - 1/11/2013. - Catalog #: NONE			1	1	0.999999999999996	EACH	279686.40	USD	2115, ROCKVL	3-Way

You may add more than one item to an invoice. To add a line not listed click **"Add Items to Invoice List"** and additional lines will be available for selection.

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Purchase Orders   Lines to Invoice   General Information   Review and Submit

**Create Invoice: Purchase Orders** Cancel Step 1 of 4 Next

**Search**  
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

\* Purchase Order Number: 263201200052U  
Purchase Order Date: (example: 21-Jul-2014)  
Buyer:   
Organization: NIH-OU

Select Items:

Quick Select Invoice	Supplier	*PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Match Type
<input type="checkbox"/>	ACME COMPANY: 1234567	<a href="#">123456789012U</a>	1	10001	For OFM onsite business support. This is for 1 base year and 4 option years. The base year runs from 1/12/2012 - 1/11/2013. - Catalog #: NONE			1	1	0.999999999999996	EACH	279686.40	USD	2115, ROCKVL	3-Way

**NOTE:** Please do not combine multiple releases into one invoice. If there are multiple releases in one invoice, the invoice will be cancelled. This rule applies only for BPAs and IDIQ's with multiple releases.

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Select the line(s) you would like to invoice against in this transaction. Once you have identified the correct PO and Line #, click in the check box (1) to select and click "Next" (2) to continue.

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**Create Invoice: Purchase Orders** Cancel Step 1 of 4 Next

**Search**  
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

\* Purchase Order Number: 263201200052U  
Purchase Order Date: [example: 21-Jul-2014]  
Buyer: [icon]  
Organization: NIH-OU  
Go Clear

Select Items: Add Items to Invoice List  
Select All | Select None

Select	Quick Invoice	Supplier	*PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Match Type
<input type="checkbox"/>	[icon]	ACME COMPANY: 1234567	123456789012U	1	10001	For OFM onsite business support. This is for 1 base year and 4 option years. The base year runs from 1/12/2012 - 1/11/2013. - Catalog #: NONE			1	1	0.999999999999996	EACH	279686.40	USD	2115, ROCKVL	3-Way
<input checked="" type="checkbox"/>	[icon]	ACME COMPANY: 1234567	123456789012U	8	80001	Vendor: ACME COMPANY Vendor Name: John Doe. Contract: HHSN000012345678910U PoP: 1/12/2014 - 1/11/2015-OY2 CAN: OFM 0000000 (FY14 Funds). Service: Support Manag - Catalog #			312701.65	132246.74	160911.06	EACH	1.00	USD	2115, ROCKVL	3-Way
<input type="checkbox"/>	[icon]	ACME COMPANY: 1234567	123456789012U	7	70001	Option Year 1 funding. PoP: 5/12/2013 - 1/11/2014 Contract: HHSN000012345678910U - Catalog # NA			204378.83	204331.6	204331.6	EACH	1.00	USD	2115 E Jefferson St	3-Way

TIP For one item select Quick Invoice. Quantities or amounts will be specified later.

Cancel Step 1 of 4 Next

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### STEP 2 of 4

On the **Create Invoice: Lines to Invoice** work area; you will now enter a quantity to invoice of the good or services. Enter the quantity (1) and click "Next" (2) to continue.

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**Create Invoice: Lines to Invoice** Cancel Back Step 2 of 4 Next

\* Indicates required field  
USD = US Dollar  
Supplier Name: ACME COMPANY

**Purchase Order Items Selected**

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ship To	Quantity Ordered	Quantity Received	Quantity Invoiced	Quantity to Invoice	UOM	Unit Price	Amount	Remove	Match Type
123456789012U	8	80001	Vendor: ACME COMPANY Vendor Name: John Doe. Contract: HHSN000012345678910U PoP: 1/12/2014 - 1/11/2015-OY2 CAN: OFM 0000000 (FY14 Funds). Service: Support Manag - Catalog #			2115, ROCKVL	312701.65	132246.74	160911.06	10	EACH	1.00	151790.59	[trash icon]	3-Way

**Invoice Summary**

Subtotal 0.00  
Calculate Total (USD) 0.00  
Cancel Back Step 2 of 4 Next

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If you want to verify the total amount on the current invoice screen, click **“Calculate”** and the totals are updated. Click the **“Next”** button to continue.

**ORACLE iSupplier Portal**

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Purchase Orders | **Lines to Invoice** | General Information | Review and Submit

**Create Invoice: Lines to Invoice**

\* Indicates required field  
 USD = US Dollar  
 Supplier Name: **ACME COMPANY**

Cancel | Back | Step 2 of 4 | Next

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ship To	Quantity Ordered	Quantity Received	Quantity Invoiced	Quantity to Invoice	UOM	Unit Price	Amount	Remove	Match Type
123456789012U	8	80001	Vendor: Acme Company; Vendors Name: John Doe Contract: HHSN000012345678910U; PoP: 1/3/2015 to 1/2/2016 - OY2 CAN: OFM 0000000 (FY 14 Funds) Service: Support Manage -- Catalog #:			2115, ROCKVIL	312701.65	132246.74	160911.06		10	EACH	1.00	151790.59	3-Way

**Invoice Summary**

Subtotal: 0.00  
 Calculate Total (USD): 0.00

Cancel | Back | Step 2 of 4 | Next

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### STEP 3 of 4

On the **Create Invoice: General Invoice Information** page you will be entering more details about the invoice. In the form fields enter the invoice number (1), select the invoice date using the calendar icon (2), and enter a detailed invoice description (3).

The invoice description is **MANDATORY** for submitting an invoice electronically using iSupplier. Failure to include a detailed description may result in your invoice being cancelled.

**For Goods:** For goods, include the shipping date and other useful information that explains the goods delivered being invoiced.

**For Services:** Include the period of performance (PoP), line number, and detailed description of the goods or services delivered. Include the NIH release # if this invoice is against Blanket Purchase Agreement (BPA) or Indefinite Delivery Indefinite Quantity (IDIQ).

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The page title is "Create Invoice: General Information". A progress bar at the top indicates the current step is "General Information". The form contains the following fields and annotations:

- Invoice Number:** A text input field containing "Invoice # 123456E" with a red circle (1) next to it.
- Invoice Date:** A date selection field showing "21-Jul-2014" with a calendar icon and a red circle (2) next to it.
- Invoice Description:** A large text area containing "Period of Performance: 1/12/2014 - 1/11/2015 - OY2", "Line # 8", "Contract # HHSN000012345678910U", and "Services provided to OFM business support activities directed by CO - further details in attachment". A red circle (3) is next to the description.
- Attachment:** A dropdown menu set to "None" with an "Add" button next to it, circled in red (4).
- Remit To:** A section with fields for Name (John Doe), Address (1234 Main Street, Rockville, MD 20852), and Bank Account (123456789).

Navigation buttons at the bottom include "Cancel", "Save" (circled in blue with 5A), "Back", "Step 3 of 4", "Next" (circled in red with 5), and "Finish".

Any supporting documentation requested by the CO, Buyer, or Project Officer must be added using the Attachment function. Attachments can be added to the invoice by clicking on the **Add** button on the **Attachment** (4) line.

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To add an attachment, enter a brief description of the attachment (1), select the attachment from your computer using the “Browse” button (2), and click the “Apply” button. You can add additional attachments (up to 5) by clicking “Add Another” (4). When you have finished adding attachments, you will be returned automatically to the next step.

### STEP 4 of 4

You are now ready to review and submit your invoice electronically. On the **Create Invoice: Review the Invoice** work area, review your invoice and click “**Finish**” (1) to submit your invoice. You may also save the invoice to finish at a later time by clicking “**Save**” (1A).

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A warning page, click “Yes” to confirm your invoice. After you confirm your invoice, a confirmation message will appear. This confirms that your invoice has been received electronically.

**ORACLE** iSupplier Portal

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**Confirmation**

Invoice 123456E was submitted to our Accounts Payable department on 21-JUL-2014. The confirmation number for this invoice is the invoice number. After the invoice has been processed, you can query its status by using the Account tab.

Invoice: **123456E**

Supplier Name: **ACME COMPANY** Invoice Date: **21-JUL-2014**

Supplier Number: **1234567** Invoice Description: **VENDOR: ACME COMPANY, VENDOR: JOHN DOE, CONTACT: HH3N000012345678910U**

Remit To: **1234 MAIN STREET ROCKVILLE MD 20862** PoP: **1/1/2014-1/11/2016-OY2 (FY 16 Funds)**

PO-Line-Shipment: **00012345678910U-S-8001**

Invoice Number: **123456E** Central Point of Distribution: **NIH-OU**

Item Description	Item Number	Supplier Item Number	Quantity	Unit of Measure	Unit Price (USD)	Amount (USD)
VENDOR: ACME COMPANY, VENDOR: JOHN DOE, CONTACT: HH3N000012345678910U			10	Each	1.00	10.00

Subtotal Total (USD)

[Return to Invoices](#)

Printable Page Create Another

If you have issues while submitting your invoice, please contact the eVIP Vendor Support help desk at:

[evip@askwebcenter.com](mailto:evip@askwebcenter.com)

(301) 496-6088

### HOURS OF OPERATION

8:30 a.m. to 4:30 p.m., EST Monday through Friday. The office is closed each day from noon to 1:00 p.m.