



BRASS Invoice Submission Guide

City of New Orleans

10/11/19

Submitting an Invoice

- Invoices can only be submitted within the Supplier Portal if you are a registered supplier and have a **Released/Printed/Emailed** Purchase Order or Service Contract associated with your account.
- If you have not yet registered in the Supplier Portal, please follow the [BRASS Vendor Registration Guide](#) to complete your registration.
- To check if you have a Purchase Order or Service Contract that can be invoiced, go to www.purchasing.nola.gov and sign in to your account. Please note that you must be registered within the Supplier Portal to complete this step.

Sign In

Click Sign in or Register.



The screenshot shows the top navigation bar of the City of New Orleans Supplier Portal. The header includes the City of New Orleans logo, the text "CITY OF NEW ORLEANS BRASS BUDGET, REQUISITION & ACCOUNTING SERVICES SYSTEM", and "Supplier Portal" with a dropdown arrow. On the right side of the header, there is a "Sign in or Register" link with a user icon, a search icon, and a download icon. Below the header, there is a "Welcome" message and a "More..." dropdown. The main content area displays "BRASS: Budget, Requisition, and Accounting Services System" and "Supplier Portal for the City of New Orleans" in a large, bold font.

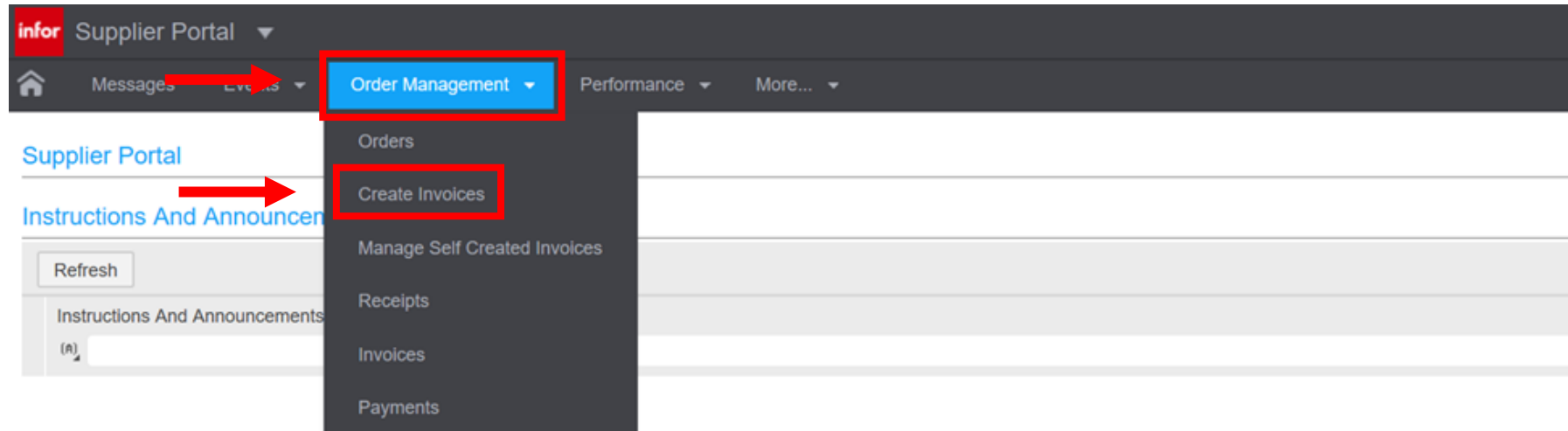
On the following screen, enter your user name and password, then click Login to sign into your account.



The screenshot shows the Infor login form. At the top, there is the Infor logo. Below it, there are two input fields: "User Name *" and "Password *". The "User Name" field has a cursor in it. Below the input fields is a blue "Login" button. At the bottom of the form, there are two links: "Register a new user" and "Forgot your password?". At the very bottom, there is a copyright notice: "Copyright © 2017 Infor. All rights reserved. www.infor.com".

Create Invoice

- Select Order Management → Create Invoices



Select Invoice Type

- Select PO Match if you have a Purchase Order (PO).
- Select Service Contract if you have an active service contract.
- **Only select Expense if you do not have an active PO or Service Contract.**

infor Supplier Portal

Messages Events Order Management Performance More...

Create Invoice

Invoice Entry Submit Invoice

* Select The Type Of Invoice You Will Be Creating: Expense PO Match Service Contract

Check for Purchase Orders and Service Contracts



- Click the icon to display a list of available POs or Service Contracts.

Create Invoice

Invoice Entry Submit Invoice


Company: 100


Invoice Number:

Purchase Order:  

Select To Create Details For All Open PO Lines; Otherwise, You Will

Description:


Invoice Date: 

Due Date: 


Due date will only be used when no terms agreements exist

Invoice Amount:

Attach a scanned copy of the invoice

Invoice Image: 

Optionally attach a scanned proof of delivery document



Proof Of Delivery: 

Create Invoice

Invoice Entry Submit Invoice


Company: 100


Invoice Number:

Service Contract:  

Select To Create Details For All Open Contract Lines; Otherwise

Description:


Invoice Date: 

Due Date: 


Due date will only be used when no terms agreements exist

Invoice Amount:

Attach a scanned copy of the invoice

Invoice Image: 

Optionally attach a scanned proof of delivery document

Proof Of Delivery: 

Check for Purchase Orders and Service Contracts

- Select the PO or Service Contract you want to invoice against from the pop-up window.

Create Invoice

Invoice Entry Submit Invoice

Company: 100

Invoice Number:

Service Contract:

Description:

Invoice Date:

Due Date:

Invoice Amount:

Attach a scanned copy of the invoice

Contract	Working Contract ID	Name	Expiration Date
1150	1150	LINDY CONSTRUCTION CONT	8/20/2020
1151	1151	LINDY CONTRACT CONT	8/20/2020


Invoice Entry

Create Invoice


Invoice Entry Submit Invoice


Company: 100 **1**

Invoice Number: ENTER INVOICE NUMBER **2**


Purchase Order: 
 Select To Create Details For All Open PO Lines; Otherwise, You Will Be Asked To Select Which Lines To Invoice


Description: Enter brief description **3**

Invoice Date: 8/14/2019  **4**

Due Date: 8/14/2019  **4**
Due date will only be used when no terms agreements exist

Invoice Amount: 1.00 **5**
Attach a scanned copy of the invoice

Invoice Image: C:\fakepath\0795DA1E  **6**
Optionally attach a scanned proof of delivery document

Proof Of Delivery:  **7**

1. The Company number will autopopulate.
2. Enter your invoice number here.
3. Enter a brief description of your invoice.
4. Enter the invoice date and the due date. If you enter the letter 't' in this field it will populate with today's date.
5. Enter the dollar amount of the invoice you are submitting.
6. Attach a copy of your invoice in JPEG, JPG, PNG, or PDF form. The file path will appear as "fakepath" even though the system has located your file.
7. Optionally, you may attach proof of delivery of services or goods.

Click Next when done.

< Previous **Next** >

Invoice Entry – Purchase Orders

- Select Create Detail from PO Line.

Create Invoice

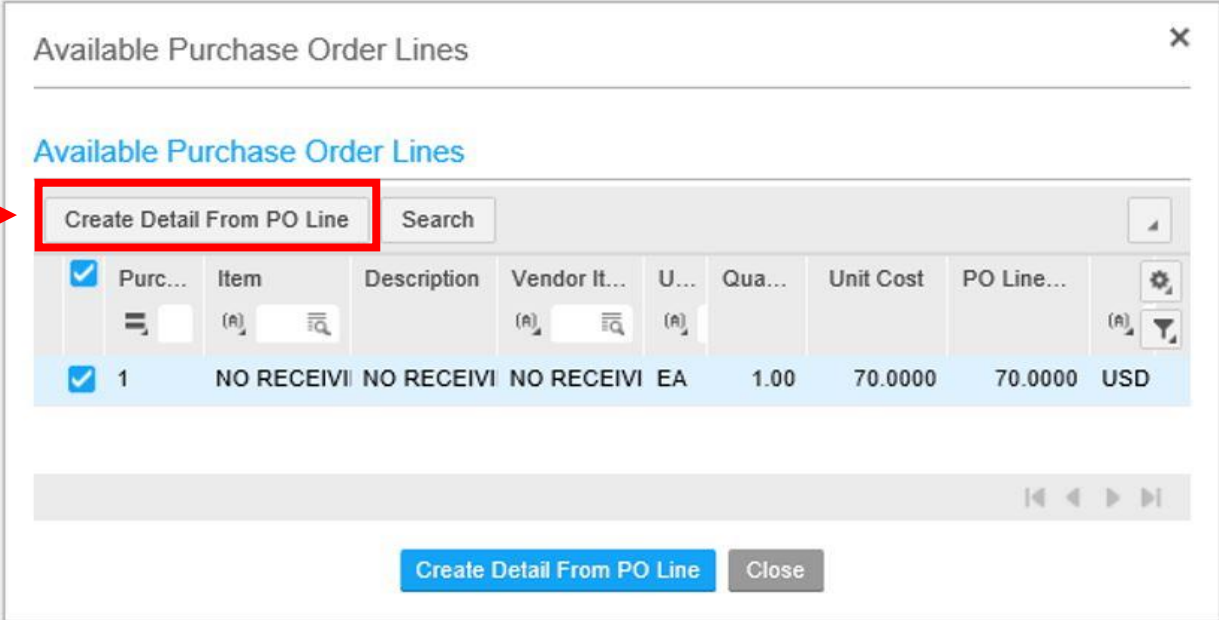
Invoice Entry ✓ **Purchase Order Line Information** Submit Invoice

Create Detail From PO Line Save Delete

Vendor Item	Item Description	Invoice Quantity	UOM	Unit Cost	Total Functional Amo...
(A) <input type="text"/>	(A) <input type="text"/>	<input type="text"/>	(A) <input type="text"/>	<input type="text"/>	<input type="text"/>
NA		1.00	EA	1.0000	4,892.76
Total					4,892.76

Invoice Entry – Purchase Orders

- Check the box next to the line(s) that you want to invoice against.
- Select Create Detail from PO Line.



Available Purchase Order Lines

Available Purchase Order Lines

Create Detail From PO Line Search


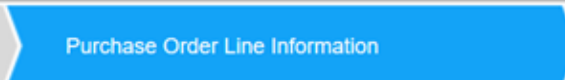
<input checked="" type="checkbox"/>	Purc...	Item	Description	Vendor It...	U...	Qua...	Unit Cost	PO Line...	
<input checked="" type="checkbox"/>	1	NO RECEIVI	NO RECEIVI	NO RECEIVI	EA	1.00	70.0000	70.0000	USD

Create Detail From PO Line Close

Invoice Entry – Purchase Orders

- The line will automatically populate Invoice Quantity, Unit Cost, and Total Functional Amount according to your PO.
- If you are not invoicing the full amount of your PO, you can adjust the Invoice Quantity and Unit Cost fields accordingly.
- After editing, click Save to update the line details.

Create Invoice

Invoice Entry  Purchase Order Line Information  Submit Invoice

Create Detail From PO Line **Save** Delete

Vendor Item	Item Description	Invoice Quantity	UOM	Unit Cost	Total Functional Amo...
(A) NA	(A) [REDACTED]	1.00	EA	1.0000	4,892.76
Total					4,892.76

Click Next when done.

< Previous **Next >**


Invoice Entry – Service Contracts

- Click Open to update contract line details to reflect the amount you want to invoice.

Create Invoice

Invoice Entry  Service Contract Information Submit Invoice

Contract Lines

Save  Open Search

Contract Line							Enter Invoice Detail		
Contract ...	Item Number	Description	UOM	Service Code	Amount Remaining	Quantity Rem...	Quantity	Unit Cost	Total Distribution Am...
1		LINDY CONSTRUCTION SER EA		Amount	120,000.00		1.0000	0.0000	0.00
Total									0.00

Navigation: << < > >>

Click Next when done.

< Previous **Next >**

Invoice Entry – Service Contracts

- Fill in applicable Quantity and Unit Cost information in the pop-up window, then click OK.

Contract Lines

Save Delete Open Search

Contract ...	Item Number
2	
Total	

Update Invoice Details From Contract Line

Update Invoice Details From Contract Line

Contract: 1151 Contract Name: LINDY CONTRACT CONT

Line Number: 2

Description: LINDY CONTRACT TEST

Quantity: Quantity Remaining: 10.0000

Unit Cost: Base Cost: 1,300.0000

<



Click Next when done.

< Previous >

Review and Submit Invoice

- Invoice Amount and Total Detail Amount must match.
- Click View Invoice to review your invoice.
- Once you have verified that the information is correct, click Submit.

Create Invoice

Invoice Entry  Purchase Order Line Information  [Submit Invoice](#)

Submit Invoice

Company: XXXXXXXXXX

Invoice Number: ENTER INVOICE NUMBER

Invoice Amount: 1.00

Total Detail Amount: 1.00

Click the Submit button to submit this Invoice immediately.

[Submit](#)

Click the link below to view the invoice

[View Invoice](#)

