

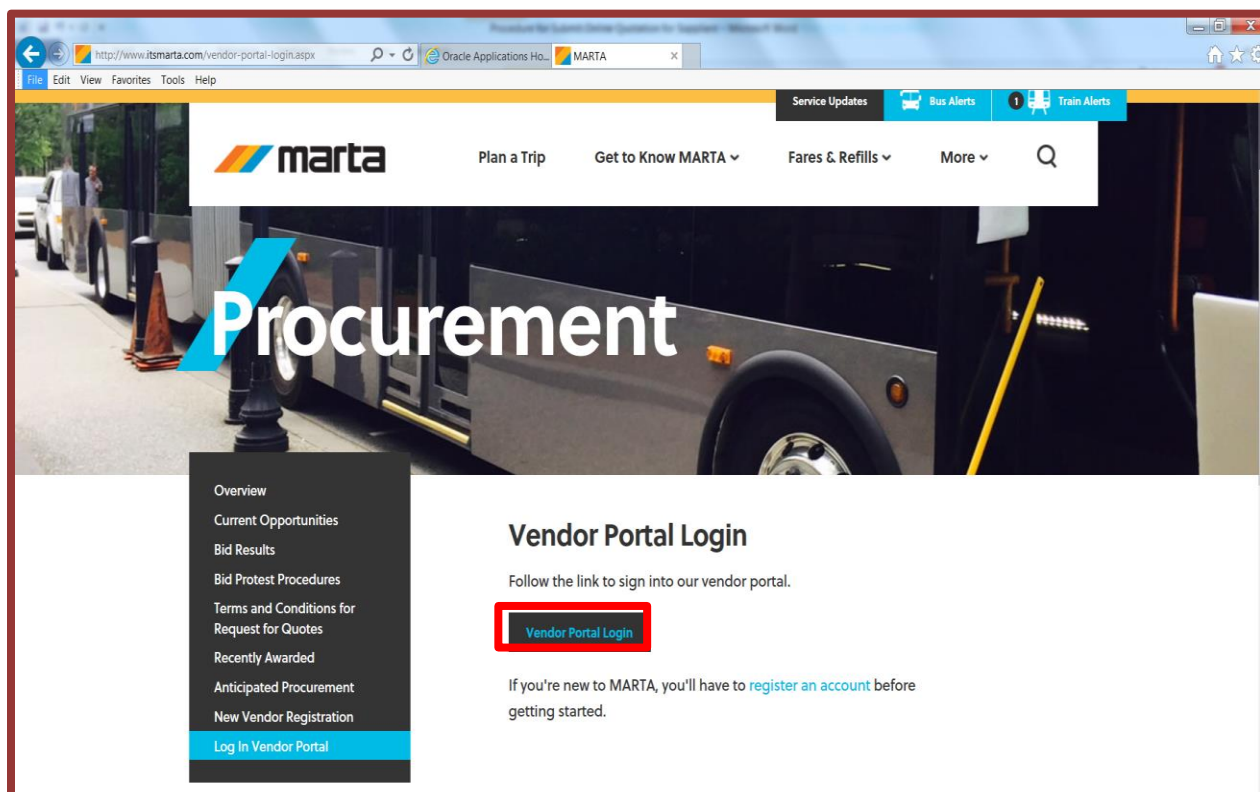
Procedure for Submitting a Vendor Invoice

STEP1

To submit Vendor Invoice, Log into Marta vendor portal.

MARTA Vendor portal can be accessed from

<http://www.itsmarta.com/vendor-portal-login.aspx>



Click on “Vendor Portal Login”

Note – Vendors who do not have portal access contact MARTA Contracts and Purchasing department – Tel: 404-848-4193, for vendor Portal access.

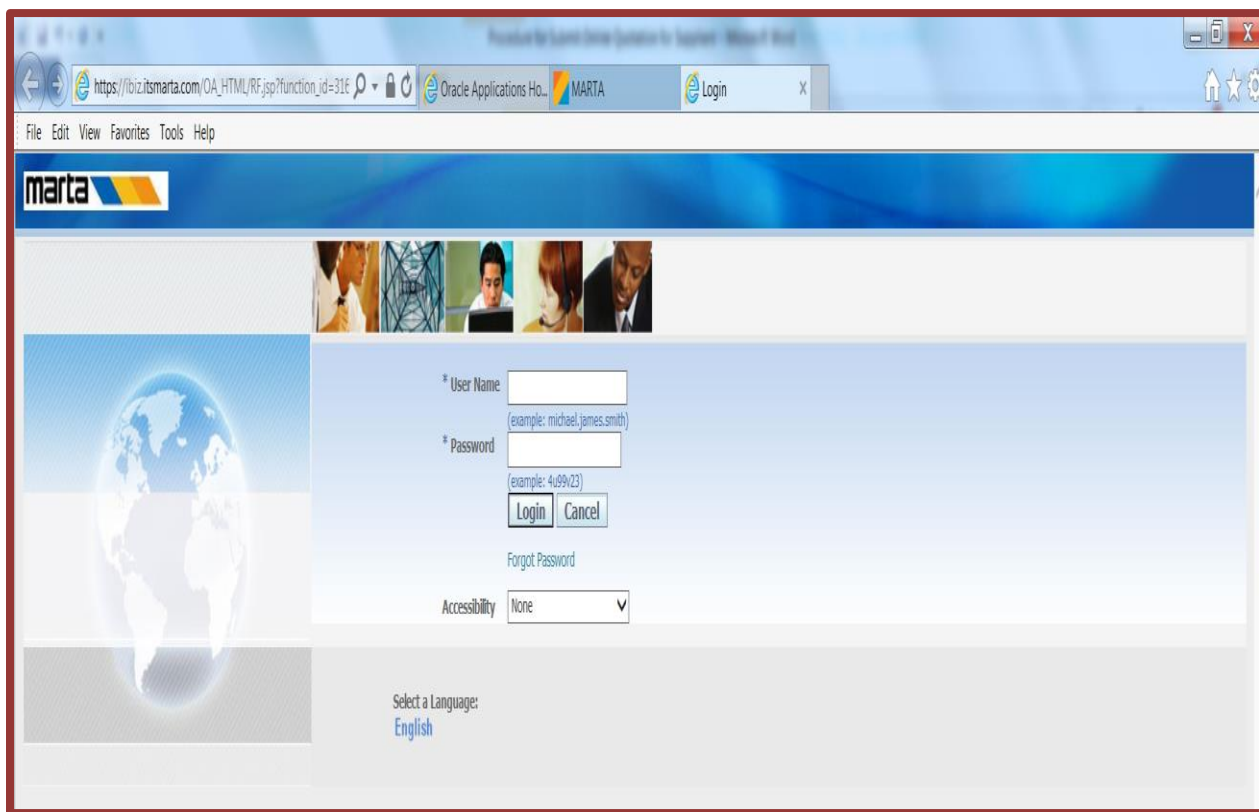
Procedure for Submitting a Vendor Invoice

Step 2

Login into MARTA Vendor Portal

Enter “User Name” and “Password”

Click “Login”



The screenshot shows a web browser window displaying the MARTA Vendor Portal login page. The browser's address bar shows the URL: https://biz.ibmarta.com/OA_HTML/RF.jsp?function_id=31E. The page features the MARTA logo at the top left. Below the logo is a navigation bar with a globe icon and a login form. The login form includes the following elements:

- * User Name: (example: michael.james.smith)
- * Password: (example: 4!09!23)
- Buttons:
- Link: [Forgot Password](#)
- Accessibility:
- Language selection: [Select a Language: English](#)

Procedure for Submitting a Vendor Invoice

Step 3

To submit a vendor invoice Click on “Marta i-Supplier Portal Access w/Inv”

1

Oracle Applications Home Page

Main Menu

- MARTA i-Supplier Portal Access
- Home Page
- MARTA Sourcing Supplier

Worklist

Name	Type	Subject	Sent	Due
Person, Peris	Sourcing Publish	You are invited: RFQ 15515 (Maintenance of Parking Control Equipment)	25-Oct-2017	29-Oct-2017
Huff, Jacqueline	Sourcing Auction Awarded	Award Decision: RFQ 15510 (Maintenance of Parking Control Equipment)	18-Oct-2017	
Huff, Jacqueline	Sourcing Auction Awarded	Award Decision: RFQ 15507 (TEST)	17-Oct-2017	
Huff, Jacqueline	Sourcing Auction Awarded	Award Decision: RFQ 15506 (ET GFC H)	17-Oct-2017	
Huff, Jacqueline	Sourcing Publish	You are invited: RFQ 15504 (FC SG3)	16-Oct-2017	30-Oct-2017
Huff, Jacqueline	Sourcing Publish	You are invited: RFQ 15502 (TEST FC54 GS)	16-Oct-2017	30-Oct-2017
Huff, Jacqueline	Sourcing Publish	You are invited: RFQ 15500 (FC GANESH)	16-Oct-2017	31-Oct-2017
Huff, Jacqueline	Sourcing Publish	You are invited: RFQ 15492 (FC)	16-Oct-2017	27-Oct-2017
Huff, Jacqueline	Sourcing Publish	You are invited: RFQ 15491 (TEST RFQ FC)	16-Oct-2017	31-Oct-2017
Shaw, Charlotte	Sourcing Publish	You are invited: RFQ 15489 (Test)	12-Oct-2017	10-Nov-2017
Supplier User Registration Workflow Version 2		MARTA Supplier Collaboration Network: Confirmation of Registration	14-Oct-2014	

✓TIP Vacation Rules - Redirect or auto-respond to notifications.
✓TIP Worklist Access - Specify which users can view and act upon your notifications.

Procedure for Submitting a Vendor Invoice

Step 4

Click on “Finance” tab to submit invoice.

The screenshot shows the 'Finance' tab selected in the top navigation bar. Below the navigation bar is a search field with 'PO Number' selected and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'.

Subject	Date
You are Invited: RFQ 15515 (Maintenance of Parking Control Equipment)	25-Oct-2017 15:11:21
Award Decision: RFQ 15510 (Maintenance of Parking Control Equipment)	18-Oct-2017 14:40:55
Award Decision: RFQ 15507 (TEST)	17-Oct-2017 14:06:03
Award Decision: RFQ 15506 (ET GFC H)	17-Oct-2017 11:49:47
You are Invited: RFQ 15504 (FC SG3)	16-Oct-2017 21:34:11
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'.

PO Number	Description	Order Date
201800957		12-Oct-2017 13:38:44
201704410-5	P33231 - Multi-Functional Printers (MFPs) Lease and Maintenance Services	17-Aug-2017 10:39:46
201704410-4	P33231 - Multi-Functional Printers (MFPs) Lease and Maintenance Services	16-Aug-2017 19:19:00
201704410-3	P33231 - Multi-Functional Printers (MFPs) Lease and Maintenance Services	16-Aug-2017 19:04:39
201800948		16-Aug-2017 13:23:40
- Planning:** A list of links: Forecast Schedules, VMI.
- Orders:** A list of links: Agreements, Purchase Orders, Purchase History.
- Shipments:** A list of links: Delivery Schedules, Overdue Receipts, Advance Shipment Notices.
- Receipts:** A list of links: Receipts, Returns, On-Time Performance.
- Invoices:** A list of links: Invoices.
- Payments:** A list of links: Payments.

Step 5

Click on “Create Invoice with a PO” to submit an invoice.

The screenshot shows the 'Create Invoices' section with the 'Create Invoice With a PO' button highlighted. Below this is a search form with the following fields:

- Supplier: CANON FINANCIAL SERVICES, INC.
- Invoice Number:
- Invoice Date From: (example: 19-Dec-2017)
- Invoice Date To:
- Invoice Status:
- Purchase Order Number:
- Invoice Amount:
- Invoice Date To:
- Currency:

Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount Purchase Order, Status, Withdraw, Cancel, Update, View Attachments. The first row contains the text 'No search conducted.'

Procedure for Submitting a Vendor Invoice

Step 6

Search the PO for which the invoice needs to be created.

The screenshot shows the Oracle Financials 'Create Invoice' interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Product', 'Admin', 'Finance', and 'Assessments'. The 'Create Invoices' section is active, with sub-options for 'View Invoices' and 'View Payments'. The current step is 'Purchase Orders', with progress indicators for 'Details', 'Manage Tax', and 'Review and Submit'. The search criteria are as follows:

- Purchase Order Number: 201800966
- Purchase Order Date: (empty)
- Buyer: (empty)
- Organization: (empty)
- Advances and Financing: Excluded

The search results table is displayed below the search criteria:

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	Unit	UOM	Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	201800966	1	1	<input type="checkbox"/>	24 Days Oracle Primavera P6 Release 15.211, Risk Analysis, Gateway and Analytics Installation & Upgrade Services		CONPM-D	50	25	10	EACH	1800	USD	Headquarters Admin	MARTA OP UNIT			

Procedure for Submitting a Vendor Invoice

Step 7

Once the PO is retrieved, check the PO checkbox and Click on ‘Add to Invoice’ and then click on “Next”

Home | Orders | Shipments | Planning | Product | Admin | Finance | Assessments

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

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

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number:

Purchase Order Date:
(example: 21-Dec-2017)

Buyer:

Organization:

Advances and Financing:

Select Items: **Add to Invoice**

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	Unit	UOM	Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	201800966	1	1	<input type="checkbox"/>	24 Days Oracle Primavera P6 Release 15.211, Risk Analysis, Gateway and Analytics Installation & Upgrade Services		CONPM-D	50	25	0	EACH	1800	USD	Headquarters Admin	MARTA OP UNIT		

Purchase Order Items Added to Invoice

Select Items: **Remove from Invoice**

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	Unit	UOM	Price	Curr	Ship To	Organization
<input type="checkbox"/>	201800966	1	1	24 Days Oracle Primavera P6 Release 15.211, Risk Analysis, Gateway and Analytics Installation & Upgrade Services		CONPM-D	25	25	0	EACH	1800	USD	Headquarters Admin	MARTA OP UNIT

Cancel Step 1 of 4 **Next**

Procedure for Submitting a Vendor Invoice

Step 8

Enter the invoice number, check the quantity, then click on “Next”

Home | Orders | Shipments | Planning | Product | Admin | Finance | Assessments

Navigator | Favorites | Home | Logout | Preferences | Personalize Page | Diagnostics

Create Invoices | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

Create Invoice: Details
* Indicates required field

Supplier

* Supplier: EVANS TECHNOLOGY INC
Tax Payer ID: 581808319
* Remit To: ALPHARETTA
Address: 6505 Shiloh Rd Ste 310 ALPHARETTA GA 30005
Remit To Bank Account:
Unique Remittance Identifier:
Remittance Check Digit:

Invoice

* Invoice Number: TestInvTrainingDoc
* Invoice Date: 08-Jan-2018
Invoice Type: Invoice
Currency: USD
Invoice Description:
Test:
Attachment: None Add...

PO Number	Line	Shipment Number	Item	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
201800966	1	1		24 Days Oracle Primavera P6 Release 15.211, Risk Analysis, Gateway and Analytics Installation & Upgrade Services	CONPM-D	Headquarters Admin	15	1	\$ 1800	EACH	9000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Cancel | Back | Step 2 of 4 | Next

Procedure for Submitting a Vendor Invoice

Step 9

Review the details on the invoice and Click “Submit.”

Home | Orders | Shipments | Planning | Product | Admin | Finance | Assessments

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | **Manage Tax** | Review and Submit

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next **Submit**

Supplier		Invoice	
* Supplier	EVANS TECHNOLOGY INC	* Invoice Number	TestInvTrainingDoc
Tax Payer ID	581808319	* Invoice Date	08-Jan-2018
* Remit To	ALPHARETTA	Invoice Type	Standard
Address	6505 Shiloh Rd Ste 310 ALPHARETTA GA 30005	* Currency	USD
Remit To Bank Account	1110000010239	Invoice Description	
Unique Remittance Identifier		Test Attachment	None
Remittance Check Digit			

Customer	
* Customer Tax Payer ID	SYS11976
Customer Name	Metropolitan Atlanta Rapid Transit Authority
Address	2424 Piedmont Road NE Atlanta 30324 US

Summary Tax Lines

Calculate

Summary Tax Line	Number	Tax Regime Code	Tax Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Amount	Line Status
No results found.							

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
201800966	1	1	24 Days Oracle Primavera P6 Release 15.211, Risk Analysis, Gateway and Analytics Installation & Upgrade Services	CONPM-D	Headquarters Admin:15			5.00 EACH	1,800.00	9,000.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Procedure for Submitting a Vendor Invoice

Step 10

After selecting “Submit”, the invoice is created as reflected below.

Home | Orders | Shipments | Planning | Product | Admin | Finance | Assessments

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation
 Invoice TestInvTrainingDoc was submitted to our Accounts Payable department on 08-Jan-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: TestInvTrainingDoc Printable Page Create Another

Supplier	Invoice
* Supplier: EVANS TECHNOLOGY INC Tax Payer ID: 581808319 * Remit To: ALPHARETTA Address: 6505 Shiloh Rd Ste 310 ALPHARETTA GA 30005 Remit To Bank Account: 1110000010239 Unique Remittance Identifier Remittance Check Digit	* Invoice Number: TestInvTrainingDoc * Invoice Date: 08-Jan-2018 Invoice Type: Standard * Currency: USD Invoice Description: Test Attachment: None

Customer
* Customer Tax Payer ID: SYS11976 Customer Name: Metropolitan Atlanta Rapid Transit Authority Address: 2424 Piedmont Road NE Atlanta 30324 US

PO Number	Line	Shipment	Item Description	Supplier	Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount	
201800966	1	1	24 Days Oracle Primavera P6 Release 15.211, Risk Analysis, Gateway and Analytics Installation & Upgrade Services	CONPM-D		Headquarters Admin 15			5.00	EACH	1,800.00	9,000.00

Invoice Summary			
	Items		9,000.00
	Less Retainage		0.00
	Freight		0.00
	Miscellaneous		0.00
	Tax		0.00
	Subtotal		9,000.00
	Less Advances and Financing		0.00

Procedure for Submitting a Vendor Invoice

Step 11

Once the invoice is submitted, an approval email is sent per the approval hierarchy defined as reflected below.

The screenshot shows an Outlook email window titled "Action Required: Invoice TestInvTrainingDoc from EVANS TECHNOLOGY INC (9000 USD) requires your approval - Message (HTML)". The email is from WFADMINFT to McCombs, Dorinda. The subject line is "Action Required: Invoice TestInvTrainingDoc from EVANS TECHNOLOGY INC (9000 USD) requires your approval".

The email body contains the following information:

To: McCombs, Dorinda
Sent: 08-Jan-2018 21:53:42
Due: 13-Jan-2018 21:53:42
ID: 35794251

Supplier Name: EVANS TECHNOLOGY INC
Invoice Number: TestInvTrainingDoc
Invoice Date: 08-Jan-2018 05:00:00
Invoice Total: 9000
Invoice Currency: USD

Amount Summary				
Line Type				Amount
Item				9,000.00

Invoice Lines					
Description	PO Number	Quantity Invoiced	UOM	Unit Price	Amount
24 Days Oracle Primavera P6 Release 15.211, Risk Analysis, Gateway and Analytics Installation & Upgrade Services	201800966	5	EACH	1,800.00	9,000.00

Action History					
Num	Action Date	Action	From	To	Details
1	08-JAN-2018 16:53:43	Submit	Accounts Payable	McCombs, Dorinda	

Related Applications
[View Additional Invoice Details](#)

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

RESULT

RESULT: **Approve** **Reject** **Request Information**

Step 12

Upon the first level of approval per approval hierarchy, an email is sent to the next level of approval. The Invoice is then routed to the Accounts Payable Team for approval.”