

How to Process Orders, Invoices & Payments in the Supplier Portal

Quick Reference Guide (QRG)

Functional area: Supplier

Introduction

Purpose

This QRG explains how suppliers can use the Supplier Portal to acknowledge purchase orders, submit PO-backed invoices, track invoice and payment statuses, and access assigned contracts in Ivalua

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Acknowledging Orders in the Supplier Portal

Acknowledging Orders in the Supplier Portal

The screenshot shows the Ivalua Supplier Portal interface. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', 'Performance', and 'B2B Interfaces'. The 'Orders' menu is highlighted with a pink box, and a pink circle with the number '1' is placed over it. A dropdown menu is open under 'Orders', with 'Acknowledge Orders' highlighted in a pink box. Other options in the dropdown include 'Manage Mass Confirmations', 'Manage Deliveries', 'Manage Shipments', 'Manage Deliverables', and 'Manage Timesheets'. The main content area is divided into several sections: 'Announcement', 'Onboarding' (with a checklist of 'Preparation', 'Enrollment Rev.', and 'Active'), 'Validations' (with a table of pending orders), 'Performance Scoring', and 'Spend Analysis'.

Process	Object	Action	Due date
Order - PO Automation	PO000295-1 - Amendment request 2/3/2026 PO000295-	Supplier Review	
Order - PO Automation	PO000294 - TC_P2P_061-	Supplier Review	
Order - PO Automation	PO000293 - TC_P2P_063-	Supplier Review	
Order - PO Automation	PO000290 - Test 41_1 V2-	Supplier Review	

Step 1: On the supplier Portal, Navigate to **Orders** → **Acknowledge orders**.

Acknowledging Orders in the Supplier Portal

UAT - V1.1 | ivalua | General Info. Sourcing Contracts Catalogs Orders Invoicing Performance B2B Interfaces | David T.

Acknowledge Orders

Expected date format: M/d/yyyy

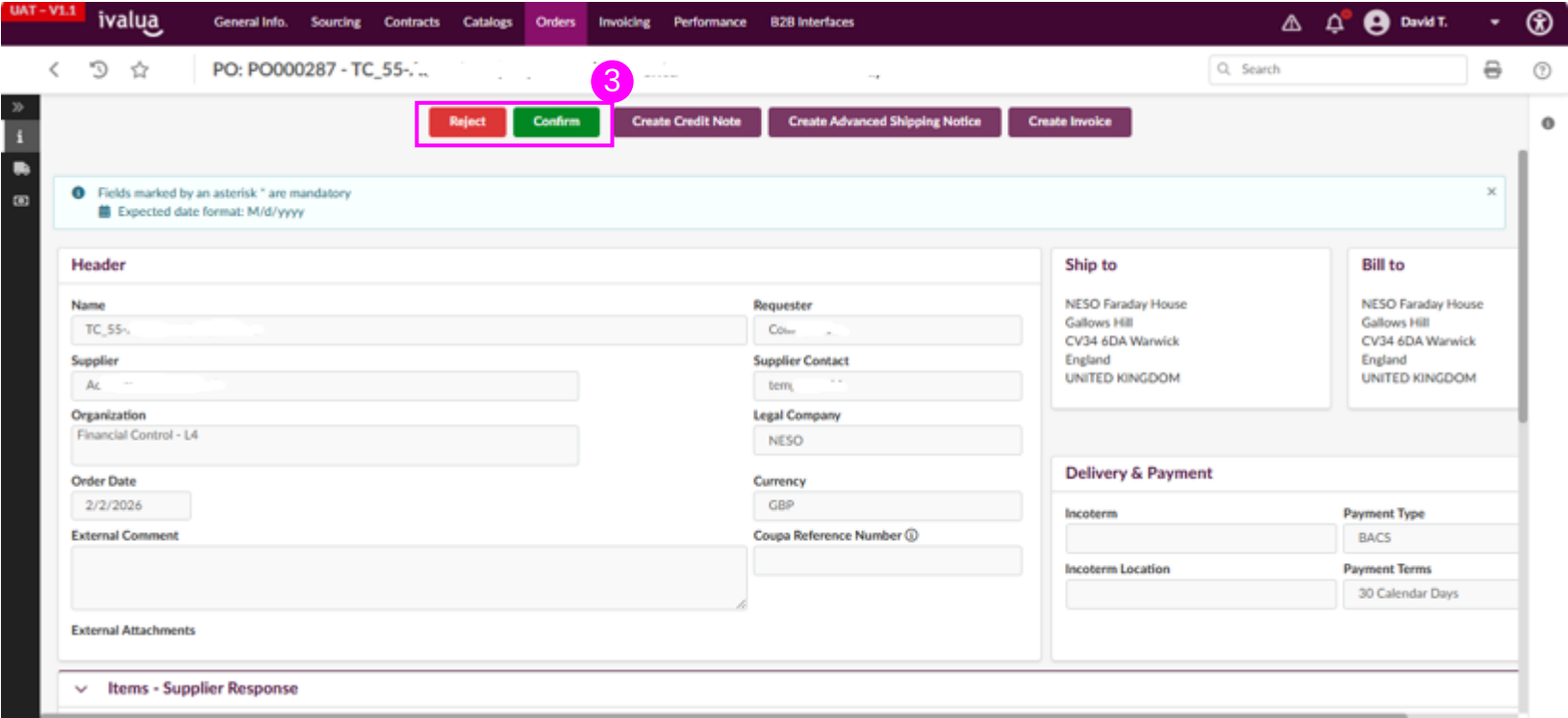
Keywords: [Search] [Reset]

ID	Requester	Status	Currency	Ordered	Received	Invoiced	Progress	Delay (d)	PO
PO000295-1	Wc	Ordered	GBP	4,200,000.012.00	4,200,000.012.00		Initialized: Supplier Review		Final delivery
PO000294	W	Ordered	GBP	1,000,000.00			Initialized: Supplier Review +14		
PO000293	Taj	Ordered	GBP	7,550,100.01			Initialized: Supplier Review +6		
PO000290	Wer	Ordered	GBP	65,000.00			Initialized: Supplier Review -23		
PO000289	Taj	Ordered	GBP	1,000.00	1,000.00	1,004.99	Initialized: Supplier Review		Final delivery
PO000287	C	Ordered	GBP	100.00	100.00	104.00	Initialized: Supplier Review		
PO000283	Wes	Ordered	GBP	200.00			Initialized: Supplier Review -23		
PO000282	Mo	Ordered	GBP	2,500.00			Initialized: Supplier Review -23		
PO000281	Mo	Ordered	GBP	14,000,000.00			Initialized: Supplier Review +2		
PO000275	Mo	Ordered	GBP	1,000,000.00			Initialized: Supplier Review		
PO000269	We	Ordered	GBP	200.00	200.00	200.00	Initialized: Supplier Review		Final

Step 2: Locate the relevant PO in the list and click the PO number hyperlink under ID column.

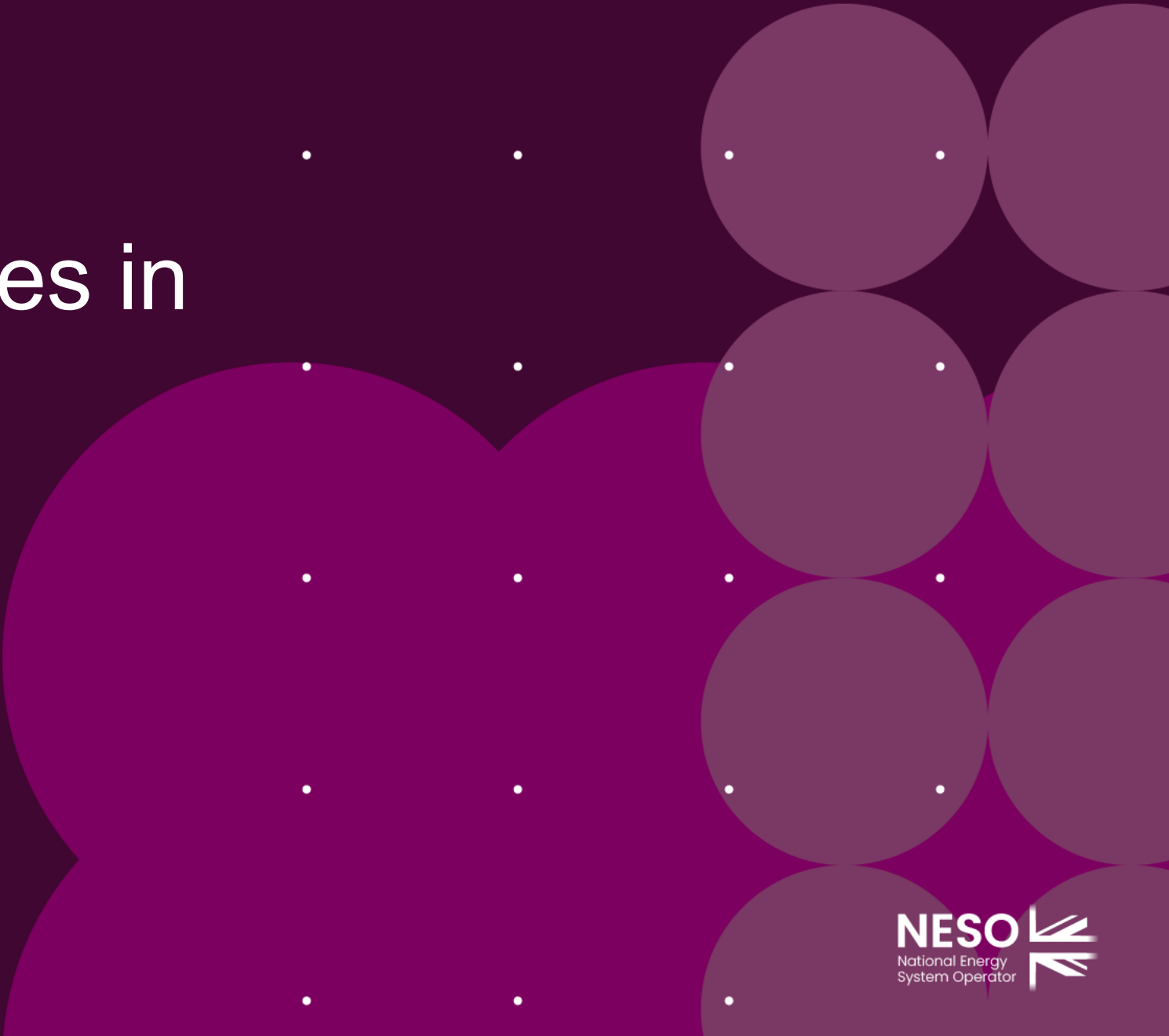
You can search for the PO number by entering it into the keywords box and pressing search.

Acknowledging Orders in the Supplier Portal



Step 3: Acknowledge the order by clicking **Confirm** or Click **Reject** to reject the order back to NESO.

Creating Invoices in Supplier Portal



Creating Invoices in the Supplier Portal

The screenshot shows the Ivalua Supplier Portal interface. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', 'Performance', and 'B2B Interfaces'. The 'Orders' menu is highlighted, and a sub-menu is open with 'Acknowledge Orders' selected. The main content area is divided into several sections: 'Announcement' with a welcome message, 'Onboarding' with progress indicators for 'Preparation', 'Enrollment Rev.', and 'Active', a 'Validations' table with 5 items, 'Performance Scoring' showing 'Extranet - Scoring' with no data, and 'Spend Analysis' showing a bar chart.

Process	Object	Action	Due date
Order - PO Automation	PO000295-1 - Amendment request 2/3/2026 PO000295-	Supplier Review	
Order - PO Automation	PO000294 - TC_P2P_061-	Supplier Review	
Order - PO Automation	PO000293 - TC_P2P_063-	Supplier Review	
Order - PO Automation	PO000290 - Test 41_1 V2-	Supplier Review	

Step 1: On the supplier Portal, Navigate to **Orders** → **Acknowledge orders**.

Creating Invoices in the Supplier Portal

ID	Requester	Status	Currency	Ordered	Received	Invoiced	Progress	Delay (d)	PO
PO000295-1	Amendment request 2/3/2026 PO000295-	Ordered	GBP	4,200,000.012.00	4,200,000.012.00		Initialized: Supplier Review		Final delivery
PO000294	TC_P2P_061-	Ordered	GBP	1,000,000.00			Initialized: Supplier Review +14		
PO000293	TC_P2P_063-	Ordered	GBP	7,550,100.01			Initialized: Supplier Review +6		
PO000290	Test 41_1 V2-	Ordered	GBP	65,000.00			Initialized: Supplier Review -23		
PO000289	Req. 2/2/2026-	Ordered	GBP	1,000.00	1,000.00	1,004.99	Initialized: Supplier Review		Final delivery
PO000287	TC_55-	Ordered	GBP	100.00	100.00	104.00	Initialized: Supplier Review		
PO000283	Harvinder Test 2-	Ordered	GBP	200.00			Initialized: Supplier Review -23		
PO000282	TS_P2P_010-A-	Ordered	GBP	2,500.00			Initialized: Supplier Review -23		
PO000281	TC_P2P_064A-	Ordered	GBP	14,000,000.00			Initialized: Supplier Review +2		
PO000275	TC_P2P_062A-	Ordered	GBP	1,000,000.00			Initialized: Supplier Review		
PO000269	Harvinder Test 4-	Ordered	GBP	200.00	200.00	200.00	Initialized: Supplier Review		Final

Step 2: Locate the relevant PO in the list and click the PO number hyperlink under ID column.

You can search for the PO number by entering it into the keywords box and pressing search.

Creating Invoices in the Supplier Portal

The screenshot shows the Ivalua Supplier Portal interface for a Purchase Order (PO) with ID PO000287 - TC_55. The top navigation bar includes 'General Info', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', 'Performance', and 'B2B Interfaces'. The 'Orders' tab is active. A search bar is located in the top right corner. Below the navigation bar, there are several action buttons: 'Reject', 'Confirm', 'Create Credit Note', 'Create Advanced Shipping Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red circle and the number 3. Below the buttons, there is a message box stating 'Fields marked by an asterisk * are mandatory' and 'Expected date format: M/d/yyyy'. The main form is divided into several sections: 'Header' (Name: TC_55, Supplier: A..., Organization: Financial Control - L4, Order Date: 2/2/2026, External Comment, External Attachments), 'Requester' (Requester: Cc, Supplier Contact: tes, Legal Company: NESO, Currency: GBP, Coupa Reference Number), 'Ship to' (NESO Faraday House, Gallows Hill, CV34 6DA Warwick, England, UNITED KINGDOM), 'Bill to' (NESO Faraday House, Gallows Hill, CV34 6DA Warwick, England, UNITED KINGDOM), and 'Delivery & Payment' (Incoterm, Incoterm Location, Payment Type: BACS, Payment Terms: 30 Calendar Days). At the bottom, there is a section for 'Items - Supplier Response'.

Step 3: On the PO details page, click **Create Invoice**.

Creating Invoices in the Supplier Portal

UAT - V1.1 NESO

General Info. Sourcing Contracts Catalogs Orders Invoicing Performance B2B Interfaces

David T.

Invoice

Save Save & Close Validate Cancel Invoice Other Actions

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

Legal Invoice

Click or Drag to add a file

Attached Files

Click or Drag to add files

Invoice Header

Supplier Invoice Number* Invoice Date*
1 3/16/2026

Payment Terms Due Date*
10 Calendar Days 3/26/2026

Linked Invoice Date of Supply*

Currency National Currency* Exchange Rate*
USD GBP 0.74

Supplier Information

Order Supplier Contact
Ac. ten.

Invoicing Supplier Supplier VAT ID
Ac. GB7.

Registered for VAT in the UK

Order Contract
PO000541 - TC_P2P_058-/

Step 4: On the Invoice page, click **Click or Drag to add a file** to upload your own invoice document.

Note: If you do not have an invoice copy to attach, you can manually enter the invoice details as described in Step 5 and the system will create a legal document for you.

Creating Invoices in the Supplier Portal

The screenshot shows the 'Invoice' page in the NESO Supplier Portal. The page is divided into several sections:

- Legal Invoice:** Contains a file upload area with a 'Palantir Invoice.pdf' file that is 'Not signed'.
- Attached Files:** Contains a file upload area.
- Compliance Requirement Set:** Shows 'United Kingdom'.
- Invoice Header:** Includes fields for Supplier Invoice Number, Invoice Date (3/16/2026), Payment Terms (10 Calendar Days), Due Date (3/26/2026), Linked Invoice, Date of Supply, Currency (USD), National Currency (GBP), and Exchange Rate (0.74).
- Supplier Information:** Includes fields for Order Supplier, Invoicing Supplier, Supplier VAT ID, Registered for VAT in the UK, Order (PO000541 - TC_P2P_058-), Contract, and Shipping Number.
- Supplier Main Address:** Includes an Address Label field.
- Buyer Information:** Includes fields for Organization (Finance - L4), Requisitioner (W...), Ship to (NESO Faraday House), Bill to (NESO Faraday House), and Company Register Number.

A red box highlights the 'Save' button, and a red circle highlights the 'Save' button.

Step 5: Complete mandatory invoice fields (as applicable):

- Supplier Invoice Number
- Due Date (ignore if auto-populated)
- Date of Supply
- Check VAT ID
- Check Currency
- Exchange Rate (update if required)
- Tax (verify defaults; update if missing/incorrect)

Step 6: Click **Save**.

Creating Invoices in the Supplier Portal

Order	Type	Item Name*	QTY*	UOM	UP Excl. Tax*	Amount (Excl. Tax)	Tax	Amount (Incl. Tax)	Payable to Supplier	W
PO000539	Req.	3/9/2026-	30.00	ea.	7.00	210.00		210.00		

0 Record(s)

Total Amount (Excl. Tax)
210.00 GBP

Tax Rate	Taxable Amount	Tax Amount

Total Taxes Amount ⓘ
0.00

Total Amount (Incl. Tax)	Total Payable to Supplier	Total Taxes Amount (National Currency)	Total Amount (Incl. Tax) - National Currency
210.00			

Step 7: Scroll down to the line details.

Delete any lines not delivered yet/not ready for invoices by clicking the bin icon for that line.

Update the quantity for any line items that are part delivered.

Note: If you change any items or delete any lines, you must go to Other Actions and select Reset Taxes, so the values are calculated correctly.

Step 8: Click **Save**.

Creating Invoices in the Supplier Portal

The screenshot displays the 'Invoicing' section of the NESO Supplier Portal. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Performance'. The 'Invoicing' tab is active. Below the navigation bar, there are buttons for 'Save', 'Save & Close', 'Validate', and 'Cancel Invoice'. The 'Validate' button is highlighted with a green box and a pink circle containing the number 9. Below the buttons is a table with the following data:

Order	Type	Item Name	QTY	UOM	UP Excl. Tax	Amount (Excl. Tax)	Tax	Amount (Incl. Tax)	Payable to Supplier	W
PO000539 - Req. 3/9/2026-	Item	Be...	30.00	ea.	7.00	210.00		210.00		

Below the table, there are summary fields:

- Total Amount (Excl. Tax): 210.00 GBP
- Total Taxes Amount: 0.00
- Total Amount (Incl. Tax): 210.00
- Total Payable to Supplier: [Empty field]
- Total Taxes Amount (National Currency): [Empty field]
- Total Amount (Incl. Tax) - National Currency: [Empty field]

At the bottom of the page, there are links for '[Site map]' and '[Legal mentions]', and a footer that reads 'Nesoenergy v1.1 © UAT - V1.1'.

Step 9: Click Validate.

Creating Invoices in the Supplier Portal

The screenshot displays the 'Invoice' creation interface in the ivalua portal. A pop-up message from 'env09.ivalua.app' is overlaid on the form, stating: 'A legal invoice (PDF) will be created. If a legal invoice (paper, pdf, etc.) already exists please cancel and attach this document on the legal invoice part.' The 'OK' button in the pop-up is highlighted with a pink box and a pink circle containing the number '10'. The background form includes fields for 'Supplier Invoice Number' (123), 'Invoice Date' (2/5/2026), 'Payment Terms' (30 Calendar Days), 'Due Date' (3/7/2026), 'Linked Invoice', 'Date of Supply' (2/6/2026), 'Currency' (GBP), 'National Currency' (GBP), and 'Exchange Rate' (1.00). Other sections include 'Invoicing Supplier', 'Registered for VAT in the UK', 'Order' (PO000268 - Harvinder Test 3), 'Shipping Number', and 'Supplier Main Address' (with fields for Address Label, Address Line 1, Address Line 2, City, Zip Code, State/Province, and Country). The right sidebar shows 'Organization' (Finance - L4), 'Ship to' (NESO Faraday House), 'Bill to' (NESO Faraday House), and 'Company Register Number'.

Step 10: A pop-up appears indicating that a legal invoice (PDF) will be created. If a legal invoice already exists, click **Cancel** and attach the existing file.

Otherwise, click **OK** for the system to create one.

Creating Invoices in the Supplier Portal

The screenshot shows the 'INV001217 - Invoice test QRG' page in the NESO Supplier Portal. The page title is 'INV001217 - Invoice test QRG' and the amount is '252.00 GBP (Draft)'. The 'Submit' button is highlighted in green. A warning message is displayed at the top: 'Note that at least one warning exists on this object. Click here to review it.' The form contains the following sections:

- Legal Invoice:** Includes a field for 'Click or Drag to add a file'.
- Attached Files:** Includes a field for 'Click or Drag to add files'.
- Invoice Header - Draft:** Includes fields for 'Supplier Invoice Number*' (test QRG), 'Invoice Date*' (4/10/2026), 'Payment Terms' (30 Calendar Days), 'Due Date*' (4/10/2026), 'Linked Invoice', 'Date of Supply*' (4/8/2026), 'Currency', 'National Currency*', and 'Exchange Rate*'.
- Supplier Information:** Includes fields for 'Order Supplier', 'Contact' (Name Contact), 'Invoicing Supplier*' (Tr), 'Supplier VAT ID*' (GP), 'Registered for VAT in the UK' (Yes), 'Order', and 'Contract'.

Step II: Click **Submit**

If you didn't attach your invoice, the system will create one on submission which you can view/download as required.

Note: If you have any warning, check these before clicking submit by clicking the triangle icon on the right-hand side.

Blocking alerts must be cleared before you can submit your invoice.

Warning alerts will not stop submission but will put your invoice into an exception for checks before it is processed.

Submitting Own Invoice through Smart Capture

Submitting Own Invoice through Smart Capture

The screenshot shows the NESO Supplier Portal interface. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', 'Performance', and 'B2B Interfaces'. The 'Invoicing' menu is open, showing options: 'Manage Invoices', 'Submit a PDF Invoice (Smart Capture)', 'Create Invoice', and 'Early Payment Program'. The 'Submit a PDF Invoice (Smart Capture)' option is highlighted with a red box and a red circle containing the number '1'. Below the navigation bar, the main content area is divided into several sections: 'Announcement', 'Onboarding Progress', 'Validations', 'Performance Scoring', and 'Spend Analysis'. A warning message is displayed in the 'Onboarding Progress' section: 'The following items require your attention: Missing Mandatory Document(s) There is/are missing required document(s) to be uploaded.' The 'Validations' section contains a table with the following data:

Process	Object	Act
NESO PO Automation V2	PO000553 - Notification text(PO cancel)-P	Supp Reviv
NESO PO Automation V2	PO000552 - Cop	Supp Reviv
NESO PO Automation V2	PO000541 - TC_P2P_05B-	Supp Reviv
NESO PO Automation V2	PO000537 - TC_P2P_008_1-	Supp Reviv

The 'Performance Scoring' section shows a 'Extranet - Scoring' chart with a score of 4. The 'Spend Analysis' section shows a bar chart with a value of 108.

Step 1: Go to the **Invoicing** menu and click on the **Submit a PDF Invoice (Smart capture)** option.

Submitting Own Invoice through Smart Capture

Expected date format: M/d/yyyy

Keywords

File Split Type: Simple Invoice

File to Import

Click or Drag to add files

Filters: File Split Type: Simple Invoice, Order Supplier: Accr

Code	Supplier Invoice #	Invoicing Supplier	Invoice Date	Amount (Excl. Tax)	Currency	File	Invoice Channel	From	Original Invoice Re
CRE001179	INVE00102202	Accr	1/7/2026	500,000.00		Pv tr e.pdf	manual	UY	

1 Record(s)

Step 2: Click on **File to Import** and upload your own invoice in PDF.

Once your PDF invoice is uploaded, Ivalua will auto populate with the relevant details, with a clickable link under the **Code** column.

Submitting Own Invoice through Smart Capture

The screenshot shows the 'Invoice capture' page in the NESO system. The navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', 'Performance', and 'B2B Interfaces'. The 'Invoicing' tab is active. The page title is 'Invoice capture'. There are navigation buttons for 'Previous', 'Next', 'Save', and 'Submit to Approval'. A red box highlights the 'Submit to Approval' button, and a red circle with the number '3' is next to it. A 'Display QR Code Information' button is also visible. A red alert message states: 'Note that at least one blocking alert exists on this object. [Click here to review it.](#)'. A blue message states: 'Fields marked by an asterisk * are mandatory. Expected date format: M/d/yyyy'. The form contains an 'Invoice' table and a 'BILL TO' / 'SHIP TO' section. The 'Invoice' table has the following data:

Field	Value
Invoice	--
Date	-- 07 JAN 2026
Due Date	-- 06 FEB 2026
Terms	-- Net 30
Amount Due	--
Currency	-- GBP
P.O.#	--

The right-hand side of the form contains several fields with status indicators (green checkmarks or red dots):

- Invoicing Supplier: [Field] (Green checkmark)
- Supplier VAT ID: [Field] (Red dot)
- Contact: [Field] (Red dot)
- Invoice Type: [Field] (Green checkmark)
- Organization ID: [Field] (Red dot)
- Supplier Invoice #: [Field] (Green checkmark)
- Invoice Date: [Field] (Green checkmark)

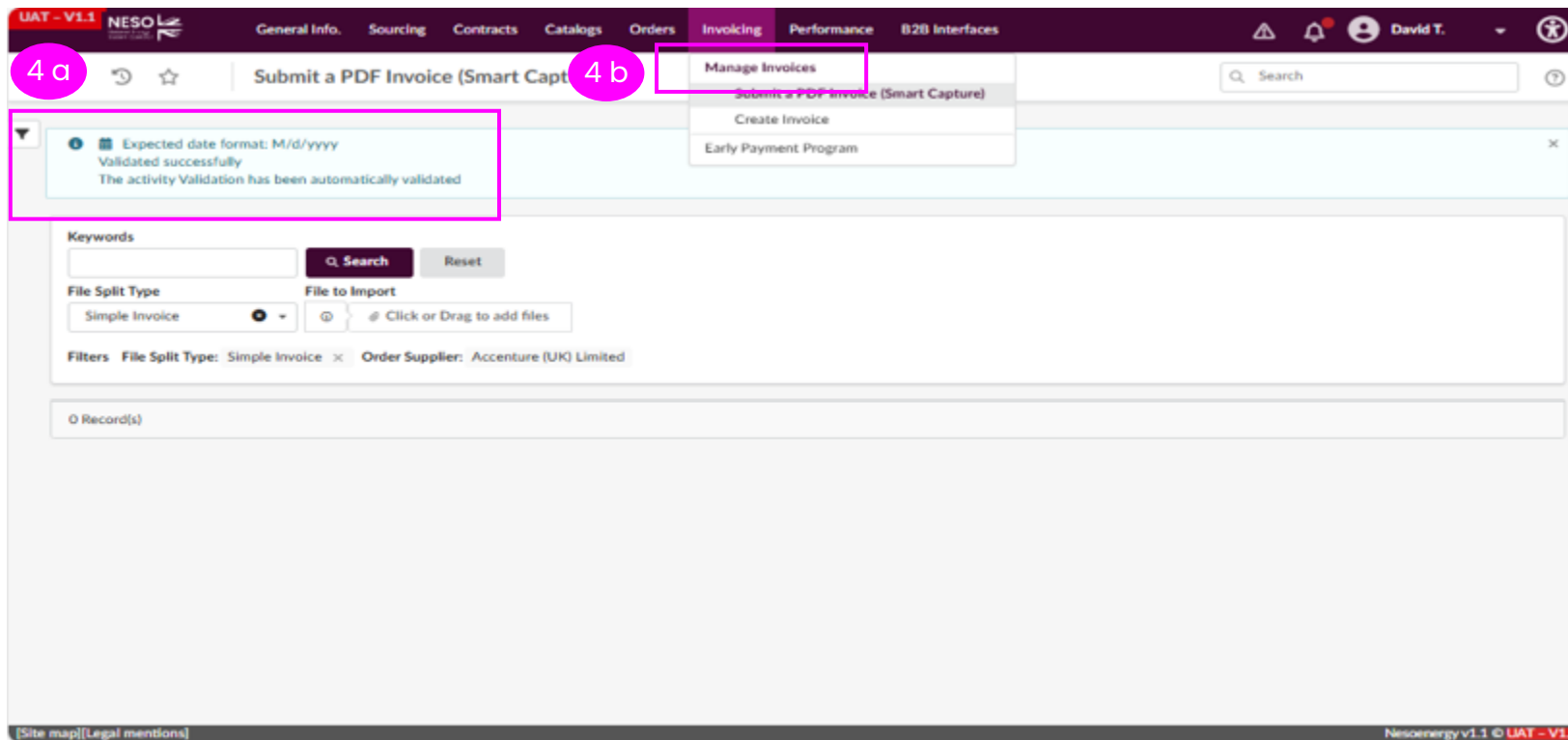
At the bottom left, there is a link for '[Site map][Legal mentions]'. At the bottom right, it says 'Nesoenergy v1.1 © UAT - V1.1'.

Step 3: After clicking on the Invoice from the link in **Code** column from the earlier step, manually fill in details that have not been auto-captured and check the auto-populated fields are correct. Ensure all blocking alerts are resolved before submitting.

Note: The Organisation ID is mandatory. This is a NESO specific item and must match what is on the purchase order. You can find this on the PO order by looking at the relevant PO via the Acknowledge Orders screen.

Click on **Submit to Approval**.

Submitting Own Invoice through Smart Capture



Step 4 a: After **Submit to Approval** is done, a message mentioning **Validated Successfully** will be displayed.

Step 4 b: Go to the **Invoicing** menu and click on **Manage Invoices** to view the status of your Invoice.

Viewing Invoice Statuses

Viewing Invoice Statuses

The screenshot displays the NESO Supplier Portal interface. The top navigation bar includes 'UAT - V1.1', the NESO logo, and menu items: 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', 'Performance', and 'Contact N.'. The 'Invoicing' menu is highlighted with a red box, and a red '1' is positioned above it. A dropdown menu is open under 'Invoicing', listing 'Manage Invoices', 'Submit a PDF Invoice (Smart Capture)', 'Create Invoice', and 'Early Payment Program'. The main content area is divided into several sections: 'Announcement' (welcome message), 'Onboarding Program' (with a warning: 'The following items require your attention: Missing Mandatory Document(s) - There is/are missing required document(s) to be uploaded. Change request in progress'), 'Validations' (table of PO Automation V2 requests), 'Performance Scoring' (Extranet - Scoring, No data was found), and 'Spend Analysis' (Spend Analysis, 5B).

Step 1: Go to Invoices→Manage Invoices.

Thank You

