NCR ATLEOS

Access to the Supplier Portal

Process Step

Access to the supplier portal

Users should access the supplier portal through the following web address.

https://portal.ncratleos.com

Existing suppliers users can login with their current username and password credentials. New suppliers will need to go through the registration process by clicking through the prompt on the site.

iSupplier portal login page

Process Step

Access to the supplier portal

User will be redirected to the MyNCR home page.

Select the **NCR Atleos Cloud SP** application to access the supplier portal.

Note – **The NCR Atleos Cloud SP** application will be available for most portal users to access oracle could.
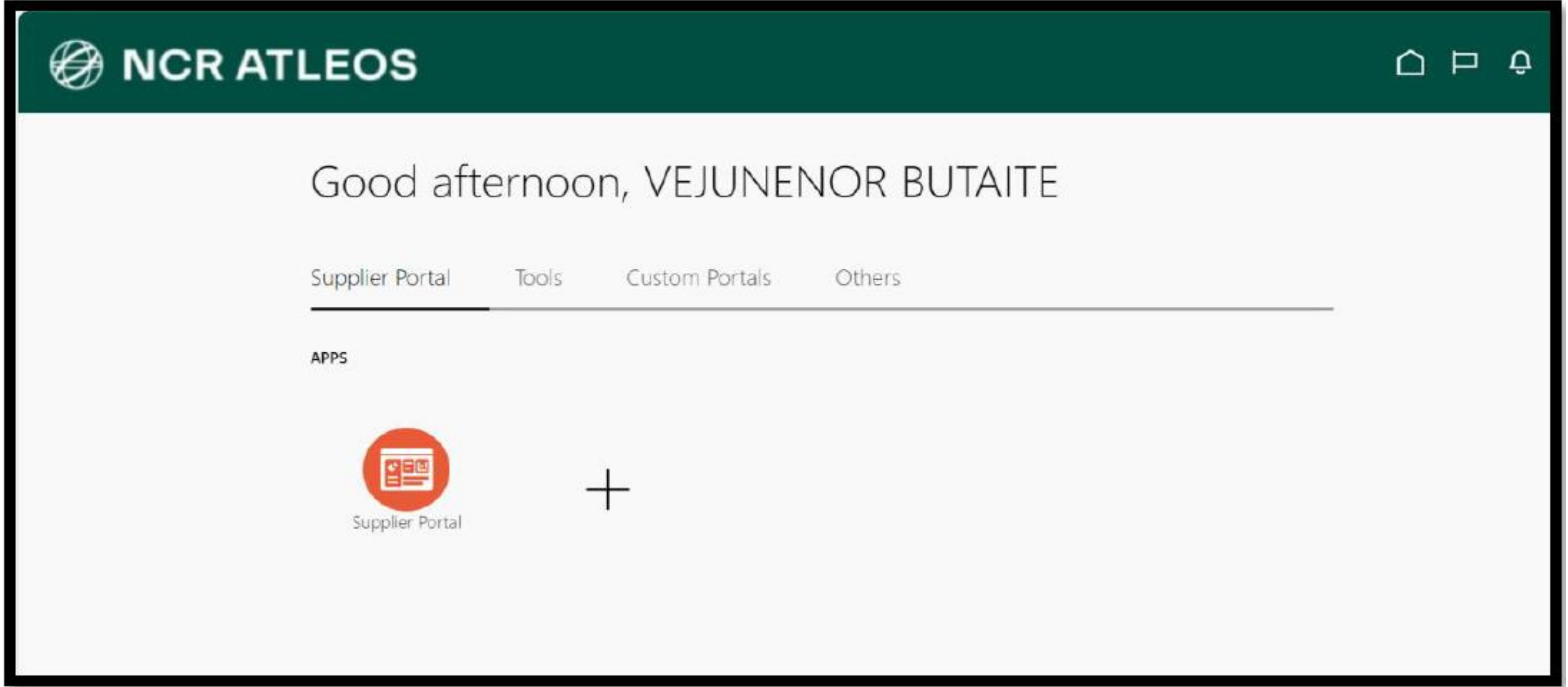
- New users will only see **NCR Atleos Cloud SP**
- Existing users will view existing applications that they had access to in the previous portal.

Process Step
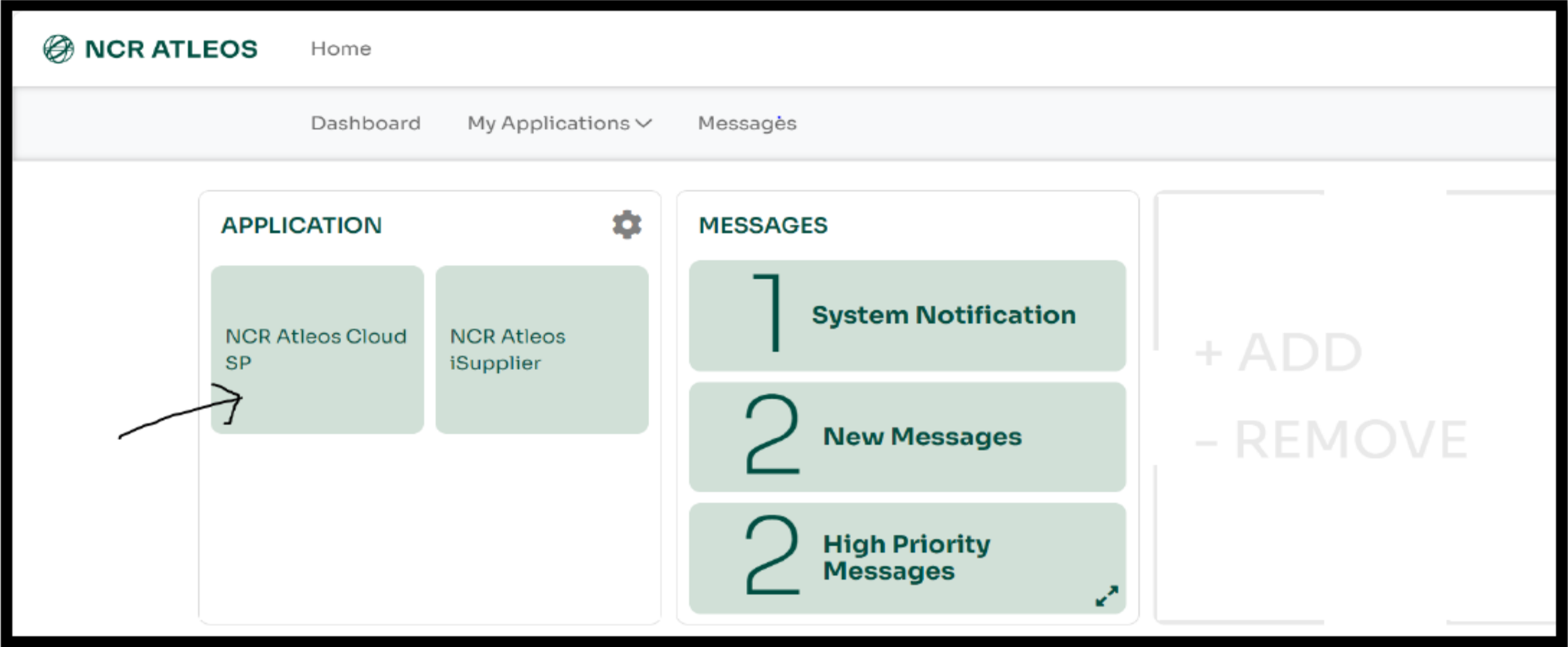
Process Step	Description
1	Access to the portal Click on the **Supplier Portal** icon

Process Step	Description
2	**Create invoice (PO invoice)** On the supplier portal homepage, go to **Tasks** then down to the **Invoices and Payments section**. Select **Create invoice**.

Process Step	Description
3	**Create invoice (PO invoice)** Update the appropriate filed including required fields noted by asterisk(*). Click on **Identifying PO** dropdown to select for a PO.

Process Step	Description
4	**Create invoice (PO invoice)** Once selected, applicable fields from the PO will auto-populate on the screen.

Process Step	Description
5	**Create invoice (PO invoice)** Click on ==Remit to Bank Account== dropdown and select the bank.

Process Step	Description	On portal	On invoice
6	**Create invoice (PO invoice)** Update the appropriate remaining fields including **Number**, **Date**, **Type** and **customer Taxpayer ID** which are required.	Number	Invoice number
		Date	Invoice date

Process Step	Description
7	**Create invoice (PO invoice)** In the lines section, click the <mark>**Document icon**</mark> to select the PO lines.

Process Step	Description
8	**Create invoice (PO invoice)** Click the PO **number** to view the PO.

Process Step	Description
9	**Create invoice (PO invoice)** The PO details will pop up on the screen.

Process Step	Description
10	**Create invoice (PO invoice)** Select the **PO**, then Click **OK** to close the PO window.

Process Step	Description
11	**Create invoice (PO invoice)** Click Apply to select the **PO** the **OK** to close the PO window.

Process Step	Description
12	**Create invoice (PO invoice)** Adjust the **Amount** or **Quantity** of the PO if needed for partial purchase as per the invoice.

Process Step	Description
12.1	**Create invoice (PO invoice)** Example of partial invoice application. Applying $200 of $19.500 PO (Purchase order)

Process Step	Description
13	**Create invoice (PO invoice)** Click the "+" to add additional lines if needed i e., freight, miscellaneous etc.

Process Step	Description
14	**Create invoice (PO invoice)** If tax is on the invoice, Click on Ship-to location dropdown to find the delivery location. then click the tax classification dropdown to get the tax code. If the invoice does not contain tax, go to the process 15. The ship-to location will determine the tax code.

Process Step	Description
15	**Create invoice (PO invoice)** Enter the search criteria to perform a basic search or click Advanced to perform an advanced search for the location code.

Process Step	Description
15.1	**Create invoice (PO invoice)** Enter the advanced search criteria and the key search information. Then click <mark>**Search**</mark>

Process Step	Description
15.2	**Create invoice (PO invoice)** Select the **Name** of the appropriate tax code the **click OK**

Process Step	Description
16	**Create invoice (PO invoice)** Click on **Invoice actions** option to get the " **Calculate tax** " option .

Process Step	Description
16.1	**Creating invoice (PO invoice)** Click on **Calculate tax** and later **save** and **submit** the invoice.

Any queries

- Please reach out to ERP iSupplier (**isupplier.erp@ncratleos.com**) team in case of any technical issues and error facing while submitting the invoices in portal.

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Thank you