

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

 **NCR ATLEOS**

Login

Username

Password

☐ Remember me

LOGIN

Forgot Username

Forgot Password

Don't have an account? Register

Process Step

Access to the supplier portal

User will be redirected to the MyNCR home page.

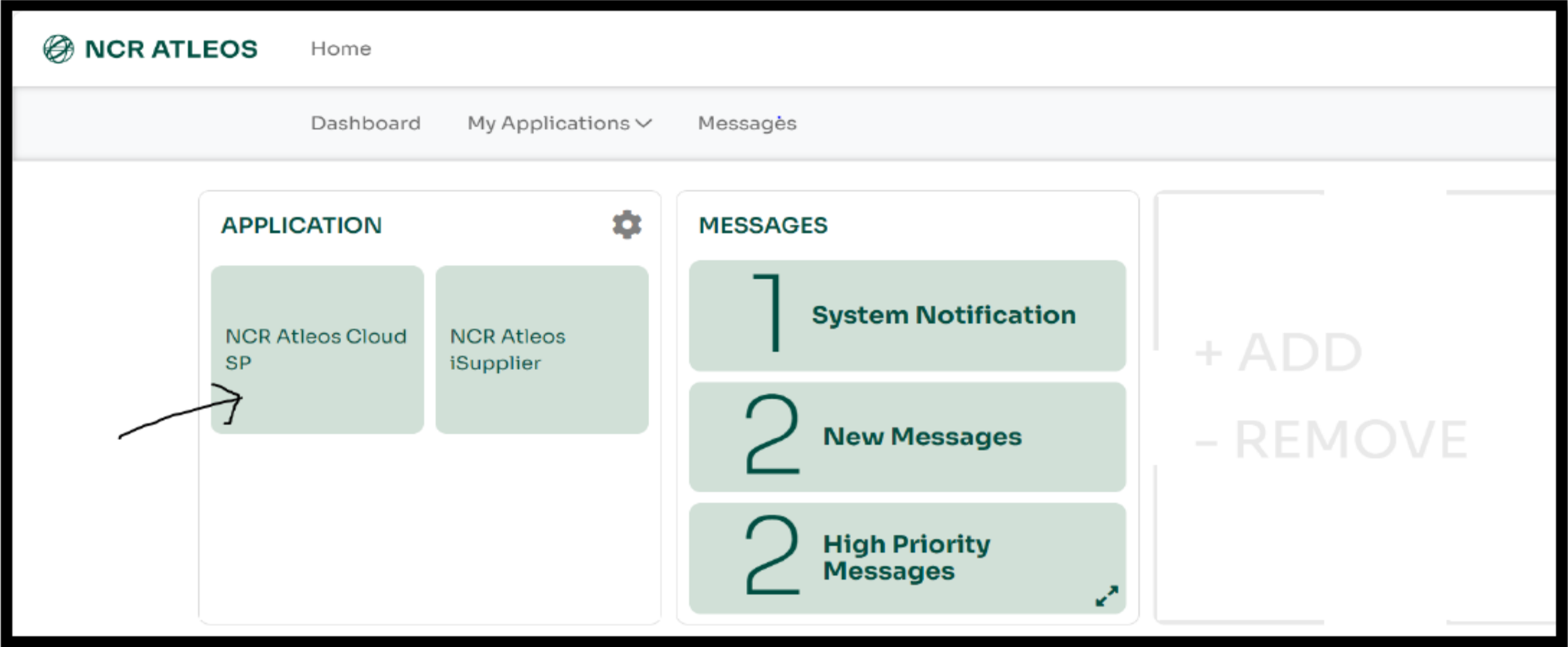
Select the **NCR Atleos Cloud SP** application to access the supplier portal.

Note – **The NCR Atleos Cloud SP** application will be available for most portal users to access oracle could.

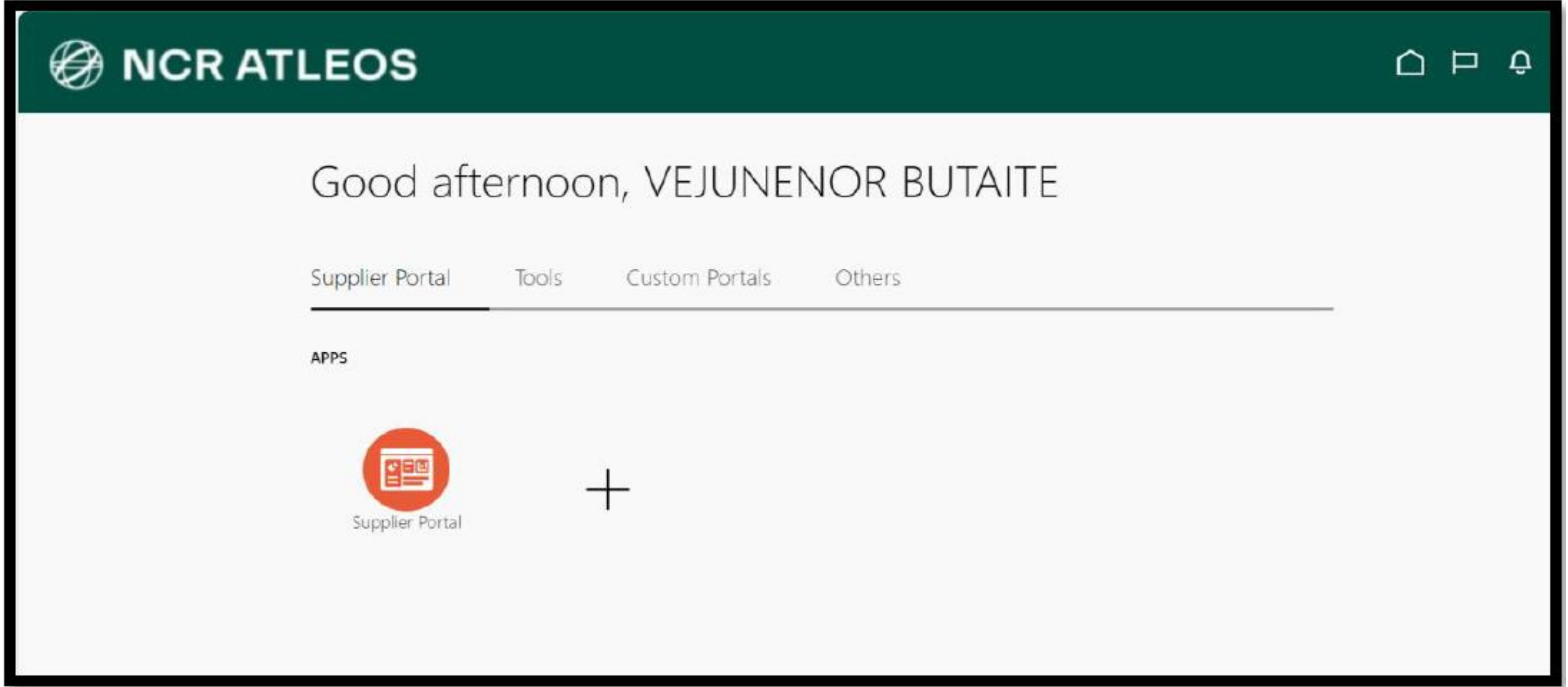
- New users will only see **NCR Atleos Cloud SP**
- Existing users will view existing applications that they had access to in the previous portal.



Process Step



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



Process Step	Description
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.

V8

Create Invoice ?

Invoice Actions

SaveSave and CloseSubmitCancel

* Identifying PO

Supplier

2011790357 KJB INTEGRATED SOLUTIONS LLC US-01COLUMBUS

Taxpayer ID

Search...

* Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Customer Check Digit

Description

Attachments

None

Tax Control Amount

* Number

* Date

m/d/yy

* type

Invoice

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

Address

Lines

View

Cancel Line

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

Create Invoice

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO

20117B0357

Supplier

KJB INTEGRATED SOLUTIONS LLC

Taxpayer ID

* Supplier Site

US-01COLUMBUS

Address

328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments

None

Tax Control Amount

* Number

* Date

mm/yyyy

* Type

Invoice

Invoice Currency

USD - US Dollar

Payment Currency

USD - US Dollar

Customer

* Customer Taxpayer ID

31-0387920

Name

NCR CORPORATION

Address

Lines

View Cancel Line

Process Step	Description
5	<p>Create invoice (PO invoice)</p> <p>Click on Remit to Bank Account dropdown and select the bank.</p>

VB

Create Invoice ⓘ

* Identifying PO

2011760357

Supplier

KJB INTEGRATED SOLUTIONS LLC

Taxpayer ID

* Supplier Site

US-01COLUMBUS

Address

328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments

None +

Tax Control Amount

* Number

Date

m/d/yy

* Type

Invoice

Invoice Currency

USD - US Dollar

Payment Currency

USD - US Dollar

Invoice Actions

Save Save and Close Submit Cancel

Search: Remit-to Bank Account

Customer

* Customer Taxpayer ID

31-0387920

Name

NCR CORPORATION

Address

Lines

View + X Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classifica
		* Number	* Line	* Schedule	Number	Line				
No data to display.										

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

VB

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

Identifying PO2011780357

SupplierKJB INTEGRATED SOLUTIONS LLC

Taxpayer ID

Supplier SiteUS-01COLUMBUS

Address328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Supplier Tax Registration Number

Remit-to Bank AccountXXXXXX2502

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

DescriptionSUPPLIER PORTAL-PO

AttachmentsNone

Tax Control Amount

NumberTESTPO1

Date4/11/22

TypeInvoice

Invoice CurrencyCredit memo

Payment CurrencyInvoice

Retainage release

Customer

Customer Taxpayer ID31-0387820

NameNCR CORPORATION

Address

Lines

View + X Cancel Line

		Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classifica
Number	Type	Number	Line	Schedule	Number	Line				
No data to display.										

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

Taxpayer ID

Supplier SiteUS-01COLUMBUS

Address328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Supplier Tax Registration Number

Identifier

Unique Remittance Identifier Check Digit

DescriptionSUPPLIER PORTAL-PO

AttachmentsNone

Tax Control Amount

Date4/11/22

TypeInvoice

Invoice CurrencyUSD - US Dollar

Payment CurrencyUSD - US Dollar

Customer

Customer Taxpayer ID31-0387920

NameNCR CORPORATION

Address

Lines

View + Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
1	Freight									
Total										

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

Supplier Tax Registration Number

Customer

Customer Taxp

Lines

View ▾ + ×

Number Type

1 Freight

Summary Tax Lines

View ▾

Identifier

Unique Remittance Identifier Check Digit

Description

Attachments

Date 4/11/22

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Supplier Site US-01COLUMBUS

Address 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Supplier Tax Registration Number

Customer

Customer Taxp

Lines

View ▾ + ×

Number Type


1 Freight

Summary Tax Lines

View ▾

Select and Add: Purchase Orders

Search Results

View ▾  Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
2011780357	1	1				KJB Q4 deliverable...	NCR US 800	19,500.00

Apply OK Cancel

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

Taxpayer ID

Supplier Site

Address

Supplier Tax Registration Number

Customer

Customer Taxp

Lines

View

Number

Type

1

Freight

Summary Tax Lines

View

Purchase Order: 2011780357

Main

General

Sold-to Legal Entity

NCR CORPORATION

Supplier

KJB INTEGRATED SOLUTIONS LLC

Ordered

19,500.00 USD

Bill-to BU

NCR US BU

Supplier Site

US-01COLUMBUS

Description

Source Agreement Supplier Order Reference Number

Order

2011780357

Supplier Contact

Revision

4

Bill-to Location

NCR US 800

Status

Closed for Receiving

Ship-to Location

NCR US 800

Buyer

S. Chandrasekaran

Creation Date

2/9/22

Terms

Notes and Attachments

Required Acknowledgment

None

Carrier

Payment Terms

Net 60 Days

Freight Terms

None

FOB

None

Pay on receipt

Confirming order

Cancel

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

Lines

View ▾ + × [icon] Cancel

* Number * Type

1 Freight

Select

Search

View

Summary Tax Lines

View ▾

Line * Re

No data to display.

Totals

Items

Status Closed for Receiving

Location NCR US 800

Order Reference Number

Ship-to Location NCR US 800

Buyer S, Chandrasekaran

Creation Date 2/9/22

Terms Notes and Attachments

Required Acknowledgment None

Carrier

Payment Terms Net 60 Days

Freight Terms None

FOB None

Pay on receipt

Confirming order

Lines Schedules

Actions ▾ View ▾ [icon] [icon] [icon] Detach

Line	Item	Description	Status	Quantity	Pricing UOM	Price	Order
1		KJB Q4 deliverable...	Closed for...			19,500	19,500.

OK

Tax Classification

Amount

Invoice Amount 0.00

Due

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

Address

Lines

View ▾ + × Cancel Line

1 Freight

Summary Tax Lines

View ▾

No data to display.

Totals

Items Freight Miscellaneous Inclusive Tax Exclusive Tax Retainage Invoice Amount Due

0.00 0.00

Select and Add: Purchase Orders

Search Results

View ▾ Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered	Received
Number	Line	Schedule	Line						
2011780357	1	1				KJB Q4 deliverable...	NCR US 800	19,500.00	19,500.00

Apply OK Cancel

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.

Customer Taxpayer 87920

Address

Lines

View + × 📄 Cancel Line

Supp ption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Line									
		KJB Q4 deliverables per att...	NCR US 800						19,500.00
									Amount
									19,500.00

Summary Tax Lines

View ▼

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

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

Customer Taxpayer ID

Address

Lines

View

Assumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Line									
		KJB Q4 deliverables per att...	<input type="text" value="NCR US 800"/>	<input type="text"/>					<input type="text" value="200.00"/>
			<input type="text"/>	<input type="text"/>					<input type="text"/>
									200.00

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

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

Lines

View ▾

+

×

≡

Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
2	Item ▾	2011780...	1	1				KJB Q4 deliverables per att...	NCR US 800 ▾	▾
3	Freight ▾								▾	▾
1	Miscellaneous ▾								▾	▾
Total										

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.

umption Advice

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		KJB Q4 deliverables per att...	NCR US 800						200.00
									5.00
									5.00
									210.00

Summary Tax Lines

View

Line	* Regime	* Tax Name	Name	Code	DisplaySequence	er Unit	Amount
No data to display.							

Totals

Items	200.00	Freight	5.00	Miscellaneous	5.00	Inclusive Tax	0.00	Exclusive Tax	0.00	Invoice Amount	210.00
								Retainage	0.00	Due	0.00

Search and Select: Tax Classification

Search

Name

Code

Advanced

Search

Reset

No rows to display

OK

Cancel

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

umpton Advice

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		KJB Q4 deliverabies per att...	NCR US 800						200.00
									5.00
									5.00
									210.00

Summary Tax Lines

View

Line	* Regime	* Tax Name	Name	Code	DisplaySequence	er Unit	Amount
No data to display.							

Totals

Items	200.00	Freight	5.00	Miscellaneous	5.00	Inclusive Tax	0.00	Exclusive Tax	0.00	Invoice Amount	210.00
								Retainage	0.00	Due	0.00

Search and Select: Tax Classification

Search

Basic

Name Starts with

Code Contains oh

Search

Reset

Add Fields

Reorder

Name	Code	DisplaySequence
No rows to display		

OK

Cancel

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

umpton Advice

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
	KJB								200.00
									5.00
									5.00
									210.00

Summary Tax Lines

View ▼

Line	* Regime	* Tax Name
No data to display.		

Totals

Items	200.00	Freight	5.00	Miscellaneous	5.00	Excise Tax	0.00	Exclusive Tax	0.00	Invoice Amount	210.00
								Retainage	0.00	Due	0.00

Search and Select: Tax Classification

Search

Basic

Name Starts with

Code Contains oh

Search Reset Add Fields ▼ Reorder

Name	Code	DisplaySequence
Us Oh Tax 0%	US OH TAX 0%	
Us Oh Tax 6.750%	US OH TAX 6.750%	
Us Oh Tax 7.250%	US OH TAX 7.250%	
Us Oh Tax 7.500%	US OH TAX 7.500%	
Us Oh Tax 7.800%	US OH TAX 7.800%	

OK Cancel

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

Create Invoice ?

Identifying PO2011780357

SupplierKJB INTEGRATED SOLUTIONS LLC

Taxpayer ID

Supplier SiteUS-01COLUMBUS

Address328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Supplier Tax Registration Number

Remit-to Bank AccountXXXXXX2502

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

DescriptionSUPPLIER PORTAL-PO

AttachmentsNone

Tax Control Amount

* NumberTESTPO1

* Date4/11/22

TypeInvoice

Invoice CurrencyUSD - US Dollar

Payment CurrencyUSD - US Dollar

SaveInvoice ActionsSave and CloseSubmitCancel

Customer

Customer Taxpayer ID31-0387920

NameNCR CORPORATION

Address

Lines

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

Invoice Actions ▾

Save

Save and Close

Submit

Cancel

Calculate Tax

Ctrl+Alt+X

Cancel Invoice

TESTPO1

Delete Invoice

4/11/22

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Invoice Actions ▾

Save

Save and Close

Submit

Cancel

* Number

TESTPO1

* Date

4/11/22

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

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.



Thank you