

ACCESS TO THE SUPPLIER PORTAL

Process Step	Description
1	<p>Access to the Supplier Portal</p> <p>Users should access the Supplier Portal through the following web address - https://myncr.ncratleos.com</p> <p>Existing supplier users can login with their current username and password credentials. New suppliers will need to go through the registration process by clicking through the prompts on the site.</p>

 **NCR ATLEOS**

Login

Remember me

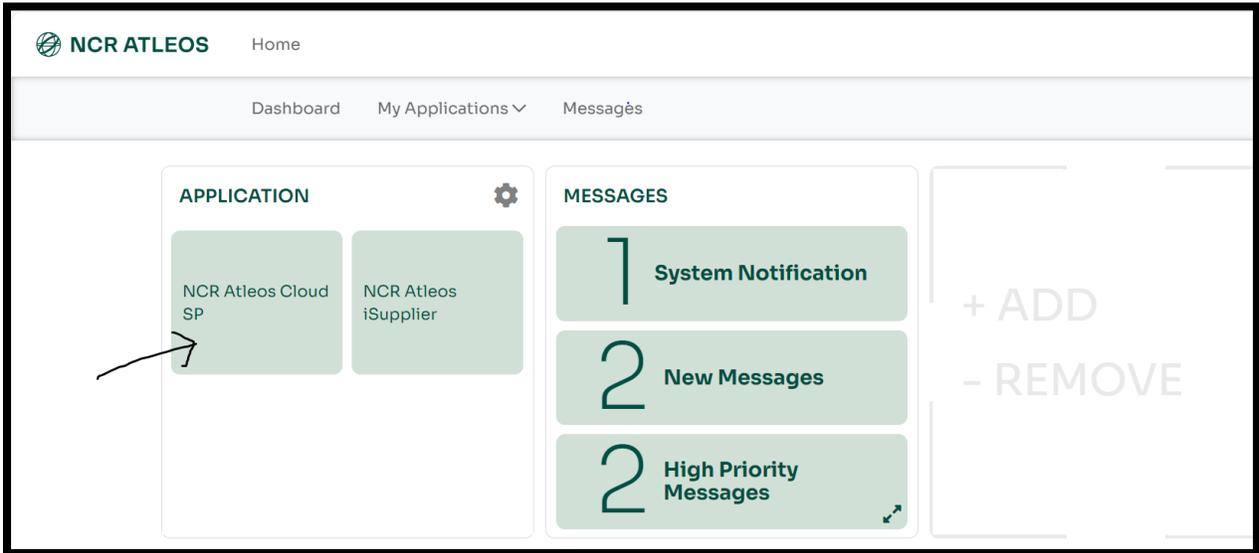
LOGIN

[Forgot Username](#)
[Forgot Password](#)

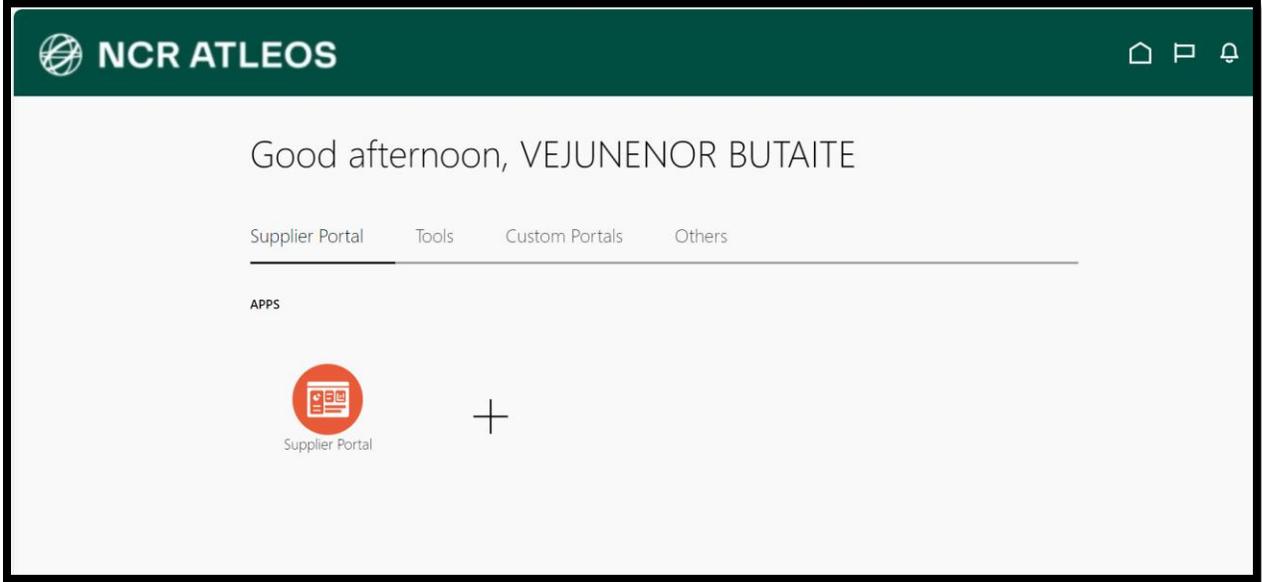
Don't have an account? [Register](#)

Process Step	Description
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<p>5</p>	<p>Access to the Supplier Portal</p> <p>User will be redirected to the MyNCR Home Page.</p> <p>Select the NCR Atleos Cloud SP application to access the Supplier Portal.</p> <p>Note – The 'NCR Atleos Cloud SP' application will be available for most portal users to access Oracle Cloud.</p> <ul style="list-style-type: none"> ● New users will only see NCR Atleos Cloud SP ● Existing users will view existing applications that they had access to in the previous portal.
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Process Step	Description
6	Access to the Supplier Portal Click on the Supplier Portal icon



Process Step	Description
1	Creating Invoice (PO Invoice) On the Supplier Portal homepage, go to Tasks then down to the Invoices and Payments section . Select Create Invoice .

NCR ATLEOS

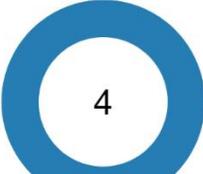
Supplier Portal

Search Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Consigned Inventory**
 - Review Consumption Advises
- Invoices and Payments**
 - Create Invoice
 - View Invoices
 - View Payments

Requiring Attention



4

Invoices Overdue

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

2 **Creating Invoice (PO Invoice)**

Update the appropriate field including required fields noted by asterisk (*).
Click the **Identifying PO** dropdown to select or search for a PO.

NCR ATLEOS

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

* Identifying PO Remit-to Bank Account

Supplier 2011780357 KJB INTEGRATED SOLUTIONS LLC US-01COLUMBUS

Taxpayer ID Search...

* Supplier Site Supplier Check Digit

Address Description

Supplier Tax Registration Number Attachments None

Tax Control Amount

Invoice Currency

Payment Currency

* Number

* Date m/d/yy

* Type Invoice

Customer

Customer Taxpayer ID Name

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
3	Creating Invoice (PO Invoice) Once selected, applicable fields from the PO will auto-populate on the screen.

NCR ATLEOS

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: 2011780357
 Supplier: KJB INTEGRATED SOLUTIONS LLC
 Taxpayer ID: [blank]
 Supplier Site: US-01COLUMBUS
 Address: 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235
 Supplier Tax Registration Number: [blank]

Remit-to Bank Account: [dropdown]
 Unique Remittance Identifier: [blank]
 Unique Remittance Identifier Check Digit: [blank]
 Description: [blank]
 Attachments: None
 Tax Control Amount: [blank]

Number: [blank]
 Date: m/d/yyyy
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer: Name: NCR CORPORATION, Address: [blank]
 Customer Taxpayer ID: 31-0387920

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
4	Creating Invoice (PO Invoice) Click the Remit-to Bank Account dropdown and select the bank.

NCR ATLEOS

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: 2011780357
 Supplier: KJB INTEGRATED SOLUTIONS LLC
 Taxpayer ID: [blank]
 Supplier Site: US-01COLUMBUS
 Address: 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235
 Supplier Tax Registration Number: [blank]

Remit-to Bank Account: [dropdown]
 Unique Remittance Identifier: [blank]
 Unique Remittance Identifier Check Digit: [blank]
 Description: [blank]
 Attachments: None
 Tax Control Amount: [blank]

Number: [blank]
 Date: m/d/yyyy
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer: Name: NCR CORPORATION, Address: [blank]
 Customer Taxpayer ID: 31-0387920

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
5	Creating Invoice (PO Invoice) Update the appropriate remaining fields including Number, Date, Type and Customer Taxpayer ID which are required.

NCR ATLEOS

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: 2011780357
 Supplier: KJB INTEGRATED SOLUTIONS LLC
 Taxpayer ID: [Blank]
 Supplier Site: US-01COLUMBUS
 Address: 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235
 Supplier Tax Registration Number: [Blank]

Remit-to Bank Account: XXXXX2502
 Unique Remittance Identifier: [Blank]
 Unique Remittance Identifier Check Digit: [Blank]
 Description: SUPPLIER PORTAL-PO
 Attachments: None
 Tax Control Amount: [Blank]

Number: TESTPO1
 Date: 4/11/22
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer Taxpayer ID: 31-0387920
 Name: NCR CORPORATION
 Address: [Blank]

Lines

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

Process Step	Description
6	Creating Invoice (PO Invoice) In the Lines section, click the Document icon to select the PO lines.

Identifying PO: 2011780357
 Supplier: KJB INTEGRATED SOLUTIONS LLC
 Taxpayer ID: [Blank]
 Supplier Site: US-01COLUMBUS
 Address: 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235
 Supplier Tax Registration Number: [Blank]

Remit-to Bank Account: XXXXX2502
 Unique Remittance Identifier: [Blank]
 Unique Remittance Identifier Check Digit: [Blank]
 Description: SUPPLIER PORTAL-PO
 Attachments: None
 Tax Control Amount: [Blank]

Number: TESTPO1
 Date: 4/11/22
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer Taxpayer ID: 31-0387920
 Name: NCR CORPORATION
 Address: [Blank]

Lines

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

Process Step	Description
7	Creating Invoice (PO Invoice) Click the PO Number to view the PO.

The screenshot shows a 'Select and Add: Purchase Orders' dialog box overlaid on a software interface. The dialog has a 'Search Results' section with buttons for 'View', 'Detach', and 'Select All'. Below this is a table with the following data:

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

Buttons at the bottom of the dialog include 'Apply', 'OK', and 'Cancel'.

Process Step	Description
8	Creating Invoice (PO Invoice) The PO details will pop up on the screen.

The screenshot shows a 'Purchase Order: 2011780357' details window. The window has a 'Main' tab and a 'General' section. The data is as follows:

Field	Value
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
Order	2011780357
Supplier Contact	
Order Reference	Number
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
Required Acknowledgment	None
Carrier	— Pay on receipt
Payment Terms	Net 60 Days
Freight Terms	None
FOB	None
	— Confirming order

Process Step	Description
9	Creating Invoice (PO Invoice) Select the PO , then Click OK to close the PO window.

Process Step	Description
10	Creating Invoice (PO Invoice) Click Apply to select the PO then OK to close the PO window.

Process Step	Description
11	Creating Invoice (PO Invoice) Adjust the Amount or Quantity of the PO if needed for partial purchases as per the invoice.

The screenshot shows a software interface for creating an invoice. At the top, there are fields for 'Customer Taxpayer ID' (value: 87920) and 'Address'. Below this is a 'Lines' section with a 'View' dropdown and a 'Cancel Line' button. The main table has columns: 'Line', 'Supplier Item', 'Item Description', 'Ship-to Location', 'Tax Classification', 'Available Quantity', 'Quantity', 'Unit Price', 'UOM', and '* Amount'. The first row shows 'KJB Q4 deliverables per att...' with 'NCR US 800' in the 'Ship-to Location' field. The '* Amount' column shows '19,500.00'. Two orange arrows point to the 'Quantity' and '* Amount' columns. Below the table is a 'Summary Tax Lines' section with a 'View' dropdown and a table with columns: 'Line', '* Regime', '* Tax Name', 'Tax Jurisdiction', '* Tax Status', '* Rate Name', 'Percentage', 'Per Unit', and 'Amount'. The text 'No data to display.' is shown below this table.

Process Step	Description
11.1	Creating Invoice (PO Invoice) Example of partial invoice application. Applying \$200 of \$19,500 PO (Purchase Order).

The screenshot shows the same software interface as above, but with the '* Amount' column value changed to '200.00'. An orange arrow points to this value. The rest of the interface, including the 'Summary Tax Lines' section, remains the same.

Process Step		Description	
12		Creating 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	
13		Creating Invoice (PO Invoice)	
		If tax is on the invoice, click the 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 Process Step 15.	
		The Ship-to Location will determine the tax code.	

Consumption 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						200.00
				Ae Ncr Interface - Recovery					5.00
				Ae Ncr Interface Rate					5.00
				Ae-0% Dom					210.00
				Ae-0% Exempt					
				Ae-5% Dom-Std					
				Ae-5% Import					
				Ae-5% Interco					
				Ae-5% Revch Gcc-Input					
				Ae-5% Revch Gcc-Output					
				Search...					

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	Amount
No data to display.					

Process Step	Description
14	Creating 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
14.1	Creating Invoice (PO Invoice) Enter the advanced search criteria and the key search information. Then click Search .

Process Step	Description
14.2	Creating Invoice (PO Invoice) Select the Name for the appropriate tax code then click OK .

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%	

Process Step	Description
15	Creating Invoice (PO Invoice) Select Invoice Actions and click calculate tax (only if you have Tax invoices) Save and Submit .

Create Invoice

Identifying PO: 2011780357
 Supplier: KJB INTEGRATED SOLUTIONS LLC
 Taxpayer ID: [Field]
 Supplier Site: US-01COLUMBUS
 Address: 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235
 Supplier Tax Registration Number: [Field]

Remit-to Bank Account: XXXX2502
 Unique Remittance Identifier: [Field]
 Unique Remittance Identifier Check Digit: [Field]
 Description: SUPPLIER PORTAL-PO
 Attachments: None
 Tax Control Amount: [Field]

Number: TESTPO1
 Date: 4/11/22
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer Taxpayer ID: 31-0387920
 Name: NCR CORPORATION
 Address: [Field]

