

# Procurement

## Virtusa Supplier Portal

[Version 1.7 – February 11, 2022]

# Content

1. [Supplier Registration](#)
2. [Log in to the Velocity 5 Cloud ERP Application](#)
3. [Manage Orders \(PO Management\)](#)
4. [Manage Schedules \(PO Schedules\)](#)
5. [Manage Agreements \(Blanket Purchase Agreements and Contract Purchase Agreements\)](#)
6. [Create Advanced Shipment Notice](#)
7. [Manage Shipments](#)
8. [View Receipts](#)
9. [View Returns](#)
10. [Create Invoices \(With PO\)](#)
11. [Create Invoices \(Without PO\)](#)
12. [View Invoices](#)
13. [View Payments](#)
14. [Manage Profile](#)



# 1. Supplier Registration



**Note**

Click [here](#) to view all contents

1. Go to the Virtusa website and scroll down to the bottom of the page

**virtusa**



 **Login**

**Email Support**

# Self-Service Supplier Portal

Before beginning the enrollment process, there are a few key things which you should keep in mind when you are working with Virtusa.

Firstly, thank you for choosing to support us in our endeavor to deliver excellence to clients and all our stakeholders.



- *For the website URL, contact the **Virtusa Supplier Administrator***

→ Important Notes

- 6 **Payments:** We pay suppliers electronically. Please ensure that you provide correct banking details at the time of enrollment. Once payment is issued, a remittance advice will be sent to the email address provided at enrollment. Payment terms are as per agreement/contract.  
Note: If you need to update your company / banking information at any time, please update the same through Supplier portal only.
- 7 **Wages & Benefits Standards:** For providers of extended workers (i.e. temps and Contractors), please ensure that you meet wages and benefits standards issued by IRS / relevant regulatory authorities time to time.

☒ I accept all terms and conditions proposed by Virtusa.

Begin Enrollment



- For
- Accept the terms and conditions
  - Next click on 'Begin Enrollment'

Supplier Country

Select the country you want to register Services for :

Country

Sri Lanka

Business unit

Virtusa Pvt. Ltd.-LK

Please proceed with the Registration!

Back

Register

Prospective Supplier Registration

Types of Supplier Registrations:



Note


- **Spend Authorized Suppliers** - Approved for purchasing activities with whom transactions can be carried out
- **Prospective Suppliers** - Limited to sourcing activities with whom the Business would be interested in carrying out transactions in the future (Suppliers that are needed to be identified as possible future Suppliers)

1. Select the Country and the Business unit
2. Next click on 'Register' to register a Spend Authorized Supplier or click on 'Prospective Supplier Registration' to register a Prospective Supplier (the registration steps remains the same)







- All mandatory documents to be provided by the Supplier must be attached at this stage, if not the Virtusa Supplier Administrator will reject the request due to insufficient data
- Local characters specific to countries should not be used when entering information



VELOCITY 5  
#enablingyourjourneyto5



Sign In

1

Company Details

2

Contacts

3

Addresses

4

Business Classifications

5

Bank Accounts

6

Products and Services

7

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

SAGANAA

\* Tax Organization Type

Corporation

Supplier Type

Supplier

Corporate Web Site

Attachments

None

D-U-N-S Number

Tax Country

United States

Sales TAX/VAT/GST/HST

Tax Registration Number

9876543210

Note to Approver

Additional Information

\* Are you GDPR Compliant?

YES

\* Have you uploaded all Required documents?

YES

Tax Reporting Name

SAGANAA PROSPEC EXTERNAL

\* Requesting Department

HR

\* Do you work with Government Agencies directly / indirectly on behalf of Virtusa?

NO

\* Vendor Categorization

Support Services, who do not access or process any data

Total No. of Employees?

200

Annual Turnover in USD

5645676545

1099 to be Issued?

YES

W8 Ben Form Attached (Foreign Vendors)?

NO

W9 Form attached (Reg. US Vendors)?

N/A

\* FCPA/Anti Bribery Signed?

YES

Your Contact Information

Enter the contact information for communications regarding this registration.

Please select the relevant category based on the Goods/Services being delivered

Fill your \*mandatory and other required company details and scroll down to fill contact information details



Additional Information

\*

Are you GDPR Compliant?

YES ▾

\*

Have you uploaded all Required documents?

YES ▾

Tax Reporting Name

SAGANAA PROSPEC EXTERNAL

\*

Requesting Department

HR ▾

\*

Do you work with Government Agencies directly / indirectly on behalf of Virtusa?

NO ▾

\*

Vendor Categorization

Support Services, who do not access or process any data ▾

Total No. of Employees?

200

Annual Turnover in USD

5645676545

1099 to be Issued?

YES ▾

W8 Ben Form Attached (Foreign Vendors)?

NO ▾

W9 Form attached (Reg. US Vendors)?

N/A ▾

\*

FCPA/Anti Bribery Signed?

YES ▾

Your Contact Information

Enter the contact information for communications regarding this registration.

\*

First Name

SAGANAA

\*

Last Name

INT

\*

Email

baluscm84@gmail.com

\*


Confirm Email



baluscm84@gmail.com

1. Enter the \*mandatory primary contact information (First Name, Last Name, Email, and Confirm Email Address)

2. Scroll up the page and click on 'Next' to enter other information



 **VELOCITY 5**  
#enablingyourjourneyto5

 **Sign In**















Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and ServicesReview

Register Supplier: Contacts

Back

**Next**

Save for Later

Register

Cancel

Enter at least one contact.

Actions

View

Format

 Create

 Edit

 Delete

 Freeze

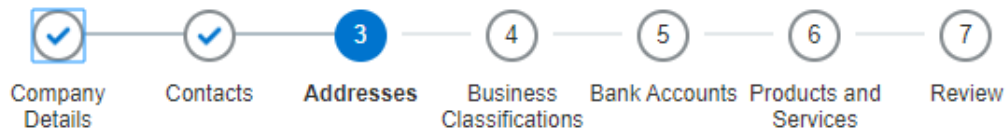
 Detach

 Wrap

Columns Hidden 7

- 
1. Primary Contact will be created automatically from the details entered in earlier step

2. Scroll up the page and click on 'Next' to enter other information



# Register Supplier: Addresses

[Back](#)

[Next](#)

[Save for Later](#)

[Register](#)

[Cancel](#)

Enter at least one address.

Actions ▼ View ▼ Format ▼ **+ Create**  Edit  Delete  Freeze  Detach  Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden 3



Click on '+ Create' to enter your Supplier Address information

1. Enter the \*mandatory and other required Business Address information (**Name, Country, City, Postal code**) and enable **Ordering** and **Remit To** checkboxes
2. Click on the + icon to select the Address Contact

Create Address

\* Address Name

work-main

\* Country

United States

Address Line 1

54321

Address Line 2

WEST K

Address Line 3

City

RUSSELLVILLE

State

AR

Postal Code

72801

County

\* Address

☒

Ordering

Purpose

☒

Remit to

☐

RFQ or Bidding

Select and Add: Contacts

Search

Name

Job Title

Search

Reset

View

Format

Wrap

Name	Job Title	Email	Phone
INT, SAGANAA		baluscm84@gm...	

Rows Selected 1Columns Hidden 1

Apply

OK

Cancel

No data to display.

Columns Hidden 4

Administrative Contact

User Account

Create Another

OK

Cancel

1. The primary Contact which was created in earlier steps will be shown here

2. Select the Contact and click on 'Apply' and then click on 'OK'

er Suppl

ast one address

View

ess Name

main

s Hidden 3

### Create Address

\* Address Name

work-main

\* Country

United States

Address Line 1

54321

Address Line 2

WEST K

Address Line 3

City

RUSSELLVILLE

State

AR

Postal Code

72801

County

\* Address

☒ Ordering

Purpose

☒ Remit to

☐ RFQ or Bidding

Phone

Fax

Email

#### Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
INT, SAGANAA		baluscm84@gm...	✓	✓

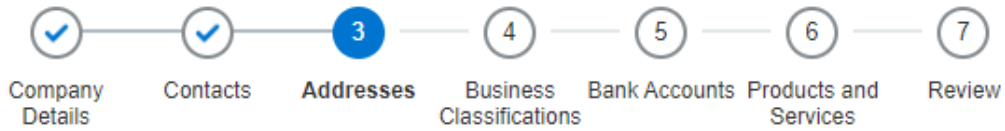
Columns Hidden 4

Create Another

OK

Cancel

The Contact gets added, click on 'OK'



[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Register Supplier: Addresses

Enter at least one address.

Actions ▾ View ▾ Format ▾ Create Edit Delete Freeze Detach Wrap

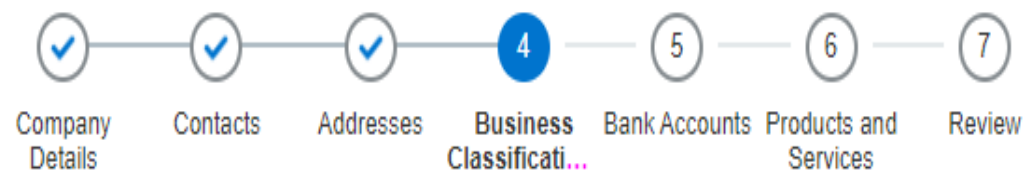
Address Name	Address	Phone	Address Purpose	Edit	Delete
work-main	54321, WEST K, RUSSELLVILLE, AR 72801		Ordering; Remit to		

Columns Hidden 3

The Address gets created, click on 'Next' to proceed



▪ All mandatory documents to be provided by the Supplier must be attached at this stage, if not the Virtusa Supplier Administrator will reject the request due to insufficient data



Register Supplier: Business Classifications

Back Next Save for Later Register Cancel

Enter at least one Business / Diversity Classifications or select none applicable.

☐ None of the classifications are applicable


Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Small Business		NMSDC		54321	mm/dd/yy	mm/dd/yy	None +	





1. Business Classification captures the certification details of any applicable Supplier diversity classifications (E.g., minority owned, small business and so on). If a Business Classification is not used, then 'None of the classifications are applicable' and the check box should be ticked in order to proceed.
2. Click on the Add icon to add information and select the **Classification** and **Certifying Agency** values
3. Click on 'Next' to proceed





VELOCITY 5  
#enablingourjourneyto5



Sign In

1

Company Details

2

Contacts

3

Addresses

4

Business Classifications

5

Bank Accounts

6

Products and Services

7

Review

Back

Next

Save for Later

Register

Cancel


Enter at least one bank account.


Actions


View


Format


+ Create

 Edit

 Delete

 Freeze

 Detach

 Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
Click on '+ Create' to enter Bank Account information					

Register \$

Enter at least 0

Actions ▼

Account Number

No data to display.

Columns Hidden 8

\* Country

United States

▼

Bank

AMERICAN HERITAGE FCU

▼

Branch

236082944

▼

\* Account Number

987898765412

IBAN

Currency

USD

▼

Bank Name and Swift code, IFSC or Routing code should be entered mandatorily at Bank Account level

The Branch field is also referred to as SWIFT/ IFSC/ ABA/ SORT Code

The Currency should be entered mandatorily at Bank Account level

Additional Information

Account Name

Agency Location Code

Alternate Account Name

Account Type

▼

Account Suffix

Description

Check Digits

Comments


Note to Approver



Create Another

**OK**

Cancel

Enter the \*mandatory and other required Bank Account details and click on 'OK'

 **VELOCITY 5**  
#enablingyourjourneyto5

  **Sign In**

✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

5

Bank Accounts

6

Products and Services

7

Review

Back

Next

Save for Later

Register

Cancel


### Register Supplier: Bank Accounts


Enter at least one bank account.


Actions ▾ View ▾ Format ▾


+


Create



 Edit

 Delete

 Freeze

 Detach

 Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXXXX5412		USD	AMERICAN HERITAGE FCU		

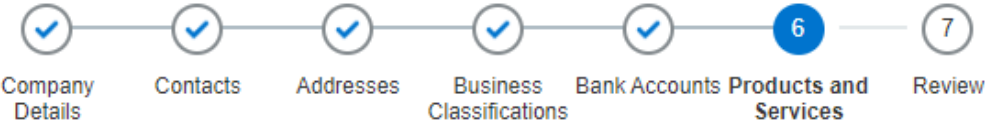
Columns Hidden 8

The Bank Account gets created, click on 'Next' to proceed



■

**Products and Services** – Information is not required



Register Supplier: Products and Services

Back

Next

Save for Later

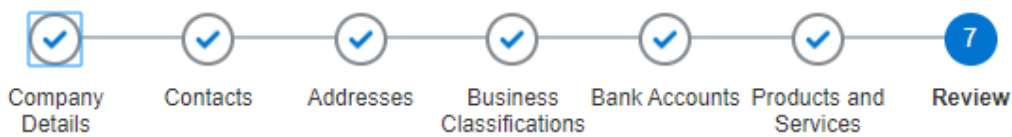
Register

Cancel



Click on 'Next' to proceed

Actions ▼ View ▼ Format ▼		Select and Add	Remove	Freeze	Detach	Wrap
Category Name						
No data to display.						



# Review Supplier Registration: SAGANAA

[Back](#)   [Next](#)   [Save for Later](#)   **[Register](#)**   [Cancel](#)

## Company Details

Company	SAGANAA	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	
Supplier Type	Supplier	Sales TAX/VAT/GST/HST	
Corporate Web Site		Tax Registration Number	9876543210
		Note to Approver	

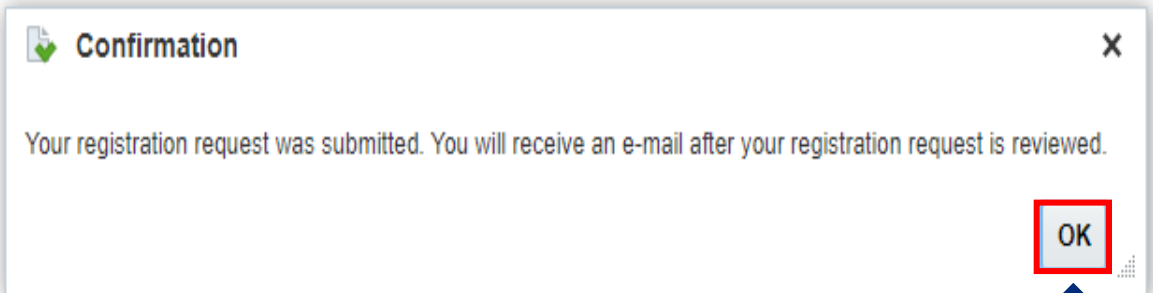
Review the details and click on 'Register' to submit the registration request

## Additional Information

Are you GDPR Compliant?	YES	Total No. of Employees?	200
Have you uploaded all Required documents?	YES	Annual Turnover in USD	5645676545
Tax Reporting Name	SAGANAA PROSPEC EXTERNAL	1099 to be Issued?	YES
Requesting Department	IT	W8 Ben Form Attached (Foreign Vendors)?	NO
Do you work with Government Agencies directly / indirectly on behalf of Virtusa?	YES	W9 Form attached (Reg. US Vendors)?	N/A
Vendor Categorization	Virtusa's or its Client's Data processed at Vendor's processing environment	FCPA/Anti Bribery Signed?	YES

## Attachments





A confirmation notification will pop up, click on 'OK'



**Note**

- *Once the Supplier Registration Request has been Approved/Rejected, the Supplier user will be notified with an Email on the Approval or Rejection*
- *If approved, the Supplier user will receive the following e-mails:*
  1. *E-mail confirming User Account creation*
  2. *Welcome e-mail/ requesting to reset the Temporary Password*
  3. *E-mail confirming Temporary Password reset*

1.E-mail confirming User Account creation – Sample Image



Supplier Contact User Account for Virtusa Corporation was Created

Details

Assignee	Nisha Nisha	Supplier	Certis Lanka Secure Logistics (Pvt) Ltd
Assigned Date	10-Aug-2021 3:19 PM	Supplier Number	26773
Expiration Date	09-Sep-2021 3:19 PM		
Task Number	11759678		

Recommended Actions

You were granted access to the supplier application for Virtusa Corporation. A separate email will be sent to you with the instruction to access the application.  
[Access the application.](#)

User Account Details

Assigned Roles

Role	Description
Virtusa Supplier Representative - Non PO	Virtusa Supplier Representative - Non PO

2.. Welcome e-mail/ requesting to reset the Temporary Password – Sample Image



Dear Nisha Nisha,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

<https://ecgy.fa.ap2.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=bc318cb16a8f4ad0a2a860beb78c1c3d>

For any issues, contact your system administrator.

Thank You,  
Oracle Fusion Applications

3. E-mail confirming Temporary Password reset – Sample Image



Dear Nisha Nisha,

The password for your Oracle Fusion Applications Account - 86244 - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,  
Oracle Fusion Applications



# 2. Log in to the Velocity 5 Cloud ERP Application



**Note**

Click [here](#) to view all contents





Go to the Virtusa website and click on 'Login' to navigate to the Velocity 5 Cloud ERP application



 Login

Email Support

# Self-Service Supplier Portal

Before beginning the enrollment process, there are a few key things which you should keep in mind when you are working with Virtusa.

Firstly, thank you for choosing to support us in our endeavor to deliver excellence to clients and all our stakeholders.



- For the website URL, contact the **Virtusa Supplier Administrator**

# Sign In Oracle Applications Cloud

**Trouble-shooting:**

- If you haven't received the confirmation e-mails of your User Account creation and login credentials, contact the **Virtusa Supplier Administrator** for support
- If you have forgotten your Password, click on 'Forgot Password' and you will receive and email with a link to reset the Password



[Forgot Password](#)



Enter the login credentials and sign in

Note: Upon Sign in, you will be navigated to the Velocity 5 Cloud ERP Supplier Portal page



If you wish to navigate to the Velocity 5 Cloud ERP home page, click on the Home icon


Search 

Orders

 Order Number

- Tasks
- Orders
- [Manage Orders](#)
  - [Manage Schedules](#)
- Agreements
- [Manage Agreements](#)
- Shipments
- [Manage Shipments](#)
  - [Create ASN](#)
  - [View Receipts](#)
  - [View Returns](#)
- Invoices and Payments
- [Create Invoice](#)
  - [Create Invoice Without PO](#)
  - [View Invoices](#)
  - [View Payments](#)
- Company Profile
- [Manage Profile](#)


Requiring Attention



No data available

Recent Activity


Last 30 Days



No data available

Transaction Reports

Last 30 Days



No data available

**Supplier News**

Please be sure your supplier profile is up to date. Especially your Business Classification certificates. Please direct all issues to your procurement agent manager.

Good morning, Inesh Perera!

APPS



Supplier Portal



Things to Finish


Assigned to Me

0

Created by Me

0

Show More



You have no open notifications.

# 3. Manage Orders (PO Management)



**Note**

Click [here](#) to view all contents





Supplier Portal

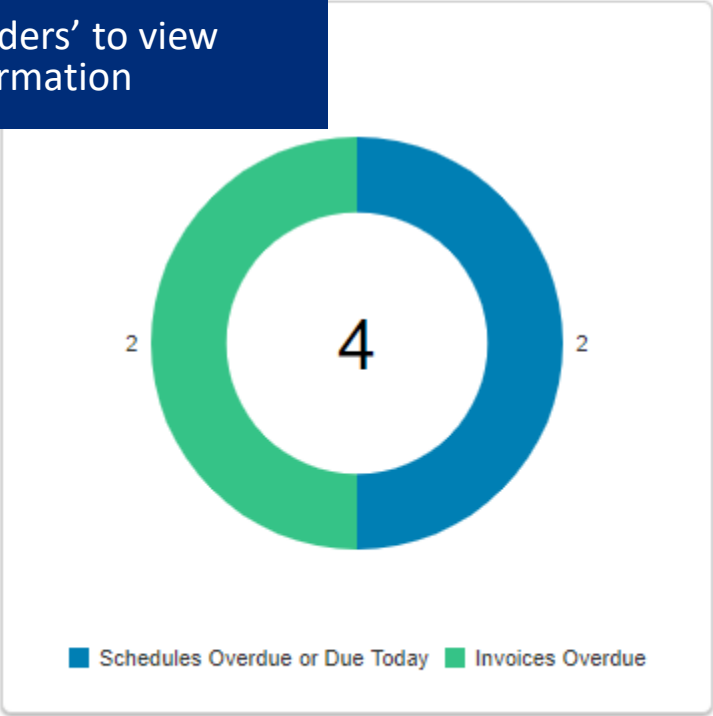
Search Orders ▼

Order Number



- Tasks
- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - View Receipts
  - View Returns
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments

Click on 'Manage Orders' to view Purchase Order information



Recent Activity	
Last 30 Days	
Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

Transaction Reports		
Last 30 Days		
Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD



# Manage Orders

Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

1. Click on 'Search' to see all Purchase Orders or fill the fields based on the search criteria (e.g., Sold-to Legal Entity, Status, Order Number etc.,) to search specific Purchase Order(s)

Search Reset Save...

Search Results

2. The search results will be displayed below

Actions View Format Freeze Detach Wrap

	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
	P414210000064	04-Sep-2020	Controller card	PRC HYD	B.A, Alex Iruday...	15,000.00	INR	Closed for R...		04-Sep-2020
	P414210000063	04-Sep-2020		PRC HYD	Jayachandran, ...	15,000.00	INR	Closed for R...		04-Sep-2020
	P116210000008	20-Aug-2020		PRC HYD	Jayachandran, ...	1,500.00	USD	Open		20-Aug-2020
	P116210000006	20-Aug-2020		PRC HYD	Jayachandran, ...	750.00	USD	Closed for R...		20-Aug-2020
	P116210000005	19-Aug-2020		PRC HYD	Jayachandran, ...	1.00	USD	Open		18-Aug-2020

# Manage Orders

Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced

Manage Watchlist

Saved Search

All Orders



Order

Status

Include Closed Documents

Search

Reset

Save...

Search Results

Actions View Format Freeze Detach Wrap

	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
	P414210000064	04-Sep-2020		PRC HYD	Jayachandran, ...	15,000.00	INR	Closed for R...		04-Sep-2020
	P414210000063	04-Sep-2020		PRC HYD	Jayachandran, ...	15,000.00	INR	Closed for R...		04-Sep-2020
	P116210000008	20-Aug-2020		PRC HYD	Jayachandran, ...	1,500.00	USD	Open		20-Aug-2020
	P116210000006	20-Aug-2020		PRC HYD	Jayachandran, ...	750.00	USD	Closed for R...		20-Aug-2020
	P116210000005	19-Aug-2020		PRC HYD	Jayachandran, ...	1.00	USD	Open		18-Aug-2020

Click on the Order number (e.g., P414210000064) to view the PO

Purchase Order: P414210000064

AcknowledgeView PDFActionsDone



1. Click on 'Acknowledge' If this PO requires Acknowledgement
2. Click on 'View PDF' to download PO copy
3. Click on Actions to
  - i. View Document History
  - ii. View Change History
  - iii. View Revision History
4. Click on 'Done' to go back to previous screen

Main

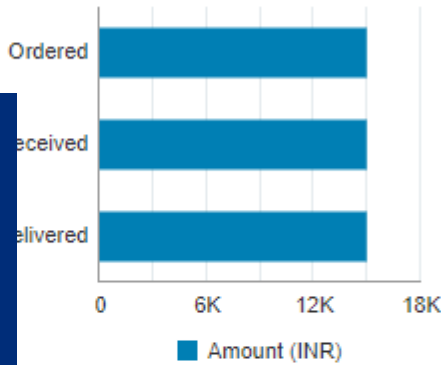
General

Sold-to Legal Entity	Virtusa Consulting Services Pvt. Ltd.	Supplier	PRC TEST SUPPLIER
Bill-to BU	Virtusa Consulting Services Pvt. Ltd.-IN	Supplier Site	PRC HYD
Order	P414210000064	Supplier Contact	
Status	Closed for Receiving	Bill-to Location	IN CHE Navallur
Buyer	Alex Irudayaraj B.A	Ship-to Location	IN CHE DLF
Creation Date	04-Sep-2020		

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Order Life Cycle



View Details

Creation Date 04-Sep-2020

Terms

Notes and Attachments

1. Go to 'Notes and Attachments' to view any notes or attachments received from Virtusa

Note to Supplier

Attachments None

Additional Information

VIRTUSA PR CREATION DATE

VIRTUSA PR APPROVED DATE

Context Prompt

Lines

2. Go to the Lines, to view details of all Goods/Services ordered

Actions View Format Freeze Detach Wrap

										Additional Information			
Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status		Ship To Organization	SERVICE START	SERVICE END	WARRAN FROM
1	000086	Server/Network Racks	1	Each	15,000.00	15,000.00	15,000.00	Closed for...					

Columns Hidden 16

Go to 'Schedules' to view the Requested Delivery Date of each line of the Purchase Order



Lines

Schedules

Actions View Format Freeze Detach Wrap

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Life Cycle
1	Server/Network Racks	IN CHE DLF			1	Each	Closed...	

Columns Hidden 10


# 4. Manage Schedules (PO Schedules)



**Note**

Click [here](#) to view all contents

# Supplier Portal

Search Orders 

Order Number



## Tasks

### Orders

- [Manage Orders](#)
- [Manage Schedules](#)

### Agreements

- [Manage Agreements](#)

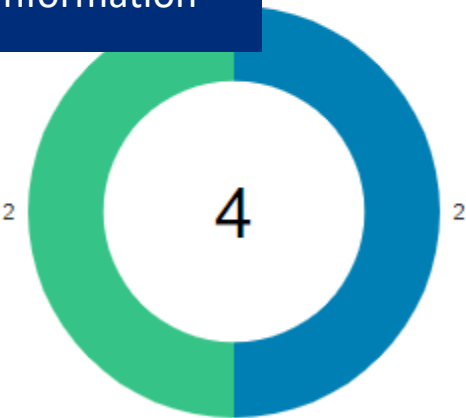
### Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [View Receipts](#)
- [View Returns](#)

### Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Click on 'Manage Schedules' to view Purchase Order Schedule information



■ Schedules Overdue or Due Today ■ Invoices Overdue

## Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

## Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD



# Manage Orders

Done

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Schedules

Sold-to Legal Entity

Supplier Site

Order

Line Description

Supplier Item

Ship-to Location

Status

1. Click on 'Search' to see all Purchase Orders Schedules or fill the fields based on the search criteria (e.g., Sold-to Legal Entity, Status, Order Number, Line Description etc.,) to search specific Purchase Order Schedules

Search Reset Save...

2. The search results will be displayed below

Search Results

Actions	View	Format	Freeze	Detach	Wrap	Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-t
						P414210000064	PRC HYD	1	Server/Network Racks		1	1	Each	15,000.00	15,000.00	INR	Closed Fo...	IN CHE
						P414210000063	PRC HYD	1	Server/Network Racks		1	1	Each	15,000.00	15,000.00	INR	Closed Fo...	IN CHE
						P414210000015	PRC HYD	1	Routers		1	4	Each	3,500.00	14,000.00	INR	Closed	IN CHE
						P116210000009	PRC HYD	1	Choco Feast		1	0	Each	5.00	0.00	USD	Canceled	US FR

# Manage Orders

Done

Headers Schedules

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Advanced Manage Watchlist Saved Search All Schedules

Supplier Item

Ship-to Location

Status

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-t
P414210000064								15,000.00	15,000.00	INR	Closed Fo...	IN CHE
P414210000063	PRC HYD	1	Server/Network Racks		1	1	Each	15,000.00	15,000.00	INR	Closed Fo...	IN CHE
P414210000015	PRC HYD	1	Routers		1	4	Each	3,500.00	14,000.00	INR	Closed	IN CHE
P116210000009	PRC HYD	1	Choco Feast		1	0	Each	5.00	0.00	USD	Canceled	US FR

Purchase Order: P414210000064

Acknowledge

View PDF

Actions ▾

Done



Main

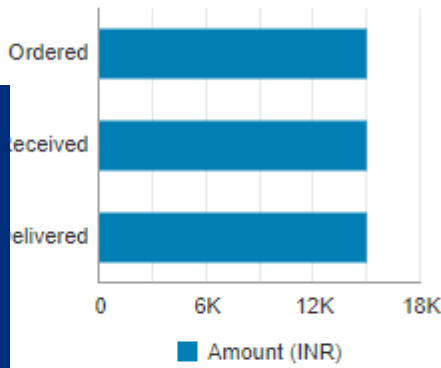
General

Sold-to Legal Entity	Virtusa Consulting Services Pvt. Ltd.	Supplier	PRC TEST SUPPLI
Bill-to BU	Virtusa Consulting Services Pvt. Ltd.-IN	Supplier Site	PRC HYD
Order	P414210000064	Supplier Contact	
Status	Closed for Receiving	Bill-to Location	IN CHE Navallur
Buyer	Alex Irudayaraj B.A	Ship-to Location	IN CHE DLF
Creation Date	04-Sep-2020		

Terms   Notes and Attachments

Required Acknowledgment	None	Shipping Method	
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Order Life Cycle



View Details

1. Click on 'Acknowledge' If this PO requires Acknowledgement

2. Click on 'View PDF' to download PO copy

3. Click on Actions to
  - i. View Document History
  - ii. View Change History
  - iii. View Revision History

4. Click on 'Done' to go back to previous screen

Creation Date 04-Sep-2020

Terms **Notes and Attachments**

1. Go to 'Notes and Attachments' to view any notes or attachments received from Virtusa

Note to Supplier

Attachments None

Additional Information

VIRTUSA PR CREATION DATE

VIRTUSA PR APPROVED DATE

Context Prompt

**Lines** 2. Go to 'Lines' to view details of all Goods/Services ordered

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

										Additional Information			
Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status		Ship To Organization	SERVICE START	SERVICE END	WARRAN FROM
1	000086	Server/Network Racks	1	Each	15,000.00	15,000.00	15,000.00	Closed for...					

Columns Hidden 16


Go to 'Schedules' to view the Requested Delivery Date for each line of the Purchase Order



Lines

Schedules

Actions ▾ View ▾ Format ▾    Freeze  Detach  Wrap

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Life Cycle
1	Server/Network Racks	IN CHE DLF			1	Each	Closed...	

Columns Hidden 10

# 5. Manage Agreements

## (Blanket Purchase Agreements and Contract Purchase Agreements)



**Note**

Click [here](#) to view all contents

Supplier Portal

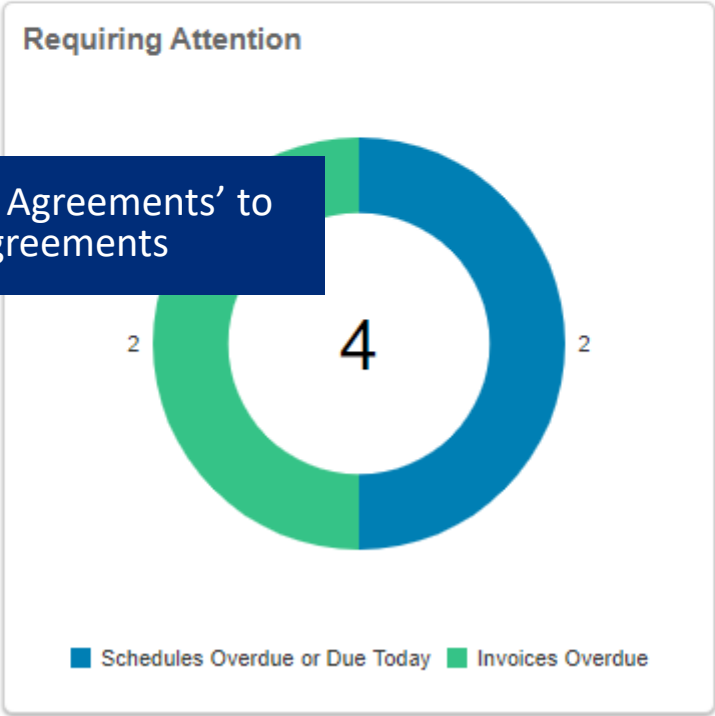
Search 

Orders

Order Number

- Tasks
- Orders
- Manage Orders
  - Manage Schedules
- Agreements
- Manage Agreements
- Shipments
- Manage Shipments
  - Create ASN
  - View Receipts
  - View Returns
- Invoices and Payments
- Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments

Click on 'Manage Agreements' to view Purchase Agreements



Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD

Manage Agreements

Done

Headers Lines

Search

AdvancedManage WatchlistSaved SearchAll Agreements

Procurement BU

Status

Supplier Site

Agreement

Include Closed and Expired Documents

SearchResetSave...

Search Results

2. The search results will be displayed below

1. Click on 'Search' to see all Purchase Agreements or fill the required fields based the search criteria (e.g., Procurement BU, Status, Agreement Number etc.,) to search specific Purchase Agreements

Agreement	Description	Supplier Site	Buyer	Agreement amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
ACEN210000012				000.00	30,000.00	INR	Open	31-Aug-...		04-Sep-...
ACEN210000011	B Chec			000.00	0.00	INR	Open	31-Mar-...	2	02-Sep-...
ACEN210000010	AJ Server Ram	PRC HYD	Jayachandr...	100,000.00	0.00	INR	Open	31-Aug-...		28-Aug-...
ACEN210000009	Consumables	PRC HYD	Jayachandr...	500,000.00	0.00	INR	Open	31-Aug-...		28-Aug-...
ACEN210000006	OSP Service	PRC HYD	Jayachandr...	500,000.00	14,000.00	INR	Open	24-Aug-...		25-Aug-...

3. Click on the Agreement number (e.g., ACEN210000012) to view the Purchase Agreement



Blanket Purchase Agreement: ACEN210000012

AcknowledgeView PDFActionsDone



1. Click on 'Acknowledge' If this Agreement requires Acknowledgement
2. Click on 'View PDF' to download Agreement copy
3. Click on Actions to
  - i. View Document History
  - ii. View Change History
  - iii. View Revision History
4. Click on 'Done' to go back to previous screen

Main

General

Procurement BU	Virtusa Central Procurement Unit	Supplier	PRC TEST SUPPLIER
Agreement	ACEN210000012	Supplier Site	PRC HYD
Status	Open	Supplier Contact	
Buyer	Alex Irudayaraj B.A	Supplier Agreement	
Creation Date	04-Sep-2020	Communication Method	None

DescriptionAJ Server Controller

TermsNotes and Attachments

Required Acknowledgment	None	Shipping Method	
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

1. Go to 'Notes and Attachments' to view any notes or attachments received from Virtusa



Terms **Notes and Attachments**

Note to Supplier

Attachments None

Additional Information

VIRTUSA PR CREATION DATE

VIRTUSA PR APPROVED DATE

Context Prompt

**Lines**



2. Go to 'Lines' to view details of all Goods/Services ordered

3. Click on 'Details' to see Agreement line details



Actions View Format Freeze Detach Wrap

										Additional Inform		
Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details	Ship To Organization	SERVICE START	SERVICE END
1	000086	Server/Network Racks	IT Equipment.R...	Each	15,000.00	30,000.00		Open		INPC_CHE_Next_L		

Line: 1

Procurement BU Virtusa Central Procurement Unit

Agreement ACEN210000012

Line Type Goods

Item 000086

Description Server/Network Racks

✓ Allow item description update

Supplier Item

Category Name IT Equipment.Racks

UOM Each

Price 15,000.00 INR

— Allow price over

Price Break Type Cumulative

Expiration Date

Minimum Release Amount

Agreement Amount

Released Amount 30,000.00 INR

Agreement Quantity

1. The Agreed **Price Break Type** can be viewed here (Cumulative/Non-Cumulative)

Price Breaks

2. Any applicable price breaks will be listed below under Price Breaks

Actions View Format Freeze Detach Wrap

	Price Break	Ship-to Organization	Location	Quantity	UOM	Price	Discount Percent	Start Date	End Date
1		OSI	IN CHE DLF	50	Each	13,500.00	10		
2		IHZ	IN HYD The Capital	100	Each	12,750.00	15		

# 6. Create Advance Shipment Notice



Click [here](#) to view all contents

Supplier Portal

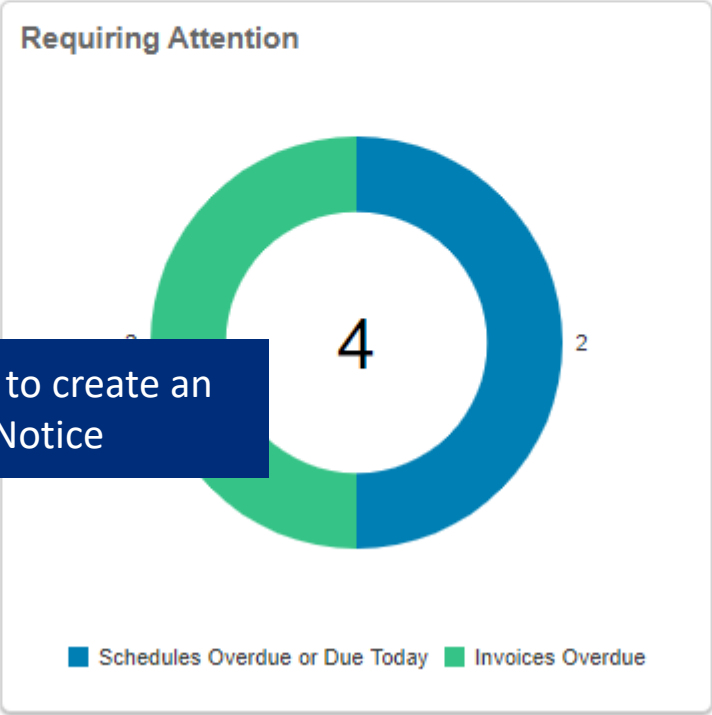
Search 

Orders

Order Number

- Tasks
- Orders
- Manage Orders
  - Manage Schedules
- Agreements
- Manage Agreements
- Shipments
- Manage Shipments
  - Create ASN
  - View Receipts
  - View Returns
- Invoices and Payments
- Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments

Click on 'Create ASN' to create an Advanced Shipment Notice



Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD

Create ASN

Done

Search

Advanced Saved Search Purchase Order

\*\* At least one is required

\*\* Purchase Order P116210000005



\*\* Supplier PRC TEST SUPPLIER

Supplier Item

1. Fill the required fields based the search criteria (e.g., Purchase Order, Supplier etc.,) and click on ;Search'

Search Reset Save...

Search Results

View  **Create ASN** 

2. Select the Item and click on 'Create ASN' to create Advanced Shipment Notice for the selected line or lines

Supplier etc.,) and click on ;Search'

Item	Item Description	Line	Phase Order	Schedule	Due Date	Ordered Quantity	UOM Name
000010	Compound Wall	P116210000005 1	1	1	25-Aug-2020	1	Each

Create ASN Details

1. Enter the mandatory information (e.g., Shipment number, Shipped Date, Expected Shipped Date, \*Quantity)

2. Click on 'Submit' to complete ASN creation

SubmitCancel

Header

\* Shipment

SHIPMENT Number

\* Shipped Date

19-Sep-2020 11:31 PM

\* Expected Receipt Date

19-Sep-2020 11:31 PM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Comments

Confirmation

ASN SHIPMENT Number was created. Number of lines: 1.

OK

3. A confirmation notification will pop up, click on 'OK'

Lines

ActionsViewRemove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
000010	Compound Wall		P116210000005	1	Each	US FRE Dumbarton	1	Each	0

# 7. Manage Shipments



**Note**

Click [here](#) to view all contents



Supplier Portal

Search

Orders

Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

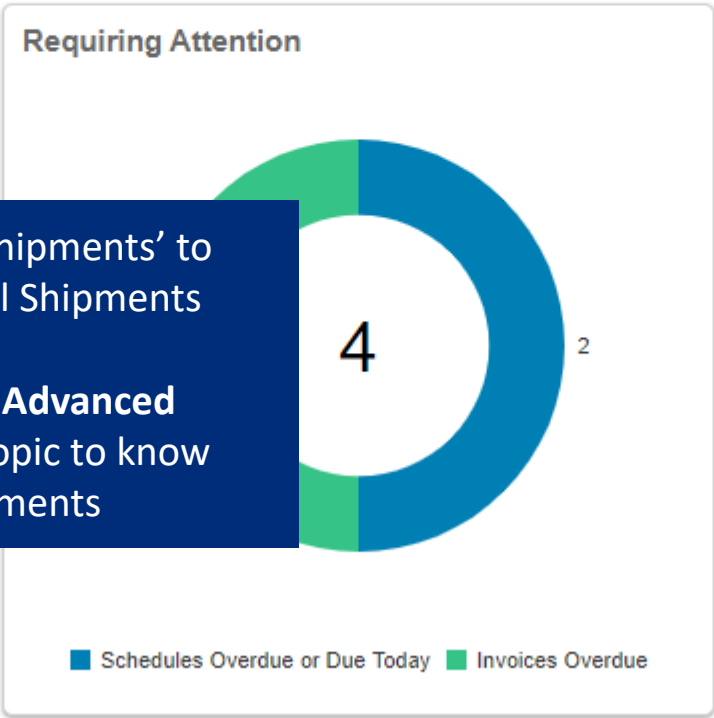
- Manage Shipments
- Create ASN
- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Click on 'Manage Shipments' to View, Edit or Cancel Shipments

Note: Refer **Create Advanced Shipment Notice** topic to know how to create Shipments



Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD

Manage Shipments

Done

Search

1. Enter the Shipment number or Purchase Order number and click on 'Search'

2. The search results will be displayed below

Shipment SHIPMENT

Purchase Order

Supplier PRC TEST SUPPLIER

Search

Reset

Save...

4. Click on the Edit icon to edit Shipment details (e.g., Cancel Shipment Line)

Search Results

Actions

View



Cancel Shipment

5. Click on 'Cancel Shipment' to cancel the shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
SHIPMENT Nu...							

3. Click on the Shipment number (e.g., SHIPMENT Number) to view Shipment details

# 8. View Receipts



**Note**

Click [here](#) to view all contents

# Supplier Portal

Search 

Orders ▾

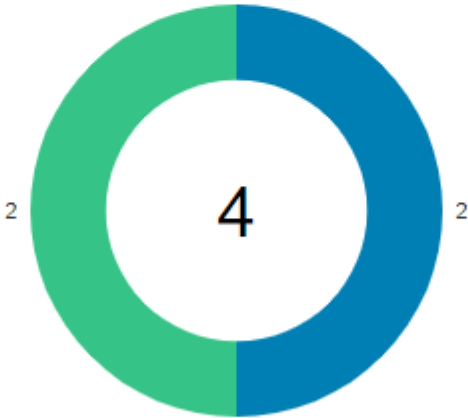
Order Number

🔍

- Tasks
- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - View Receipts**
  - View Returns
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments

Click on 'View Receipts'

## Requiring Attention



■ Schedules Overdue or Due Today

■ Invoices Overdue

## Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

## Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD

View Receipts

Done

Search

Advanced Saved Search All Receipts

\*\* At least one is required

\*\* Receipt

\*\* Shipment

Organization

\*\* Item

\*\* Purchase Order

\*\* Receipt Date

01-Jan-2020

-

21-Sep-2020

Supplier Item

1. Fill the required fields based on the search criteria (e.g., select Purchase Order number from list, Receipt or Receipt Date etc.) and click on 'Search'

Search Reset Save...

Search Results

2. The search results will be displayed below

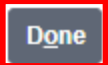
View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
412000000020	04-Sep-2020 12:00:00	VCS_CHE_NextGen			P414210000063				PRC HYD
412000000019	04-Sep-2020 12:00:00	VCS_CHE_NextGen			P414210000063				PRC HYD
412000000003	25-Aug-2020 12:00:00	VCS_CHE_NextGen			P414210000015				PRC HYD
111000000004	20-Aug-2020 12:00:00	VCORP_SBR...			P116210000006				PRC HYD
111000000002	18-Aug-2020 12:00:00	VCORP_SBR...			P116210000004				PRC HYD

3. Click on the Receipt number to view Receipt details

Receipt: 412000000020

Once reviewed, click on ‘Done’ to go back to the previous screen



Summary

Supplier	PRC TEST SUPPLIER	Packing Slip
Shipment		Waybill
Shipped Date		Bill of Lading
Shipping Method		Note
Number of Supplier Packing Units		Attachments
Supplier Site	PRC HYD	None

► Additional Information

Lines

Actions ▼ View ▼

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
000086	Server/Network ...	Purchase order	P414210000064	1	0	1	0	Each		04-Sep-2020 1:...

# 9. View Returns



Click [here](#) to view all contents

# Supplier Portal

Search Orders ▾

Order Number



## Tasks

### Orders

- [Manage Orders](#)
- [Manage Schedules](#)

### Agreements

- [Manage Agreements](#)

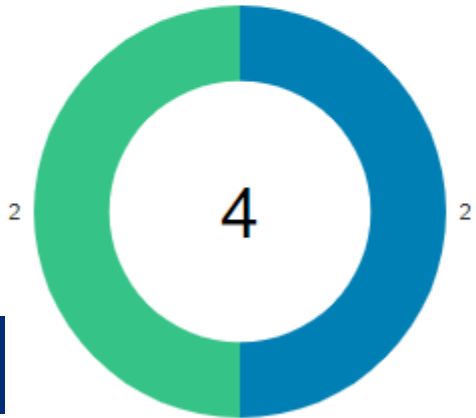
### Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [View Receipts](#)
- [View Returns](#)

### Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

## Requiring Attention



■ Schedules Overdue or Due Today ■ Invoices Overdue

## Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

## Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD

Click on 'View Returns'





View Returns

Search

Advanced

Saved Search

All Returns

\*\* Receipt

1

Supplier Item

\*\* Shipment

Organization

\*\* Purchase Order

\*\* At least one is required

Search

Reset

Save...

2. The search results will be displayed below

Search Results

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Return Quantity	UOM Name			
111000000006	VCORP_SB...	P116210000005		RMA0001	20-Aug-2020 7:...	000010	Compound Wall	1	1	Each

1. Fill the required fields based on the search criteria (e.g., select Purchase Order number from list, Receipt or Receipt Date etc.,) and click on 'Search'

3. the Return Quantity will be shown here

Receipt: 413000000018

Social

View Transaction History

Done

Summary

Supplier	E2E_SP_01	Packing Slip
Shipment		Waybill
Shipped Date		Bill of Lading
Shipping Method		Note
Number of Supplier Packing Units		Attachments
Supplier Site	IN	None

► Additional Information

Lines

Actions ▼ View ▼ 

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
100040	E2E-Item1	Purchase order	P414210000103	100	10	10	0	Each		05-Mar-2021 1:...

1. Click on 'View Transaction History' to view transaction details
2. Once reviewed, click on 'Done' to go back to the previous screen

# 10. Create Invoices (With PO)




Click [here](#) to view all contents

Supplier Portal

Search 

Orders

Order Number



Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

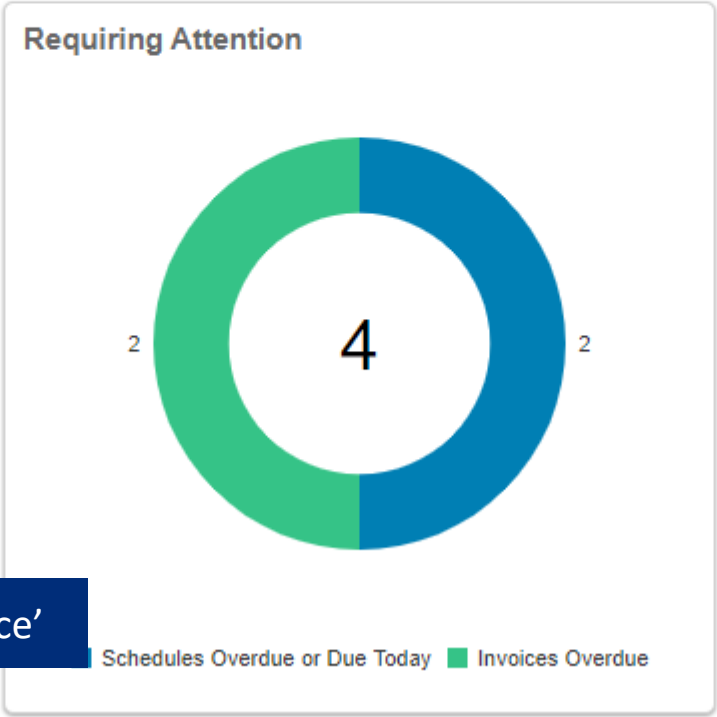
- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments



Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD

Click on 'Create Invoice'

## 2, Fill the \*mandatory fields and other required fields

Cancel

**Note: Attachments are mandatory**

Items

View   

1. Go to 'Items' and click on the Add icon to add lines

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UO
* Number	* Line	* Schedule	Number	Line							
No data to display.											



Select and Add: Purchase Orders

Search

Advanced Saved Search

Search Results

View

  Detach

Purchase Order					Consumed	Invoice
Number	Line	Schedule				
P414210000064	1	1	Server/Network Racks	IN CHE DLF	1	1

3. Click on 'OK' to add these lines to the invoice

Apply OK Cancel

Identifying PO

P414210000064

Supplier

PRC TEST SUPPLIER

Taxpayer ID

Supplier Site

PRC HYD

Address

A1, HYDERABAD-500072, INDIA

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

\* Number

ISP00098

\* Date

19-Sep-2020

Type

Invoice

Invoice Currency

INR - Indian Rupee

Payment Currency

INR - Indian Rupee

Description

Invoice description

Attachments

Sunburst.JPG + X

Customer

Customer Taxpayer ID

U93000AP2008FTC05798E

Name

Virtusa Consulting Services Pvt. Ltd.

Items

View X Calculate Tax

Purchase Order			Supplier Item	Item Description	Ship-to Location	Address		Available Quantity	Quantity	
* Number	* Line	* Schedule				Ship-from Location	Location of Final Discharge			
P414210000064	1	1	000086	Server/Network Racks	IN CHE DLF		DLF IT Park SE	1	1	

2. If required enter the Ship-from Location and Location of Final Discharge

1. Enter invoice quantity in the Quantity field

Shipping and Handling

View  

* Charge Type	* Amount	Description
Freight	500.00	Transportation f



Go to ‘Shipping and Handling’ and click on the Add Icon to add additional charges, then select the **Charge Type** and add **Amount** and **Description**

Totals

Items	15,000.00
Freight	500.00
Miscellaneous	0.00
Tax	0.00
<b>Invoice Amount</b>	<b>15,500.00</b>



1. Once all required information is entered, click on 'Submit' to send the invoice to the Virtusa Payables team



Submit

Cancel

Create Invoice

Identifying PO

P414210000064

Supplier

PRC TEST SUPPLIER

Taxpayer ID

Supplier Site

PRC HYD

Address

A1, HYDERABAD-500072, IN

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

Confirmation

Invoice ISP00098 has been submitted.

OK

2. A confirmation notification will pop up, click on 'OK'

Number

ISP00098

Date

19-Sep-2020

Type

Invoice

Invoice Currency

INR - Indian Rupee

Payment Currency

INR - Indian Rupee

Description

Invoice description

Attachments

Sunburst.JPG + X

# 11. Create Invoices (Without PO)

Users with the Supplier Representative role will not have access to this task.



Click [here](#) to view all contents

# Supplier Portal

Search 

Orders

Order Number

- Tasks
- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - View Receipts
  - View Returns
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments



Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD

Click on 'Create invoice Without PO'

Create Invoice Without PO

Submit Cancel

1, Fill the \*mandatory fields and other required fields



Supplier

PRC TEST SUPPLIER

Taxpayer ID

\* Supplier Site

PRC HYD

Address

A1, HYDERABAD-500072, INDIA

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

2. Add required attachments supporting invoice

Note: Attachments are mandatory

3. Enter the Requester Email (reach the Virtusa Finance team/Buyer to get applicable email address)

Note: Requester Email is mandatory

\* Number

ISUPINWWITHOUTPO

\* Date

20-Sep-2020

\* Type

Invoice

Invoice Currency

USD - US Dollar

Payment Currency

USD - US Dollar

Description

Attachments

Delivery Failure.JPG

+

x

\* Requester Email

anil.aadimulam@oracle.com

Requester Name

Anil Kumar Aadimulam

Customer

Items

View ▾  

1. Go to 'Items' and click on the Add icon to add required line level information

Ship-to Location	Ship-from Location	* Amount	Description
IN - Bangalore ▾	A1,Hyderabad,50007 ▾	10,000.00	Testing
Total		10,000.00	

Shipping and Handling

View ▾  

2. Go to 'Shipping and Handling' and click on the Add Icon to add additional charges, then select the **Charge Type** and add **Amount** and **Description**

* Charge Type	* Amount	Description
Freight ▾	500.00	Transportation

Totals

Items	10,000.00
Freight	500.00
Miscellaneous	0.00
Tax	0.00
Invoice Amount	10,500.00

Create Invoice Without PO

Supplier

PRC TEST SUPPLIER

Taxpayer ID

\* Supplier Site

PRC HYD

▼

Address

A1, HYDERABAD-500072, INDIA

Remit-to Bank Account

▼

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

▼

Customer

\* Customer Taxpayer ID

1430273

▼

Name

Polaris Consulting & Services B.V

Address

Once all required information is entered, click on 'Submit' to send the invoice to the Virtusa Payables team

PO

\* Date

20-Sep-2020

\* Type

Invoice

▼

Invoice Currency

USD - US Dollar

▼

Payment Currency

USD - US Dollar

Description

Attachments

Delivery Failure.JPG

+

×

\* Requester Email

anil.aadimulam@oracle.com

Requester Name

Anil Kumar Aadimulam

Submit

Cancel

Invoice: ISUPINVWITHOUTPO

Printable Page Create Another Done

Supplier PRC TEST SUPPLIER  
Taxpayer ID  
Supplier Site PRC HYD  
Address A1, HYDERABAD-500072, IN  
Remit-to Bank Account  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Supplier Tax Registration Number

Confirmation

Invoice ISUPINVWITHOUTPO has been submitted.

OK

Number ISUPINVWITHOUTPO  
Date 20-Sep-2020  
Type Invoice  
Invoice Currency INR  
Payment Currency INR  
Description test  
Attachments [Delivery Failure.JPG](#)

A confirmation notification will pop up, click on 'OK'

Customer

Customer Taxpayer ID U93000AP2008FTC057988  
Legal Entity Virtusa Consulting Services Pvt. Ltd.  
Address

Requester Email anil.aadimulam@oracle.com  
Requester Name Anil Kumar Aadimulam

# 12. View Invoices



**Note**

Click [here](#) to view all contents



Supplier Portal

Search 

Orders

Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

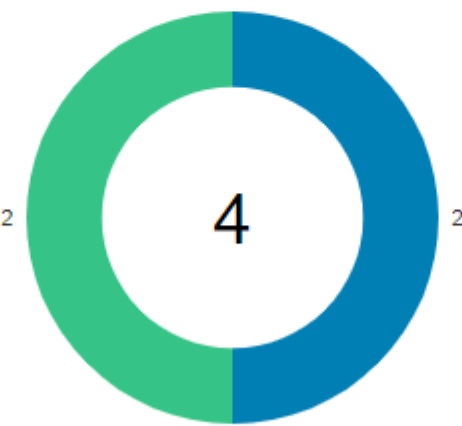
Shipments

- Manage Shipments
- Create ASN
- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices**
- View Payments

Requiring Attention



2

4

2

Schedules Overdue or Due Today

Invoices Overdue

Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD

Click on View Invoices

View Invoices

Done

Search

Advanced Saved Search All Invoices

\*\* At least one is required

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

1. Fill the required fields based on the search criteria (e.g., Enter Invoice number or Purchase Order number etc.,)

Search Reset Save...

Search Results

2. The search results will be displayed below

View Detac

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
ISUPINVWITH.									
ISP00098	19-Sep-2020	Standard	P414210000064	PRC TEST SUPPLIER	PRC HYD	10,500.00 INR	10,500.00 INR	Pending import	
iNV11110	01-Aug-2020	Standard	P116210000004	PRC TEST SUPPLIER	PRC HYD	15,500.00 INR	15,500.00 INR	In process	
					PRC HYD	101,062.50 INR	101,062.50 INR	In process	

3. Click on Invoice number to view Invoice details

Invoice: INV11110

The details can be viewed here. Once reviewed, click on 'Done' to go back to the previous screen

Done

Business Unit	Virtusa Corporation-US	Invoice Amount	101,062.50 INR	Invoice Type	Standard
Legal Entity Name	Virtusa Corporation	Unpaid Amount	101,062.50 INR	Description	
Supplier or Party	PRC TEST SUPPLIER	Payment Currency	INR	Funds Status	Reserved
Supplier Site	PRC HYD			Attachment	PO_AGENT.csv
Address	A1, HYDERABAD-500072, INDIA				
Invoice Date	01-Aug-2020				

Lines Payments

Items

View   Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Tax Determinants	
						Number	Line	Schedule	Number	Line	Ship-to Location	
1	100,000.00	Monthly maintenance of Fa...	1	100,000	Each	P1162100...	1	1			IN HYD Campus	

Summary Tax Lines

Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount
3	US SALES AND USE...	US State	STANDARD	MASSACHUSETTS	STANDARD	6.25	62.50

Shipping and Handling


Line	Type	Amount
2	Freight	1,000.00

# 13. View Payments



**Note**

Click [here](#) to view all contents



**VELOCITY 5**  
#enablingyourjourneyto5

# Supplier Portal

Search 

Orders

Order Number

**Tasks**

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

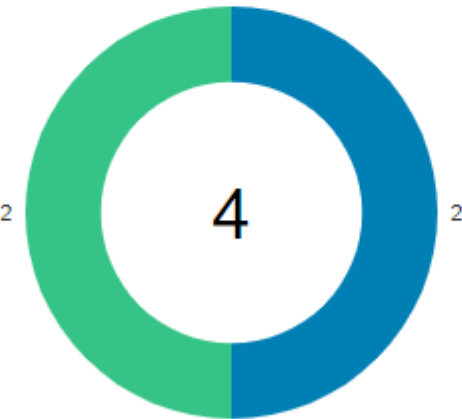
Shipments

- Manage Shipments
- Create ASN
- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Requiring Attention



2

4

2

Schedules Overdue or Due Today

Invoices Overdue

Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	8
Orders changed or canceled	1
Orders opened	6

Transaction Reports

Last 30 Days

Invoice Amount	14000	INR
Invoice Amount	107787	USD
Invoice Price Variance Amount		INR
Invoice Price Variance Amount		USD

Click on 'View Payments'

View Payments

Done

Search

Basic Saved Search Recent Payments

\*\* At least one is required

\*\* Payment Number

Equals

\*\* Supplier

Equals

Sean & Co

Payment Status

Equals

Supplier Site

Equals

Payment Amount

Equals

22-Aug-2020

1. Fill the required fields based on the search criteria (e.g., Enter Payment Date or Supplier etc.,) and click on 'Search'

Search Reset Save... Add Fields Reorder

Search Results

2. The search results will be displayed below

View Data

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
501610003					VPL	125,000.00 LKR	Voided	12344321
501610004	15-Sep-2020	Quick	Test 2	Sean & Co	VPL	125,000.00 LKR	Negotiable	12344321
123	12-Sep-2020	Quick	Multiperiod - 1	Sean & Co	VPL	12,960.00 USD	Negotiable	12344321

3. Click on the Payment number to view Payment details

Payment: 501610003

The details can be viewed here. Once reviewed, click on ‘Done’ to go back to the previous screen



**Business Unit** Virtusa Pvt. Ltd.-LK  
**Payee** Sean & Co  
**Payee Site** VPL  
**Address** 123, DEMATAGODA, SRI LANKA  
**Payment Status** Voided

**Payment Amount** 125,000.00 LKR  
**Payment Date** 15-Sep-2020  
**Payment Type** Quick  
**Remit-to Account** 12344321  
**Payment Document** Electronic Opening Stock

Paid Invoices

	Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
	Test 2	07-Sep-2020	Standard				125,000.00 LKR	125,000.00 LKR	Workflow ...	07-Oct-2...	Fully paid
	Test 2	07-Sep-2020	Standard				-125,000.00 L...	125,000.00 LKR	Workflow ...	07-Oct-2...	Fully paid

# 14. Manage Profile



**Note**

Click [here](#) to view all contents



# Supplier Portal

Search 

Orders

 Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices

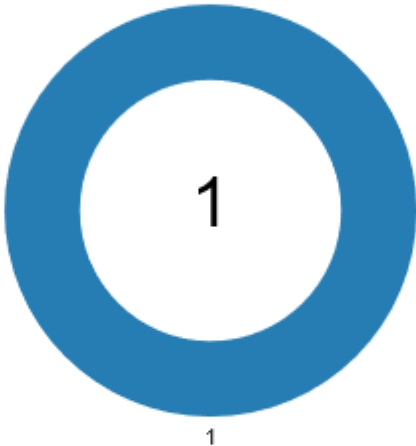
Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Company Profile

- Manage Profile

## Requiring Attention



Invoices Overdue

## Recent Activity

Last 30 Days

Agreements opened	3
Orders opened	2
Payments	3

## Transaction Reports

Last 30 Days

Invoice Amount	975000	LKR
Invoice Amount	12960	USD
Invoice Price Variance Amount		LKR
Invoice Price Variance Amount		USD

## Supplier News

Please be sure your supplier profile is up to date. Especially your Business Classification certificates. Please direct all issues to your procurement agent manager.

Click on 'Manage Profile'

Company Profile

1. Click on 'Edit' to initiate Profile changes



Edit Done

Last Change Request 6002  
Request Status Processed

Requested By Representative NonPOInvoice, Supplier  
Request Date 19-Aug-2020

Change Description Changes to profile including new bank accounts

- Organization Details
- Tax Identifiers
- Addresses
- Contacts
- Payments
- Business Classifications
- Products and Services

General

Company PRC TEST SUPPLIER  
Supplier Number 10060  
Supplier Type

Warning

POZ-2130390Making edits will create a change request for the profile. Do you want to continue?

Yes



Attachments None

2. A warning notification will pop up, click on 'OK'

Identification

D-U-N-S Number  
Customer Number  
SIC

National Insurance Number NIC00001

Corporate Web Site

Corporate Profile

Year Established  
Mission Statement

Chief Executive Title  
Chief Executive Name  
Principal Title



Edit Profile Change Request: 25001

Delete Change Request | Review Changes | Save | Save and Close | Cancel

Change Description

Enter the Change description

Organization Details | Tax Identifiers | Addresses | Contacts | **Payments** | Business Classifications | Products and Services

Attachments are mandatory for any additions/updates to Bank account details.

Payment Methods | Bank Accounts

# Edit Profile Change Request: 25001

[Delete Change Request](#) [Review Changes](#) [Save](#) [Save and Close](#) [Cancel](#)

Click on 'Organization Details' to view or update organization information



Organization Details

[Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

Supplier profile update

## General

\* Supplier Name

Supplier Number

Supplier Type

Tax Organization Type

Status

Attachments

## Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

## Corporate Profile

Year Established

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Title

Edit Profile Change Request: 25001

Delete Change Request | Review Changes | Save | Save and Close | Cancel

Click on 'Tax Identifiers' to view tax information



Organization Details | **Tax Identifiers** | Addresses | Contacts | Payments | Business Classifications | Products and Services

Income Tax

Taxpayer Country India ▼

Taxpayer ID 10012200

☐ Federal reportable

Federal Income Tax Type ▼

☐ State reportable

Transaction Tax

Tax Country India ▼

Tax Registration Number PRC0001

Tax Reporting Name Tax Reporting name

Name Control |

Verification Date dd-mmm-yyyy

☐ Use withholding tax

Withholding Tax Group ▼

Tax Registration Type ▼

Edit Profile Change Request: 25001

Delete Change Request | Review Changes | Save | Save and Close | Cancel

1. Click on 'Address' to view, update the existing addresses or add new address

Address | Addresses | Contacts | Payments | Business Classifications | Products and Services



Status

Active



Freeze



Wrap

Address

Phone

Address Purpose

Fax

Status

CHE

INDIA

Ordering; Remit to

Active

PRC HYD

Ordering; Remit to

Active

Columns Hidden 3

2. Select the address and click on Edit icon to update the existing address

3. Click on the Add icon to add new address

1. Click on 'Contacts' to view, update the existing contacts or add new contact

4. Click on 'Payments 'to view or update payments information  
5. Click on 'Business Classifications' to view information

3. Click on the Add icon to add new contact

ntifiers

Addresses

**Contacts**

Payments

Business Classifications

+

✕

Status

Active

▼

Freeze

Detach

Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Fernando, Gayan		e2e_supplier1@yopmail.com	+91 (300)34243...	✓	✓	Active

Columns Hidden 7

Review Changes

Change Description    Supplier profile update

3. Click on 'Edit' to further update the Profile if any updates are missing

[Edit](#) [Submit](#) [Cancel](#)

1. Click on 'Submit' to submit these changes to the Virtusa Supplier Administrators

Organization Details

2. The change details of each section will be displayed below

View ▾ Format ▾ Freeze

Attribute		Changed From	Changed To
●	Tax Organization Type	Corporation	Government Agency
●	Supplier Type		Contractors

Tax Identifiers

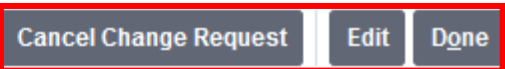
View ▾ Format ▾ Freeze Detach Wrap

Attribute		Changed From	Changed To
●	Taxpayer Country		India
●	Taxpayer ID		10012200
●	Tax Reporting Name		Tax Reporting name



4. Click on 'Done' to complete the Profile changes

2. If you wish to cancel the submission click on 'Cancel Change Request'



3. If you wish to update further, click on 'Edit'

## Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 25001  
Request Status Pending Approval

Requested By Representative NonPOInvoice, Supplier  
Request Date 21-Sep-2020

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

### General

Company PRC TEST SUPPLIER  
Supplier Number 10060  
Supplier Type

### Identification

D-U-N-S Number  
Customer Number  
SIC

**Confirmation**

×

Your profile change request 25001 was submitted for approval.

OK

1. A confirmation notification will pop up, click on 'OK'

Corporation  
Active  
Attachments None

00001