

# Procurement

## Virtusa Supplier Portal

[Version 1.8 – Updated 2<sup>nd</sup> August 2022]



#ProjectERP


# 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.



Note

- *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](#)

1. Accept the terms and conditions
2. 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)

Follow Us:    

Copyright @2021 Virtusa corp, All rights reserved.

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

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

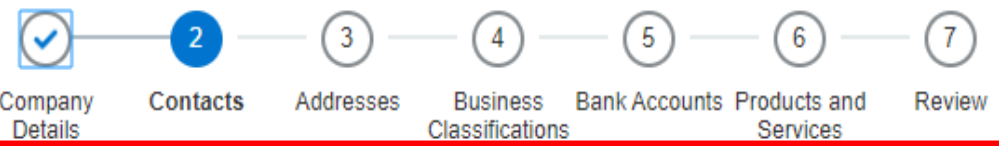
\* Confirm Email baluscm84@gmail.com

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







### Register Supplier: Contacts

Buttons: Back, Next, Save for Later, Register, Cancel

Enter at least one contact.

Actions, View, Format, + Create, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
INT, SAGANAA		baluscm84@gmail.com	✓	✓		

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



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
--------------	---------	-------	-----------------	------	--------

No data to display.

Columns Hidden 3



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

**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: 1  
Fax: 1  
Email:   
Register Cancel  
Delete  
Create Another OK Cancel

Mention the right location address name based on the Goods/Service delivery location

The Email ID should be entered mandatorily at Address level

**Address Contacts**  
Select the contacts that are associated with this address.  
Actions View Format Freeze Detach Wrap  
Name Job Title Email Administrative Contact User Account  
No data to display.  
Columns Hidden 4

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

Supplier: Addresses

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 Contacts

Select the contacts that are associated with this address

Actions View Format

No data to display.

Columns Hidden 4

Address  Ordering

Purpose  Remit to

RFQ or Bidding

Back Next Save for Later Register Cancel

Delete

Administrative Contact User Account

Create Another OK Cancel

Select and Add: Contacts

Search

Name:

Job Title:

Search Reset

View Format Wrap

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

Rows Selected 1 Columns Hidden 1

Apply 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'



### Create Address

\* Address Name

\* Country

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

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 Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
INT, SAGANAA		baluscm84@gm...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

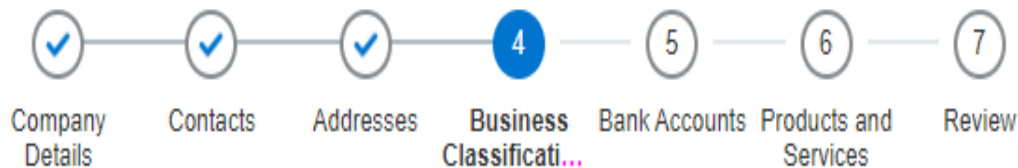
Address Name	Address	Phone	Address Purpose	Edit	Delete
work-main	54321, WEST K, RUSSELLVILLE, AR 72801		Ordering; Remit to		

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.

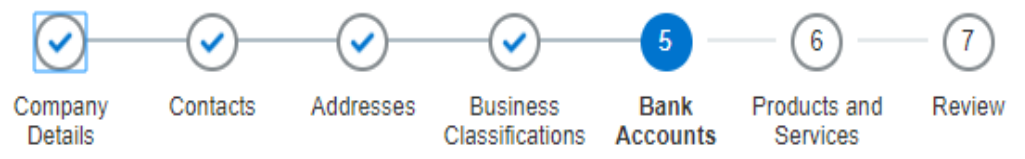
None of the classifications are applicable

Actions ▼ View ▼ Format ▼ **+** ×  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 +	



- 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.
- Click on the Add icon to add information and select the **Classification** and **Certifying Agency** values
- Click on 'Next' to proceed



## Register Supplier: Bank Accounts

[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					



### Create Bank Account

\* Country

IBAN

Bank

Branch

\* Account Number

Currency

**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

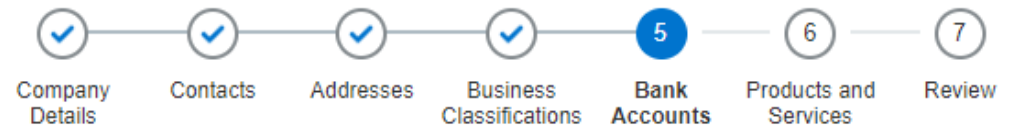
Bank Name and Swift code, IFSC or Routing code should be entered mandatorily at Bank Account level

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

The Currency should be entered mandatorily at Bank Account level

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





### Register Supplier: Bank Accounts

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

Enter at least one bank account.

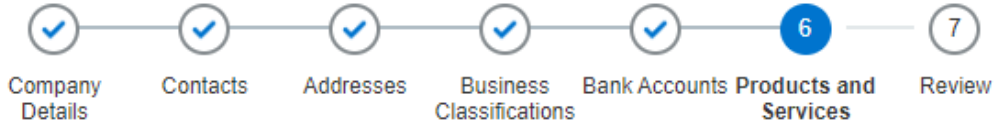
Actions ▼ View ▼ Format ▼ 
 [+ Create](#)
[Edit](#)
[Delete](#)
[Freeze](#)
[Detach](#)
[Wrap](#)

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

Columns Hidden 8

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

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








## Register Supplier: Products and Services

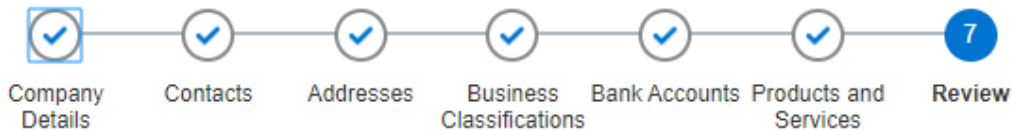
[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)



Click on 'Next' to proceed

Actions ▼ View ▼ Format ▼  Select and Add  Remove  Freeze  Detach  Wrap

Category Name	Remove
No data to display.	



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



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

## Review Supplier Registration: SAGANAA

### Company Details

Company SAGANAA  
 Tax Organization Type Corporation  
 Supplier Type Supplier  
 Corporate Web Site

D-U-N-S Number  
 Tax Country  
 Sales TAX/VAT/GST/HST  
 Tax Registration Number 9876543210  
 Note to Approver

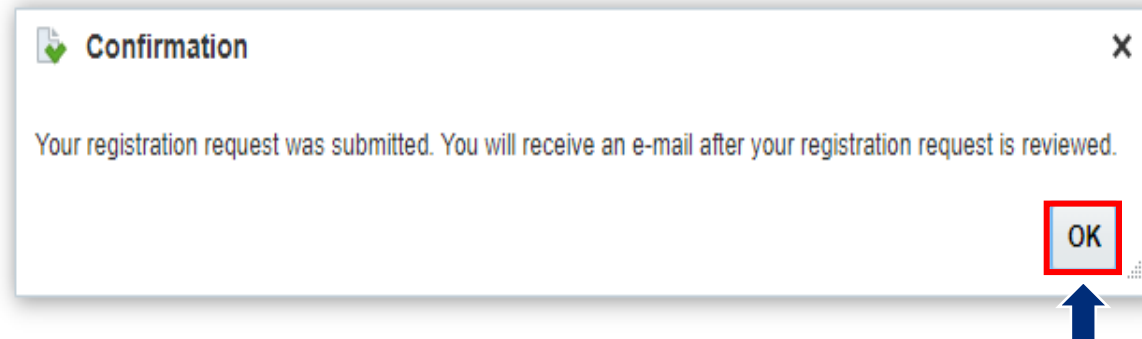
### Additional Information

Are you GDPR Compliant? YES  
 Have you uploaded all Required documents? YES  
 Tax Reporting Name SAGANAA PROSPEC EXTERNAL  
 Requesting Department IT  
 Do you work with Government Agencies directly / indirectly on behalf of Virtusa? YES  
 Vendor Categorization Virtusa's or its Client's Data processed at Vendor's processing environment

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

### 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 e-mail on the approval or rejection*
- *If approved, the Supplier 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



### 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



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

Please note that the ID mentioned here is the **Username** for your account



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

**virtusa**

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*



**Note**

User ID

Password

[Forgot Password](#)

**Sign In**

English



Enter the login credentials and sign in

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

ORACLE

# Good morning, Inesh Perera!

APPS



Click on 'Supplier Portal'



Assigned to Me  
0

Created by Me  
0

Show More

An icon of a brown bowl with a spoon, representing a notification, is centered in the panel.

You have no open notifications.




# Supplier Portal

Search Orders

- 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**


Last 30 Days



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.

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





# Supplier Portal

Search  Orders ▼

Order Number



## Tasks

### Orders

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

Click on 'Manage Orders' to view Purchase Order information

### Agreements

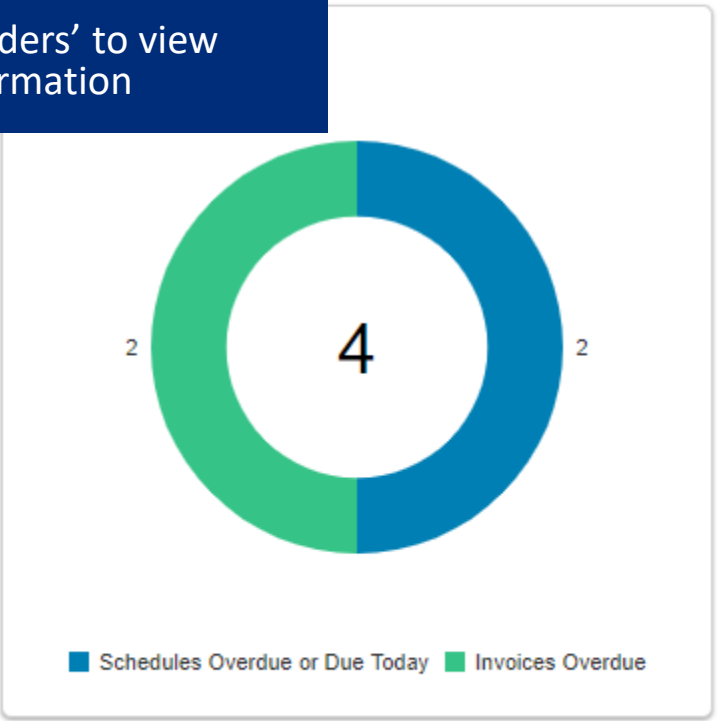
- [Manage Agreements](#)

### 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

# Manage Orders

Done

Headers Schedules

## Search

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

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 No

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

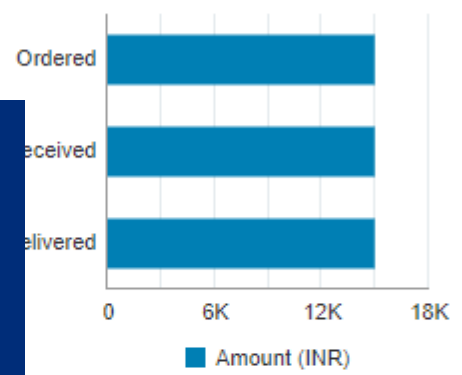
Click on the Order number (e.g., P414210000064) to view the PO

# Purchase Order: P414210000064

Acknowledge
View PDF
Actions ▾
Done



## Order Life Cycle



[View Details](#)

Main

General

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

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

Terms Notes and Attachments

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



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

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status	Additional Information			
									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



# Supplier Portal

Search  Orders ▼

Order Number



## Tasks

### Orders

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

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

### Agreements

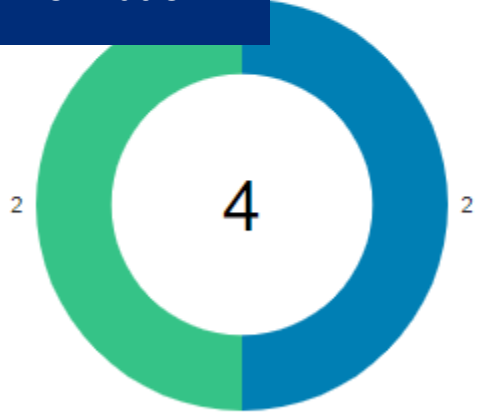
- [Manage Agreements](#)

### Shipments

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

### Invoices and Payments

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



■ 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

Sold-to Legal Entity

Supplier Site

Order

Line Description

Advanced Manage Watchlist Saved Search All Schedules

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

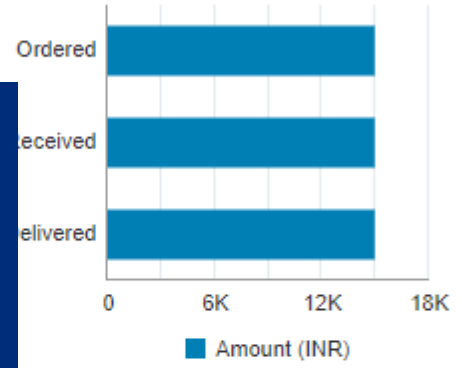
3. Click on the Order number (e.g., P414210000064) to view the PO

# Purchase Order: P414210000064

**Acknowledge** **View PDF** **Actions** **Done**



## Order Life Cycle



[View Details](#)

### Main

#### General

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

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

### Terms Notes and Attachments

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

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

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status	Additional Information			
									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



# Supplier Portal

Search Orders ▾

Order Number



### Tasks

#### Orders

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

#### Agreements

- [Manage Agreements](#)

#### Shipments

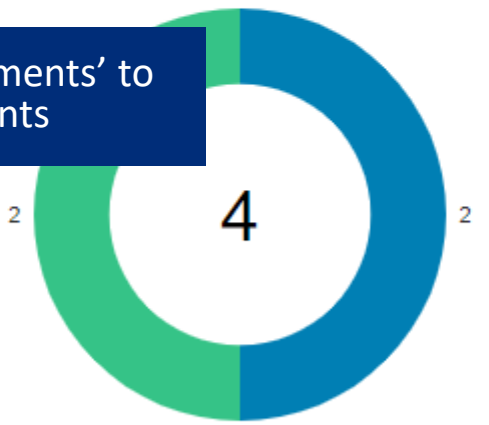
- [Manage Shipments](#)
- [Create ASN](#)
- [View Receipts](#)
- [View Returns](#)

#### Invoices and Payments

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

Click on 'Manage Agreements' to view Purchase Agreements

### 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

# Manage Agreements

Done

Headers Lines

## Search

Advanced Manage Watchlist Saved Search All Agreements

Procurement BU

Status

Supplier Site

Include Closed and Expired Documents No

Agreement

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

Search Reset Save...

Search Results

2. The search results will be displayed below

Actions View Format Freeze Detach Wrap

3. Click on the Agreement number (e.g., ACEN21000012) to view the Purchase Agreement

Agreement	Description	Supplier Site	Buyer	Agreement amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
ACEN21000012				000.00	30,000.00	INR	Open	31-Aug-...		04-Sep-...
ACEN21000011	B Che			000.00	0.00	INR	Open	31-Mar-...	2	02-Sep-...
ACEN21000010	AJ Server Ram	PRC HYD	Jayachandr...	100,000.00	0.00	INR	Open	31-Aug-...		28-Aug-...
ACEN21000009	Consumables	PRC HYD	Jayachandr...	500,000.00	0.00	INR	Open	31-Aug-...		28-Aug-...
ACEN21000006	OSP Service	PRC HYD	Jayachandr...	500,000.00	14,000.00	INR	Open	24-Aug-...		25-Aug-...

# Blanket Purchase Agreement: ACEN210000012

Acknowledge
View PDF
Actions ▾
Done



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

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

Description AJ Server Controller

Terms Notes 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

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



**Lines**

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



Actions View Format Freeze Detach Wrap

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

Back Next Actions Done

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

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

Expiration Date  
 Minimum Release Amount  
 Agreement Amount  
 Released Amount 30,000.00 INR  
 Agreement Quantity

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		





# Supplier Portal

Search Orders ▾

Order Number



## Tasks

### Orders

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

### Agreements

- [Manage Agreements](#)

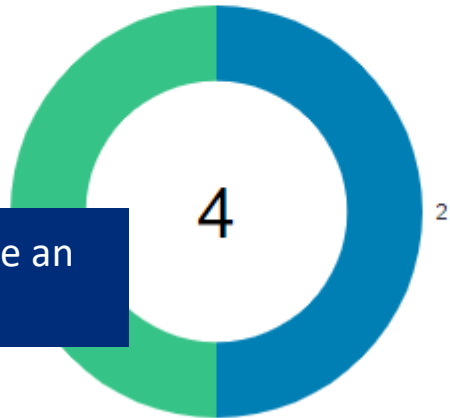
### Shipments

- [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 'Create ASN' to create an Advanced Shipment Notice

# Create ASN

Done

## Search

Advanced Saved Search Purchase Order ▾

\*\* At least one is required

\*\* Purchase Order  ▾

\*\* 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...

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

## Search Results

View ▾ Create ASN

Item	Item Description	Line	Phase Order Schedule	Due Date	Ordered Quantity	UOM Name
000010	Compound Wall	P116210000005 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



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**

Lines

Actions View Remove 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

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



# 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 'Manage Shipments' to View, Edit or Cancel Shipments

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



# Manage Shipments

Done

## Search

\*\* Shipment

\*\* Supplier

Purchase Order

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

2. The search results will be displayed below

Search Results

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

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



# Supplier Portal

Search Orders ▾

Order Number

## Tasks

### Orders

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

### Agreements

- [Manage Agreements](#)

### Shipments

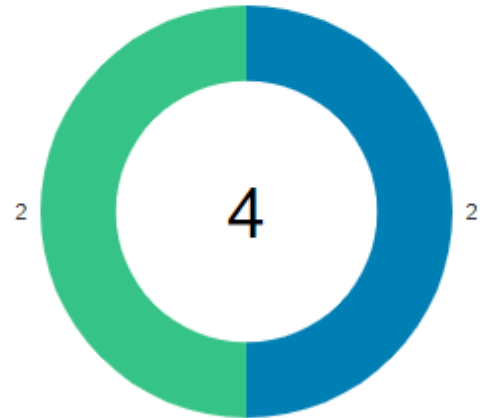
- [Manage Shipments](#)
- [Create ASN](#)
- [View Receipts](#)
- [View Returns](#)

### 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

Search criteria form with fields: Receipt, Organization, Purchase Order, Supplier Item, Shipment, Item, Receipt Date (01-Jan-2020 to 21-Sep-2020).

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...

2. The search results will be displayed below

Search Results

View

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



Done

Summary

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

▶ 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:...	



# Supplier Portal

Search Orders ▾

Order Number



## Tasks

### Orders

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

### Agreements

- [Manage Agreements](#)

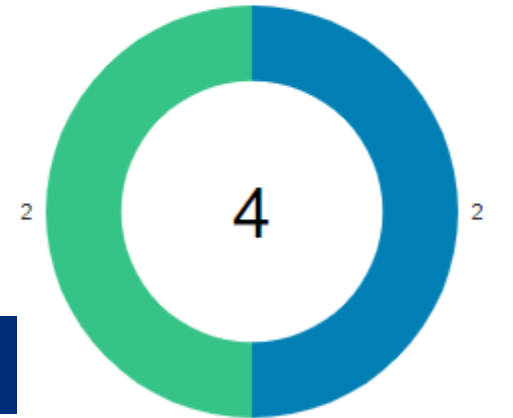
### Shipments

- [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

Done

## Search

Advanced Saved Search All Returns

\*\* At least one is required

\*\* Receipt

Supplier Item

Organization

\*\* Shipment

\*\* Purchase Order

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...

2. The search results will be displayed below

Search Results

View

3. the Return Quantity will be shown here

Return Quantity

1

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

# Receipt: 413000000018

## Summary

Supplier E2E\_SP\_01      Packing Slip  
Shipment      Waybill  
Shipped Date      Bill of Lading  
Shipping Method      Note  
Number of Supplier Packing Units  
Supplier Site IN      Attachments 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



# Supplier Portal

Search

Order Number



### Tasks

#### Orders

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

#### Agreements

- [Manage Agreements](#)

#### Shipments

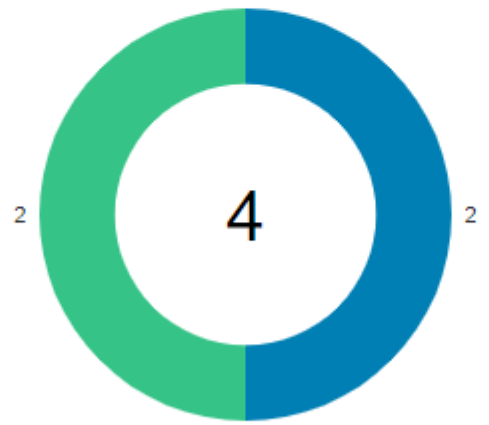
- [Manage Shipments](#)
- [Create ASN](#)
- [View Receipts](#)
- [View Returns](#)

#### Invoices and Payments

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

Click on 'Create Invoice'

### 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



# Create Invoice

1. Select the Identifying PO to create Invoice

2. Fill the \*mandatory fields and other required fields

Submit 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

## Customer

\* Customer Taxpayer ID U93000AP2008FTC05798E

Name Virtusa Consulting Services Pvt. Ltd.

\* 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

3. Add required attachments supporting invoice  
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		

Apply **OK** Cancel

2. In the pop-up window you will find a list of lines which are eligible for invoicing. Select the applicable lines

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

**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 [Print Icon] Calculate Tax

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

1. Enter invoice quantity in the **Quantity** field

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

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>

### Create Invoice

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



Identifying PO	P41421000064
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	




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.



**Note** Click [here](#) to view all contents



# Supplier Portal

Search

Order Number



### Tasks

#### Orders

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

#### Agreements

- [Manage Agreements](#)

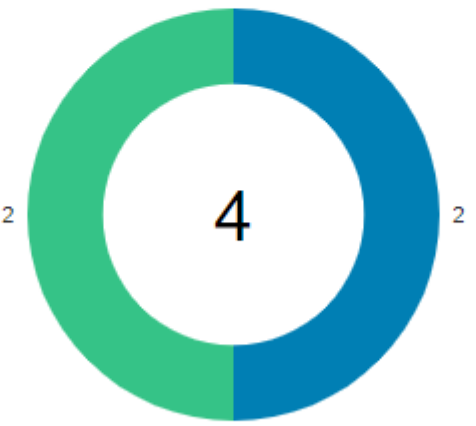
#### Shipments

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

#### Invoices and Payments

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

### Requiring Attention



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 'Create invoice Without PO'

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



Submit Cancel

# 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

\* Number ISUPINWITHOUTPO

\* Date 20-Sep-2020

\* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Description

Attachments Delivery Failure.JPG + X

\* Customer Taxpay

\* Requester Email anil.aadimulam@oracle.com

Requester Name Anil Kumar Aadimulam

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



Items

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

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
<b>Invoice Amount</b>	<b>10,500.00</b>

### 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

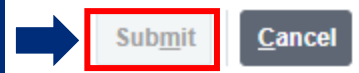
Payment Currency USD - US Dollar

Description

Attachments Delivery Failure.JPG + X

\* Requester Email anil.aadimulam@oracle.com

Requester Name Anil Kumar Aadimulam




# 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**

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

 **Confirmation** ✕

Invoice ISUPINVWITHOUTPO has been submitted.

**OK**

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



# Supplier Portal

Search  Orders ▼

Order Number



### Tasks

#### Orders

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

#### Agreements

- [Manage Agreements](#)

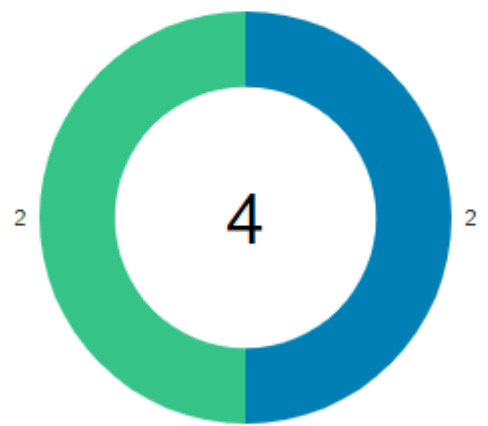
#### Shipments

- [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 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...

2. The search results will be displayed below

Search Results


View Details

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
<a href="#">ISUPINVWITH.</a>					PRC HYD	10,500.00 INR	10,500.00 INR	Pending import	
ISP00098	19-Sep-2020	Standard	P414210000064	PRC TEST SUPPLIER	PRC HYD	15,500.00 INR	15,500.00 INR	In process	
iNV11110	01-Aug-2020	Standard	P116210000004	PRC TEST SUPPLIER	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



<b>Business Unit</b> Virtusa Corporation-US	<b>Invoice Amount</b> 101,062.50 INR	<b>Invoice Type</b> Standard
<b>Legal Entity Name</b> Virtusa Corporation	<b>Unpaid Amount</b> 101,062.50 INR	<b>Description</b>
<b>Supplier or Party</b> PRC TEST SUPPLIER	<b>Payment Currency</b> INR	<b>Funds Status</b> <span style="color: green;">✔</span> Reserved
<b>Supplier Site</b> PRC HYD		<b>Attachment</b> PO_AGENT.csv
<b>Address</b> A1, HYDERABAD-500072, INDIA		
<b>Invoice Date</b> 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

## Shipping and Handling

Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount	Line	Type	Amount
3	US SALES AND USE...	US State	STANDARD	MASSACHUSETTS	STANDARD	6.25	62.50	2	Freight	1,000.00





# Supplier Portal

Search

Order Number



### Tasks

#### Orders

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

#### Agreements

- [Manage Agreements](#)

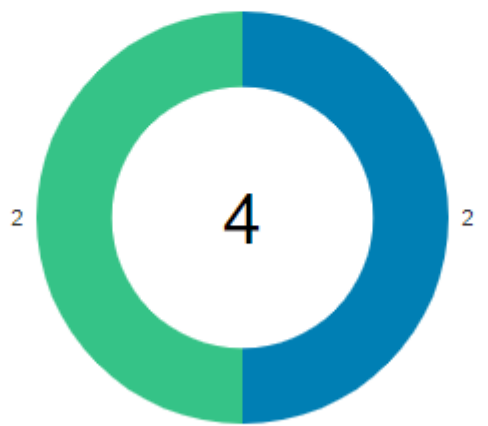
#### Shipments

- [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 Payments'

# View Payments

Done

## Search

Basic Saved Search Recent Payments

\*\* At least one is required

Search criteria form with fields: Payment Number, Supplier, Payment Status, Supplier Site, Payment Amount, and Payment Date.

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

2. The search results will be displayed below

Search Results

View Details

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

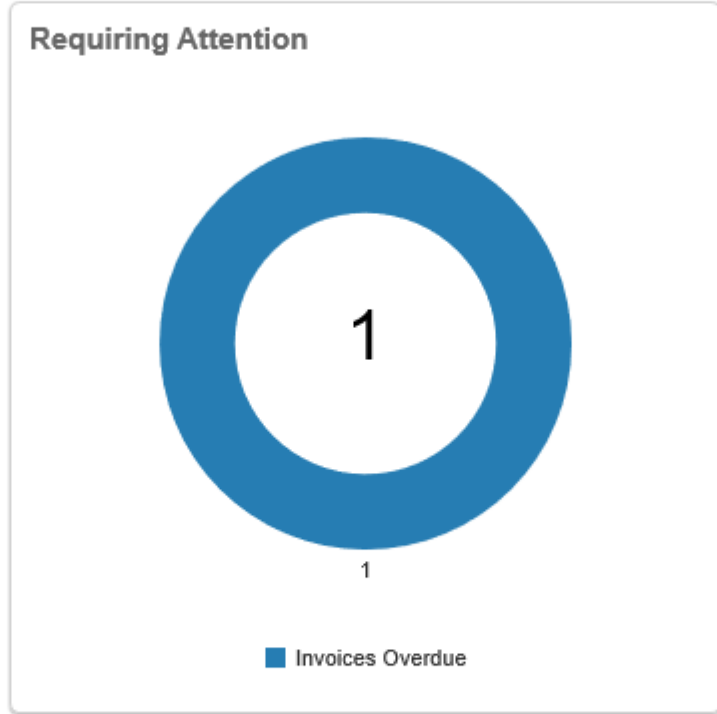


 **Note** Click [here](#) to view all contents

# 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](#)



### Recent Activity

Last 30 Days

<a href="#">Agreements opened</a>	3
<a href="#">Orders opened</a>	2
<a href="#">Payments</a>	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-2130390 Making edits will create a change request for the profile. Do you want to continue?  
Yes

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 None +

## 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

Description: Supplier profile update

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

Tax Reporting Name: Tax Reporting name

Name Control: |

Verification Date: dd-mmm-yyyy

Use withholding tax

Withholding Tax Group

## Transaction Tax

Tax Country: India

Tax Registration Number: PRC0001

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

profile update

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

3. Click on the Add icon to add new address

+ | ✎ | ✕ | Status: Active | Freeze | Wrap

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

	Phone	Address Purpose	Fax	Status
CHE		Ordering; Remit to		Active
PRC HYD		Ordering; Remit to		Active

Columns Hidden 3

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

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

2. Click on the Add icon to add a new contact

The screenshot shows a web interface for managing contacts. At the top, there are tabs for 'Identifiers', 'Addresses', 'Contacts', 'Payments', and 'Business Classifications'. The 'Contacts' tab is selected and highlighted with a red box. Below the tabs is a toolbar with icons for adding (+), editing (pencil), deleting (X), and other actions. A 'Create' button is also visible. Below the toolbar is a table of contacts. The first row is highlighted with a red box and contains the following data:

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

Below the table, it says '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

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

Organization Details

View Format Freeze

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

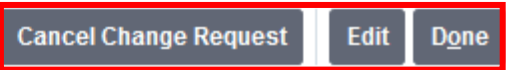
## Tax Identifiers

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

**i** 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'

Attachments None

Corporation  
Active

00001