

Taulia Supplier Portal

User Guide

Company sensitive. For official use only.

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Introduction

The Taulia Supplier Portal is a self-service web portal that helps Suppliers simplify their business processes as well as save time and expense in working with their invoices, payments, and purchase orders. The portal is free to use, completely secure, and available 24-hours a day, seven days a week.

The Taulia Supplier Portal is tightly integrated with your Buyer's accounting software. You can query and monitor the life cycle of all your transactional documents online. Through the Supplier Portal you can view Purchase Order details and history, create and manage Invoices, and even take control of when you get paid on approved invoices.

Portal Benefits

- Free, secure, online access
- Real-time Invoice status: 24 hours a day, 7 days a week
- View PO and Payment details and history
- Simple electronic Invoice creation, submission, and management (both PO and non-PO)
- Maintain the company info your customer keeps on file
- Get paid early on approved invoices
- Buyer and Supplier communication directly through the portal

Features available to you are dependent on your customer's portal configuration.
You may not see all the features listed above.

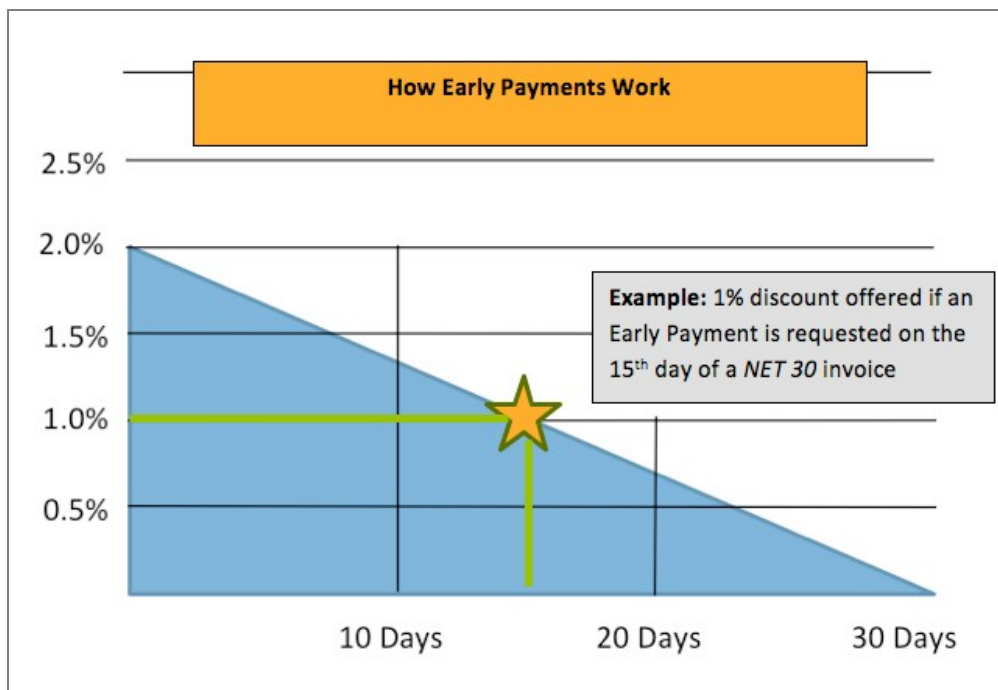
Discounts as a Service™

The Taulia Discounts as a Service™ solution (Taulia DaaS™ solution) provides Suppliers with new options to meet the changing needs of their business by taking control of their cash flow and getting invoices sooner. When you click the Pay Me Early button in the portal, you can elect to accelerate the payment of approved invoices, prior the actual due date, in exchange for a discount.

How Do Early Payments Work?

Previously, if you had negotiated NET 30 payment terms with your customer and sent them an invoice, it likely would not be paid until it was due on the 30th day. The Taulia Supplier Portal, if that same invoice is approved in your customer's accounts payable process on the 15th day, that invoice will automatically display as approved and available for early payment in the Taulia Supplier Portal. You have the option to select which day you'd like to be paid. (This feature must be activated by your Buyer.)

In most cases, the earlier you request to be paid on an approved invoice, the higher the discount offered will be. Likewise, the later you request to be paid on an invoice, the lower the discount offered will be. If you do not want to get paid early, your invoice will remain scheduled for payment on the original due date in accordance with the agreed upon payment terms, without any additional discounts.





Taulia CashFlow™ for Automatic Early Payments

After accelerating the payment of a single invoice or accelerating the payment of several invoices, you are presented with an opportunity to automatically accept early payments on all future invoices as soon as they are approved in your customers' accounting system with Taulia CashFlow™. Using Taulia CashFlow may be a cheaper alternative to borrowing against high interest credit lines or factoring your receivables.

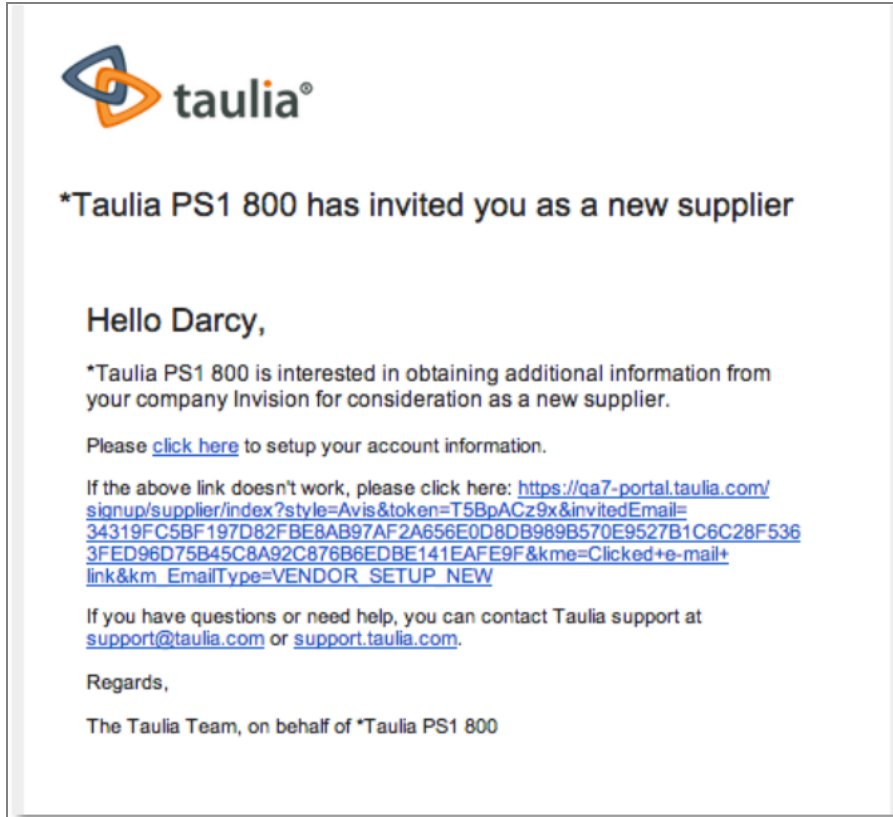
By selecting the option to auto-accept future early payments, you are agreeing to get paid early in exchange for a discount on all future invoices. The sooner an invoice is approved in your customer's accounting system, the larger the discount percentage taken will be. Alternatively, the later an invoice is approved in your customers' accounting system, the smaller the discount percentage taken will be. For example:

- If paid 40 days earlier than original due date, a 0.881% discount is taken
- If paid 30 days earlier than original due date, a 0.662% discount is taken
- If paid 20 days earlier than original due date, a 0.442% discount is taken
- If paid 10 days earlier than original due date, a 0.222% discount is taken

Using this feature allows you to get paid early without having to log in to the Taulia Supplier Portal and choose which invoices you want to accelerate payments for. An e-mail notification will automatically be sent to the Taulia Supplier Portal admin account(s) notifying them of this action. You can also disable auto-acceptance of early payment offers at any time in your Profile settings (**Settings > Profile**).

Enrolling in the Supplier Portal

When you are invited to join your Buyer's Supplier Portal, you will receive an invitation email. The email contains a direct link to the portal where you will complete the enrollment process to use the Supplier Portal.



To enroll in your Buyer's Supplier Portal

1. Your Invitation code and email address are automatically entered into the enrollment process. Enter a password to access your account and accept the terms and conditions and then click **Continue**.

If you do not want to use the email address where the invitation was sent, or if the invitation was sent to the wrong person, click the **Not You** link to update the email address that will be associated with the account.

2. In the Contact Info tab, enter details about the contact person for the account and informational details about your company.

This contact person must have the authority to accept early payment offers, view and modify invoices, purchase orders, credit memos, and payments. Contact information includes:

- First Name
- Last Name
- Phone Number
- Fax Number

- Company Size
 - Industry
 - Accounting System
 - Company Name
 - Company's Business Address or Invoicing Address
3. Click **Save and Continue**.
 4. In the Bank Info tab, enter the details for the specific company bank account with which you want to associate the Taulia Supplier Portal.
This will be the account where your invoice payments will be made. Bank information includes:
 - Bank Country
 - Routing/Bank Number
 - Account Number
 - Account Holder
 - Bank Name
 - Bank Address

Note: For your protection, the Routing/Bank Number is verified as you save your bank information.
 5. If you have an bank that requires a Swift/BIC or IBAN number, click **International Bank Information** to add those details.
 6. Upload a document that can be used to verify your company's bank information. This could be a bank statement or other banking document.
Click **Attach File** to upload the document.
 7. Click **Save and Continue**.
 8. In the Tax Info tab, enter your company's tax information details. Information includes:
 - Country for your company's tax liability
 - Tax ID Type
 - Tax Id Number
 9. Attach a tax document to verify the information that you have entered. This could be a previous tax return or other type of tax document.
Click **Attach File** to upload the document.
 10. Click **Save and Continue**.
 11. In the Additional Information tab, enter any additional details that may be required. You may need to upload documents to complete the Additional Information section.
 12. After you have completed this section, click **Save and Continue**.
 13. Review your enrollment details and click **Continue**.

Taulia Supplier Portal Settings

Access your portal settings from **Settings** menu in the upper right corner of any portal page. Portal settings include:

- **Profile Preferences:** Portal preferences and enable/disable Taulia CashFlow™
- **My Email Settings:** Customize the types of email notifications that are received and which Buyers to receive email notifications from
- **Compliance Settings:** Customize invoice footer details
- **User Manager:** Add new users and maintain user roles and portal account access

Profile Preferences

Modify your profile preferences from the Settings menu in the upper right corner of any portal page (**Settings > Profile**). Profile settings include:

- Personal Preference
- Taulia CashFlow™ (enabling/disabling early payment auto accept)
- Password Maintenance

Personal Preferences

The Taulia Supplier Portal can be customized to your personal language, time, and currency preferences. Customize your selections by selecting your preferences from the Language, Time Zone, and Currency Display drop-down lists. If your personal language is not listed in the drop-down menu, choose an alternate language spoken, or email support@taulia.com.

Taulia CashFlow™

If you previously chose to auto-accept early payments on all future invoices from either the Taulia Cash Planner™ or by clicking the **Pay Me Early** button on a single invoice, you can turn off this setting from your Profile. From the Auto-Accept Early Payments drop down list, select **Disabled** and then **Save Profile**. When disabled, an e-mail notification will automatically be sent to the Taulia Supplier Portal Admin account(s) notifying them of this change.

Password Maintenance



You can change the password associated with your Taulia Supplier Portal account at any time by clicking Change Password from the top right corner of your Profile page.

The new password must be between 8 and 20 characters long and contain at least one upper case letter, one lower case letter and one number. The following special characters are allowed: -- , ? , ! , = , _ , @

My Email Settings

Depending on the settings set by your customers in the Taulia portal, the Taulia Supplier Portal can send you a notification when:

- A new purchase order is posted in the portal
- A change to an existing purchase order is posted in the portal
- A purchase order has been confirmed
- A message has been sent to you by your customer
- A payment on an invoice has been made
- An Early Payment offer is available
- An Early Payment offer has been accepted by your customer
- An invoice was not submitted properly
- An invoice has been rejected
- An eSend invoice has been accepted by your customer
- An eSend invoice needs attention

By default, all notification settings are enabled.

You can select to receive email notifications for each of your different customers or for only some of them. (Because your different customers could also include different divisions of the same company, the term for each of these different entities is "branches.") If your customer accounts have been merged, you will automatically see the different branches that you supply. You can select whether or not to receive email notifications for each branch in the Taulia system. For example, you supply both Company A and Company B with merchandise. You can select to receive invoice notifications from Company A and to not receive any email notifications from Company B.

If you select to receive email notifications, all branches will send the same type of notifications. For example, if you have set to receive notifications for new purchase orders and Early Payments, all branches that are set to send email notifications will send those notifications. If

you have more than one customer, you must set email notification preferences for each customer, individually.

Managing Taulia Supplier Portal Users

After you have enrolled in the Taulia Supplier Portal, you can create additional users, choose user roles, update existing users, and merge multiple accounts from the User Manager.

To manage users

- Access User Manager options from the **Settings** menu in the upper right corner of any portal page (**Settings > User Manager**).

The available user roles and associated portal privileges are:

Role	Portal Privileges
Admin	All portal rights, including the ability to create new users and update existing users
Read Only	Cannot see bank information and cannot request early payments
Billing	Ability to submit invoices and perform all Account Receivable related tasks
Finance Manager	All portal rights, but cannot create new users or update existing users

Adding New Users

To add a new user to your Taulia Supplier Portal account

1. From the **User Manager**, enter the following information for the new user:
 - E-mail
 - First Name
 - Last Name
 - Portal Role
2. Click the Create User button.

After the new user is created, an invitation is automatically sent to their e-mail address. The invitation encourages them to enroll in the Taulia Supplier Portal.

Updating Existing Users

You can update roles on existing user accounts, resend invitations, facilitate password resets, and deactivate users that no longer need access to the Taulia Supplier Portal.

To update existing users

- To change the role associated with a particular user, click the drop down box next to their e-mail address and select the new role.
- To resend the Taulia Supplier Portal invitation e-mail to a particular user, click the **Actions** button next to their e-mail address and select **Resend Invite Email**.
- To delete a user that no longer needs access to the Taulia Supplier Portal, click the **Actions** button next to their e-mail address and select **Deactivate User**.

It is recommended that you create at least one additional account with Admin rights in the circumstance that the original Admin user is no longer with the company.

Account Merging

If you have several supplier logins associated to a single customer, or are doing business with multiple customers who have deployed the Taulia Supplier Portal, you can merge those accounts to create a single login.

To merge accounts

1. Click **Settings > User Manager > Account Merging**.
2. Enter the e-mail addresses of the Admin account(s) associated with your customer.
3. Click **Start Account Merging**.

In order to merge multiple accounts, you must know the passwords associated with each account.

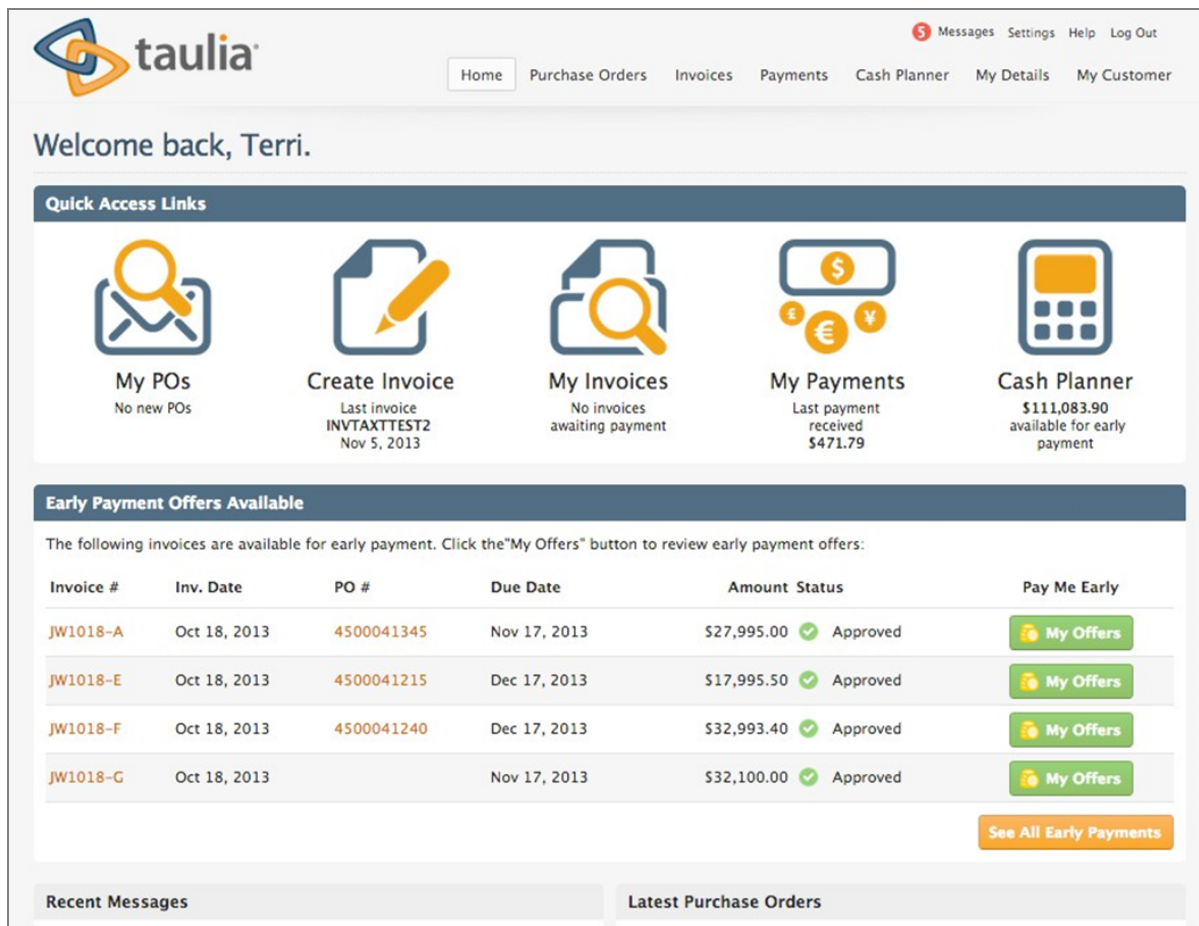
After the merging process is complete, you can use a single login to see all of your accounts associated to a particular customer.

Taulia Supplier Portal Home Page

The Home page provides quick and easy access to the most commonly used portal features as soon as you log in. The Home page is accessible from all portal pages, from the top menu bar.

This section highlights the key features available directly from the home page, including:

- Quick Access Links
- Early Payment Offers Available
- Recent Messages
- Latest Purchase Orders



Messages Settings Help Log Out

Home Purchase Orders Invoices Payments Cash Planner My Details My Customer

Welcome back, Terri.

Quick Access Links

- My POs**
No new POs
- Create Invoice**
Last invoice
INVTAXTTEST2
Nov 5, 2013
- My Invoices**
No invoices
awaiting payment
- My Payments**
Last payment
received
\$471.79
- Cash Planner**
\$111,083.90
available for early
payment

Early Payment Offers Available

The following invoices are available for early payment. Click the "My Offers" button to review early payment offers:

Invoice #	Inv. Date	PO #	Due Date	Amount	Status	Pay Me Early
JW1018-A	Oct 18, 2013	4500041345	Nov 17, 2013	\$27,995.00	Approved	My Offers
JW1018-E	Oct 18, 2013	4500041215	Dec 17, 2013	\$17,995.50	Approved	My Offers
JW1018-F	Oct 18, 2013	4500041240	Dec 17, 2013	\$32,993.40	Approved	My Offers
JW1018-G	Oct 18, 2013		Nov 17, 2013	\$32,100.00	Approved	My Offers

[See All Early Payments](#)

Recent Messages Latest Purchase Orders


Portal features are dependent on your customer's configuration and your user account role. Because of this, you may not see all of the features that are discussed in this section.

Quick Access Links


The five Quick Access links provide easy access to the most commonly used features of the Taulia Supplier Portal. All features available from Quick Access links can also be accessed from the Taulia

Supplier Portal main menu.


Quick Access Links




My POs
No new POs




Create Invoice
Last invoice
INVTAXTEST2
Nov 5, 2013



My Invoices
No invoices
awaiting payment



My Payments
Last payment
received
\$471.79



Cash Planner
\$111,083.90
available for early
payment

- **My POs:** Search historical and current purchase orders
- **Create Invoice:** Create an electronic invoice (PO and non-PO)
- **My Invoices:** Search historical and current invoice details
- **My Payments:** Search payment details
- **Taulia CashPlanner™:** Automatically determine which invoices can be paid early to meet your changing cash flow needs

Early Payment Offers Available

From the Early Payment Offers Available section, You can see the most recent invoices that have been approved and are available for early payment prior to the actual due date.

You can click the **Invoice #** or **PO #** links to view more detailed invoice or PO information.

Early Payment Offers Available						
The following invoices are available for early payment. Click the "My Offers" button to review early payment offers:						
Invoice #	Inv. Date	PO #	Due Date	Amount	Status	Pay Me Early
JW1018-A	Oct 18, 2013	4500041345	Nov 17, 2013	\$27,995.00	✓ Approved	My Offers
JW1018-E	Oct 18, 2013	4500041215	Dec 17, 2013	\$17,995.50	✓ Approved	My Offers
JW1018-F	Oct 18, 2013	4500041240	Dec 17, 2013	\$32,993.40	✓ Approved	My Offers
JW1018-G	Oct 18, 2013		Nov 17, 2013	\$32,100.00	✓ Approved	My Offers
						See All Early Payments

Invoice Details

Invoice

Invoice Number	123456	Supplier	Customer
Invoice Date	Jun 12, 2013	Maxwell Inc	IDES US INC
Supply Date	Jun 12, 2013	1234 Taulia Street	1230 Lincoln Avenue
Purchase Order	4500040975	Salt Lake City, UT 84124	NEW YORK, NY 10019
Payment Terms	60 days net	US (United States)	US (United States)
Type	Invoice	terri.shepherd+84125@taulia.com	Show Ship To Address ▾
Customer Contact	Bill M		
Create Date	Jun 12, 2013		
Tax Identifiers	SSN - *****4125		


#	Item No.	Description	Unit	Quantity	Unit Price	Discount	Subtotal
1	10	951 - Control unit (rack)	PCE (Piece)	10,000	\$25.99	\$0.00	\$259,900.00

Subtotal	\$259,900.00
Total Tax Amount	\$0.00
Invoice Amount	\$259,900.00
Currency	USD (US Dollar)

Purchase Order Details

Purchase Order Details [View PO](#)

PO Number	4500041345	Customer	Ship To Address
Date	Sep 18, 2013	IDES US INC	New York
Status	Invoiced	1230 Lincoln Avenue	691 Broadway
PO Amount	\$55,990.00	NEW YORK, NY 10019	NEW YORK, NY 10001
Invoiced Amount	\$38,521.12	US (United States)	US (United States)
Currency	USD (US Dollar)		
Buyer Contact	JDOUGLAS - -		
Payment Terms	30 days net		
Freight Terms	FOB SHIPPING POINT		

Item Number	Description	Ordered Qty	Confirmed Qty	Delivery Date	Invoiced Qty	Item Price	Unit of Measure
1	10 958 - Bearing easing	1,000	1,000	9/23/2013 	688	\$55.99	PCE (Piece)

The **My Offers** button next to eligible approved invoices presents an early payment offer for consideration. See "How Do Early Payments Work?" on page 2.

To submit an early payment request

1. Click **My Offers**.
2. Review the invoice details.
3. Select an early payment date from the calendar.

The discount percent and amount will automatically update, based on the date selected.

The discount is greater the more the payment is accelerated. Only the dates that your customer processes payments will be available in the calendar.

4. Review the details of the early payment offer. If everything is correct, click **Submit** to process your early payment request.

Your customer will automatically process the early payment of your invoice on the date you selected with the corresponding discount amount taken.

The Early Payment date represents the date your customer will process your payment request. However, this may not be the same date that the payment will reach you due to processing times. Allow for standard processing and delivery times for the payment method you have previously arranged with your customer.


Early Payment Offer

Step 1: Review Invoice Details

Invoice Number	JW1018-A	Current Payment Terms
Invoice Amount	\$27,995.00	30 days net
Invoice Due Date	Nov 17, 2013	

Step 2: Select Early Payment Date
 Select different dates to see different discount rates.

Early Payment Date	11/7/2013
Discount Percent	0.96%
Discount Amount	\$268.75



Step 3: Review Offer and Submit Request

Early Payment Date	11/7/2013
Original Invoice Amount	\$27,995.00
Discount Amount	-\$268.75

Total Payment Amount	\$27,726.25
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After requesting an early payment, you will be presented with an opportunity to automatically accept early payments using Taulia CashFlow for all future invoices based on the discount calculation you just accepted. Auto accepting early payments on all future invoices allows you to get paid earlier without having to log in to the Taulia Supplier Portal to manually select which invoices you want to accelerate payments for.

Recent Messages

The Taulia Supplier Portal messaging feature, Taulia Collaborate™ allows you to communicate directly with your customer from within the Supplier Portal. Messages can be tied to a particular invoice, purchase order, or payment.



From the Recent Messages section of the Home page, you can read and reply to the most recent messages sent to you from your customer.

To respond to a specific message








1. Select **Click here to reply**.
2. Enter your response in the message box.
3. Click **Send reply**

To search for a specific message

1. Click **Home > My Messages**.
2. Enter your search criteria.
3. Click **Search**.

Latest Purchase Orders

You can view a list of the most recent purchase orders from the bottom right hand corner of the Home page in the Latest Purchase Orders section. Click a PO number to display PO details, including customer information, line items, attachments, and a rendered image of the PO. To view all of the purchase orders that have been previously uploaded to the Taulia Supplier Portal, click **See All Purchase Orders**. You will be redirected to the **My Purchase Orders** screen where you can search for purchase orders.

Latest Purchase Orders			
The following purchase orders have been received:			
PO Number	PO Value	Date	Status
4500040974	\$389,850.00	Jun 12, 2013	 New
4500040984	\$259,900.00	Jun 12, 2013	 Invoiced
4500040973	\$779,700.00	Jun 12, 2013	 New
4500040977	\$129,950.00	Jun 12, 2013	 New
4500040975	\$779,700.00	Jun 12, 2013	 Invoiced
4500040985	\$415,840.00	Jun 12, 2013	 New
4500040983	\$805,690.00	Jun 12, 2013	 New
See All Purchase Orders			

Purchase Orders

The Taulia Supplier Portal is tightly integrated with your customer’s accounting system and provides real time updates of purchase order information. As soon as a new purchase order is created in your customer’s accounts payable system, the information is automatically transferred to the portal and available for your review.

To help you save time and work more efficiently, the Taulia eFlip™ feature allows you to turn your purchase orders directly into invoices. Flipping a PO into an invoice reduces redundancies and eliminates errors, allowing you to more efficiently submit invoices for fast customer approval.

Through the Taulia Support Portal, there are three ways to view Purchase Orders:

- From the **Home** page, click the **My POs** quick access link.
- From the **Home** page, click **See All Purchase Orders** from the Latest Purchase Orders section
- From the portal’s main menu, select **Purchase Orders > My Purchase Orders**. All three options will direct you to the My Purchase Orders search screen.

Searching for Purchase Orders

The Taulia Supplier Portal provides powerful search and sorting tools for you to access your PO history (**Purchase Orders > My Purchase Orders**). If you are a Supplier that does business with more than one division/entity in your customer's portfolio, you can categorize POs by selecting a customer from the dropdown list.

If you have previously searched for purchase orders, the previous branch that you searched is saved in the search field. This helps you narrow your search to branches that are most relevant to your needs.

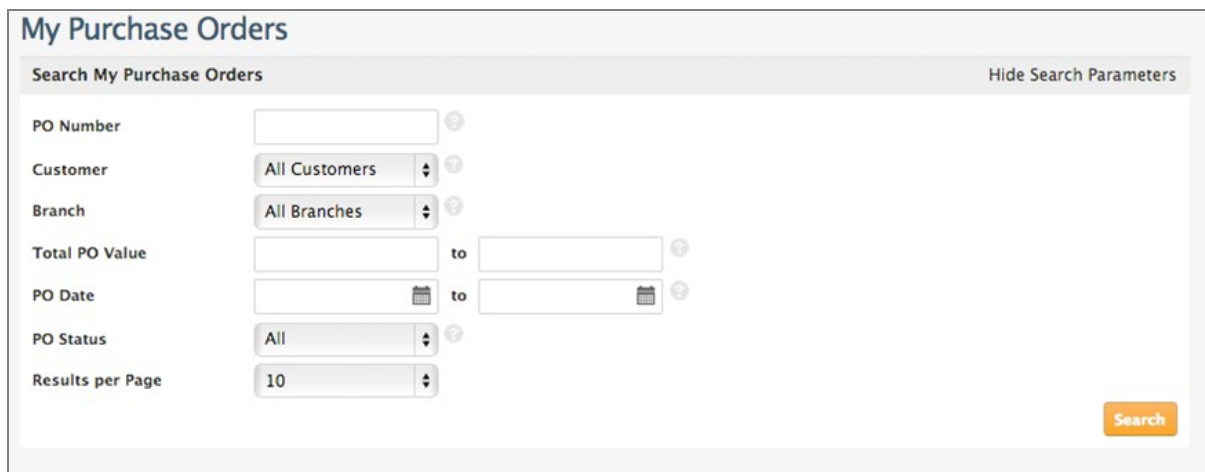
You can either use the basic search or the advanced search to find the purchase order that you want. A basic search includes the following criteria:

- PO
- PO Status

An advanced search includes additional criteria upon which you can base your search. Along with the basic search criteria, advanced searches let you specify:

- Branch
- Customer
- Total PO Value ranges
- PO Date ranges

After entering your search criteria, click **Search** to view results. Click on any column-heading link to sort by that value.



My Purchase Orders

Search My Purchase Orders Hide Search Parameters

PO Number	<input type="text"/>	
Customer	All Customers	
Branch	All Branches	
Total PO Value	<input type="text"/>	to <input type="text"/>
PO Date	<input type="text"/>	to <input type="text"/>
PO Status	All	
Results per Page	10	

Search

Working with Purchase Orders

From your purchase order search results, you can perform a variety of actions to more effectively work with and manage your Purchase Orders:

- Click the PO Number to view details, create an invoice, and see any applicable attachments.
- Click Download List to download one or multiple POs in XML, PDF, or CSV formats.
- From the Actions menu for each PO in item:
 - Select **Confirm PO** to acknowledge receipt and terms of PO. When required by your customer, you will need to confirm the PO before you can create an invoice.
 - Select **Create invoice** to automatically create an invoice with all relevant info directly from the PO.
 - Select **View PO** to view a rendered image of the PO that can be easily printed.
 - Select **Attachments** to view any attachments related to the PO.
 - Select **Send Message** to send a message directly to your customer through the portal. All relevant PO information will be included with your message. You will be notified via email when your customer replies through the portal.
 - Select **Create ASN™** to create an Advanced Shipping Notice to simplify tracking and receipt of your shipments.

Downloading and Printing Purchase Orders

Depending on your business requirements, you may have a need to download or print your Purchase Order data.

Multiple POs

From your purchase order search results, click **Download List** to download the list/PO details from multiple POs. You can choose between just the current page of search results displayed in the portal, or all POs returned in your search results. XML and CSV are structured file formats that are best suited for importing data into your accounts receivable system. PDF format is best used when the PO details will need to be viewed or read by a person.

Single POs and Rendered Images

To view or print a rendered image of a single PO, click **View PO** from either the PO Details page or the Actions menu. This rendered image can be printed or saved as a PDF.



Advanced Shipping Notices (ASN)

When enabled by your customer, you can create Advanced Shipping Notices within the Taulia Supplier Portal to more effectively receive and track shipments. Create ASN™ can speed up the goods receipt process, allowing your customer to more quickly approve your invoices.

ASNs are associated with specific POs. After creating an ASN in the portal, you can download and print it to attach to your package.

Creating an ASN

Before you can create an ASN, the feature must be enabled by your customer. ASNs are created directly from POs.

To create an ASN

1. Locate a PO for which you want to create an ASN. This can be done directly from the **PO Details** screen or **Actions** menu.
Alternately, click **Purchase Orders > Create Shipment Notice** and search for a PO.
2. On the PO you want, select **Create ASN**.
3. Type in the ASN details.
The ASN Number is generated by the Supplier.
4. Adjust the line item quantities to match the quantities being shipped (if different).
5. If no items for a particular line item will be included in the shipment, enter **0**.
6. Enter a note to the customer if required.
7. Click **Submit ASN** to generate the ASN.

The ASN will be routed to your customer's accounts payable system for confirmation.

ASN Confirmation and Printing

After creating an ASN it is routed to your customer for confirmation. You can check ASN status and download and print the ASN from the portal.

ASN Status	Definition
Waiting for Transfer	Waiting for transfer into your customer's accounting system.
In Submission	The ASN has been successfully submitted and is waiting for it to be


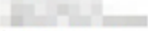
ASN Status	Definition
	confirmed.
Confirmed	ASN information has been confirmed.
Error	Error in the transfer and confirmation process. Contact Taulia Support for further troubleshooting.

To download and print the ASN



1. Search for the ASN from **Purchase Orders > My Shipments**.
2. From the ASN line item, click **Download PDF**.

You can then print the ASN and attach it to your shipment. The ASN will include all relevant information, including a barcode for tracking purposes by your customer.

Advance Shipping Notice Details

ASN Number	test-asn13	Supplier	Customer
Bill of Lading			
PO Number	4504015327	DAKOTA DUNES, SD 57049-5005	Springdale, AR 72762
ASN Date	Jul 10, 2013	US (United States)	US (United States)
Carrier	UPS		
Expected Arrival Date	Jul 31, 2013		
Shipping Date	Jul 10, 2013		
ASN Status	Error		

	PO	Item	UOM	Quantity	Planned Delivery Date	Note
1	4504015327	10	LB	975	Nov 5, 2013	

Invoices

The Taulia Supplier Portal's powerful invoicing features were designed to simplify your business processes and save you time and effort. 24/7 secure online access provides you with real-time status of your invoices.

Inbox by Taulia™ provides the ability to submit and process electronic invoices in a variety of ways:

- **Taulia eFlip:** Reduce human errors by manually “flipping” PO details directly into an invoice, all within the portal.
- **Taulia eForm:** Lets you fill out a simple web form directly in the portal for non-PO invoices.

Through the Taulia Supplier Portal, there are several ways to work with invoices. Use the quick access links from the Home page or click Invoices from the main menu.

Portal features are dependent on your customer’s configuration and your user account role. You may not see all features that are explained in this User Guide.

Searching for Invoices

The Taulia Supplier Portal provides powerful search and sorting tools for you to access your invoice history (**Invoice > My Invoices** or click the **My Invoices** quick access link from the Home page). If you are a Supplier that does business with more than one division/entity in your customer’s portfolio, you can categorize invoices by selecting a customer from the drop-down list.

If you have previously searched for invoices, the previous branch that you searched is saved in the search field. This helps you narrow your search to branches that are most relevant to your needs.

You can either use the basic search or the advanced search to find the invoice that you want. A basic search includes the following criteria:

- Invoice Number
- Purchase Order
- Invoice Status

An advanced search includes additional criteria upon which you can base your search. Along with the basic search criteria, advanced searches let you specify:

- Branch
- Customer
- Delivery Note
- From/To Amount ranges
- Invoice Date ranges

After entering your search criteria, click **Search** to view results. Click on any column-heading link to sort your invoices by that value.

My Invoices

Search My Invoices
Hide Search Parameters

Invoice Number	<input type="text"/>	?
Customer	<input type="text" value="All Customers"/>	?
Branch	<input type="text" value="All Branches"/>	?
Purchase Order	<input type="text"/>	?
Delivery Note	<input type="text"/>	?
From Amount	<input type="text"/> to <input type="text"/>	?
Invoice Date	<input type="text" value=""/> <input type="text" value=""/>	?
Invoice Status	<input type="text" value="All"/>	?
Results per Page	<input type="text" value="10"/>	?

Working with Invoices

From your invoice search results, you can take a variety of actions to more effectively work with, view statuses, and manage your invoices:

- Click the **Invoice Number** to view invoice details, current status, view attachments, download the single document, or request to be paid early (when available).
- Click **Download List** to download invoices details in XML, PDF, or CSV formats.
- From the **Actions** menu for each invoice line item:
 - **Pay Me Early:** Review and accept an early payment offer.
 - **Download:** Download the single invoice in CSV, XML, or PDF file formats.
 - **Attachments:** View any attachments related to the invoice or add an additional attachment.
 - **Send Message or Read New Message:** Communicate directly with your Buyer about a specific invoice. All relevant invoice information will be included with your message. You will be notified through email when a customer sends you a message about an invoice through the portal.
 - **Clone:** Clone that specific invoice. You can only clone non-PO invoices.
 - **Request Cancellation:** Request that your Buyer cancels the invoice. You will be required to enter a reason for the cancellation.

- **Edit Draft or Edit Invoice:** If your invoice is in either a Draft status or Pending Review status, you can edit the contents of your invoice by clicking an Edit action. If you have not yet submitted your invoice and have saved it as a draft, you will see the Edit Draft action. If you have previously submitted the invoice to your Buyer through eSend and there is some issue with the format of the invoice, your invoice is put in the Pending Review status and you can use the Edit Invoice action to make the necessary changes.
- **Complete:** If your invoice is in an Incomplete status, you can use the Complete action to finish updating your invoice before you submit it.
- **Delete:** Lets you permanently delete the invoice. You cannot reverse this action.

Creating Invoices

Through the Taulia Supplier Portal, there are a variety of ways you can create PO and non-PO invoices.

To create an invoice

1. From the **Home** page, click the **Create Invoice** quick access link. You can then search for a specific PO. POs that are available for invoicing are automatically displayed.
2. From the portal's main menu, select **Invoices > Create Invoice**.
You can then search for a specific PO. POs that are available for invoicing are automatically displayed.
3. From the **Actions** menu of any PO (or PO Details screen) select **Create Invoice** to flip a PO and transfer the details directly into an invoice.

PO Invoices

The easiest way to create an invoice is using **Taulia eFlip™** to generate an invoice directly from a PO. Flipping a PO into an invoice reduces human error and saves time, as PO details are transferred automatically into the invoice fields.

To create a PO invoice

1. Locate a PO that you want to invoice against and select **Create Invoice** from the **Actions** menu or PO Details screen.
2. Enter an invoice number using your standard numbering scheme.
3. Complete remaining fields. If you have a regular contact at your customer, type that in the **Customer Contact** field.

4. Review and update the **Ship From/To** addresses if necessary. Note that changing an address during invoice creation only makes changes for that particular invoice. To update your organization's contact info or remit to address, update your address settings (**My Details > Address**).
5. Validate the accuracy of the line item details that you are billing for and modify if necessary.
6. Complete the PO invoice form by adding any additional charges, such as freight charges and sales tax.
7. Add any relevant comments or attachments, as required by your customer.
8. If you have previously accepted early payments on an invoice from your customer, you can check the Pay Me Early option to automatically be paid early on this invoice, as soon as it is approved for payment, in exchange for a discount on the invoiced amount. Checking this box applies to this invoice only and will not affect any other or future invoices.

If you have elected for all of your invoices to be paid early using the Taulia [CashFlow™](#) **Auto Accept** feature or you are on a Dynamic Payment Term, your invoices will automatically be paid as soon as they are approved and therefore you will not see an option to get paid early when creating and submitting an invoice.

9. Click **Save as Draft** to continue working on the invoice at a later date. Invoices saved as a draft can be quickly accessed at a later date by searching on the **Draft** status from **Invoices > My Invoices**. From the **Actions** menu, select **Edit Draft** or **Delete Draft** to further modify. Or, click **Submit Invoice** to begin processing and transfer the invoice directly to your customer for approval and payment. Once an invoice is submitted, it cannot be modified unless it is rejected by your customer. Please review your invoices carefully prior to submission.

Non-PO Invoices

Create a non-PO invoice using Taulia eForm™, when you don't have a PO to invoice against. Depending on your customer, this may or may not be permitted. Non-PO invoices require you to fill in all required invoice fields.

To create a non-PO invoice

1. Click **Invoices > Create an Invoice > Create a Non-PO Invoice**.
2. Enter the **Invoice Number**. The number should follow the same invoice numbering scheme you normally use when submitting PO-based invoices.

3. Complete remaining fields. If your customer provided you with a reference number, type it in the **Reference** field. If you have a regular contact at your customer, type that in the **Customer Contact** field.
4. Review and update the **Ship From/To** addresses if necessary. Note that changing an address during invoice creation only makes changes for that particular invoice. To update your organization's contact info or remit to address, update your address settings (**My Details > Address**).
5. Complete the line item details that you are billing for by entering an item description, unit of measure, quantity, unit price, and any manual discount you may be offering. Click **Add line** to add additional line items. **Quantity** and **Unit Price** fields are mandatory fields.
6. Complete the non-PO invoice form by adding any additional charges, such as freight charges and sales tax.
7. Add any relevant comments or attachments, as requested by your customer.
8. If you have previously accepted early payments on an invoice from your customer, you can check the **Pay Me Early** option to automatically be paid early on this invoice, as soon as it is approved for payment, in exchange for a discount on the invoiced amount. Checking this box applies to this invoice only and will not affect any other or future invoices.

If you have elected for all of your invoices to be paid early using the Taulia CashFlow™ Auto Accept feature or you are on a Dynamic Payment Term, your invoices will automatically be paid as soon as they are approved and therefore you will not see an option to get paid early when creating and submitting an invoice.

9. Click **Save as Draft** to continue working on the invoice at a later date. Invoices saved as a draft can be quickly accessed at a later date by searching on the **Draft** status from **Invoices > My Invoices**. From the **Actions** menu, select **Edit Draft** or **Delete Draft** to further modify.
Or, click **Submit Invoice** to begin processing and transfer the invoice directly to your customer for approval and payment. Once an invoice is submitted, it cannot be modified unless it is rejected by your customer. Please review your invoices carefully prior to submission.

Cloning a non-PO Invoice

You can clone any non-PO invoice. You cannot clone a PO invoice. You may want to clone an invoice to replicate the line item list, to send the exact same invoice to the same Buyer but during a different time period, or to use the invoice as a template for a specific Buyer. When you clone an invoice, most of the contents of that invoice is duplicated into the new invoice. Some information is not relevant to the new invoice and is removed from the cloned information. This includes:

- Invoice Number
- Attachments
- Invoice Date

Depending on how your Buyers has configured your invoices, you may see other fields that are changed when you clone an invoice.

To clone an invoice

1. Open the **Invoices** tab and search for the invoice you want to clone.
2. Click **Actions > Clone**.
3. Enter required information that is specific to the cloned invoice, for example, the new Invoice Number.
4. Click **Submit Invoice**.

Downloading and Printing Invoices

Depending on your business requirements, you may have a need to download or print your invoice data.

Multiple Invoices

From your invoice search results, you can click **Download List** to download the list/invoice details from multiple invoices. You can choose between just the current page of search results displayed in the portal, or all invoices returned in your search results. **XML** and **CSV** are structured file formats that are best suited for importing data into your accounts receivable system. **PDF** format is best used when the invoice details will need to be viewed or read by a person.

Single Invoices

To view or print an invoice created in the Taulia Supplier Portal, click **Download** from either the **Invoice Details** screen or the **Actions** menu. A PDF can then be downloaded and printed.

Creating a Credit Note

You can provide a credit back to a customer through the Taulia Supplier Portal due to situations like damaged items or items on back order.

To create a credit note

1. Click **Invoices > Create a Credit Note**.
2. Optionally, click **Invoices > Create a Credit Note > Create a Non-PO Credit Note** if the credit cannot be associated back to a PO.
3. Enter a unique credit note number.
4. Complete the fields, including the original invoice number, invoice date, and reason for the credit.
5. Enter the item quantity in the line item details.

Note that when creating a credit note, you do not need to enter negative amounts or quantities. The Taulia Supplier Portal does this automatically for you.

Payments

The Taulia Supplier Portal stores your payment details for quick and easy access. Using the powerful search and sorting tools, you can quickly find payment details such as the payment reference number, date, method, amount, invoices paid, currency, and discount amount (if applicable).

To search for payment records, click **Payments** from the main portal menu or the **Payments** quick access link. Enter your search criteria and click **Search**. To view more details about a payment record, click the Payment Reference link from any line item.

Searching for Payments

The Taulia Supplier Portal provides powerful search and sorting tools for you to access your payment history (**Payments > My payments**).

If you have previously searched for payments, the previous branch that you searched is saved in the search field. This helps you narrow your search to branches that are most relevant to your needs.

You can either use the basic search or the advanced search to find the payment that you want. A basic search includes the following criteria:

- Payment Reference
- Invoice Number

An advanced search includes additional criteria upon which you can base your search. Along with the basic search criteria, advanced searches let you specify:

- Branch
- Customer
- Customer
- Check Number
- From/To Amounts
- Pay Date ranges

After entering your search criteria, click **Search** to view results. Click on any column-heading link to sort by that value.

My Payments

Search My Payments
[Basic Search](#)

Payment Reference	<input type="text"/>	?
Invoice Number	<input type="text"/>	?
Branch	<input type="text" value="All Branches"/>	?
Customer	<input type="text" value="All Customers"/>	?
Check Number	<input type="text"/>	?
From Amount	<input type="text"/> to <input type="text"/>	?
Pay Date	<input type="text" value=""/> to <input type="text" value=""/>	?
Results per Page	<input type="text" value="10"/>	

No results found
 Refresh

Payment Ref.	Pay Date ▼	Payment Method	Check No.	Payment Amount	Actions
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Downloading and Printing Payment Information

Depending on your business requirements, you may have a need to download or print your payment information.

To download and print payment information

- From your payment search results, click **Download List**.

You can choose between just the current page of search results displayed in the portal, or all payment records returned in your search results. XML and CSV are structured file formats that are



best suited for importing data into your accounts receivable system. PDF format is best used when the payment details will need to be viewed or read by a person.

Communicating with your Customer about a Payment

If you have a question about a particular payment, you can send a message to your customer directly from the Taulia Supplier Portal using the Taulia Collaborate™ messaging feature.

To send your customer a message

1. From the Actions menu of a payment records, click **Send Message**.
2. Type your message and click **OK**.

The message will be sent directly to your customer and includes the payment reference number. You will be notified through email when your customer responds to your message. Recent messages can be found directly from the Taulia Supplier Portal Home page.

Taulia CashPlanner™

The Taulia Cash Planner is a tool in the Taulia Supplier Portal that can help you manage your cash flow. As a business, there may be times when you need cash fast. Perhaps you need to plan for an unexpected expense. Instead of the time consuming process of planning out which invoices you want to get paid early for, the Taulia CashPlanner can simplify the process. All you need to know is how much money you need and by what date. The Taulia CashPlanner will automatically find which invoices you can get paid early on to give you the money you need with the least discount possible. Using the Cash Planner is a great alternative to expensive and time consuming third-party financing options like bank loans or factoring.

Using CashPlanner

To use the Taulia CashPlanner

1. Click **Taulia CashPlanner** from the main menu.
2. Enter the date you need the funds and how much you would like.
3. Check the box if you would like to exclude invoices that are already scheduled to be paid by the date.
4. Click **Run Taulia CashPlanner** to see your available options.

The early payment date represents the date your customer will process your payment

request. However, this may not be the same date that the payment will reach you due to processing times. Please allow for standard processing and delivery times for the payment method you have previously arranged with your customer.

The Taulia CashPlanner returns the invoice options that come as close to the amount you need, without going over, with the least discount possible. You can manually modify the invoice selection by checking or clearing specific invoice line items. Review the summary and click **Request early payments** to process your early payments.

You will then be presented with an option to always automatically accept early payments of future invoices, as soon as they are available for payment, with Taulia CashFlow™. You can change your preference anytime from your profile settings by going to **Settings > Profile > My Profile Data**.

My Details

Through the Taulia Supplier Portal you can now manage and share your organization's information more efficiently than ever before. Review and maintain your contact info, address, bank, tax, and other important information your customer keeps on file directly through the portal. There is no longer a need to make time consuming phone calls or send costly documents through the mail.

If your organization information is changed directly in your customer's system, and it is different from what is stored in the portal, you will be asked to review and verify the correct information the next time you log in to the portal.

Click **My Details** from the portal main menu to access the following info:

- Address and Company Information
- Bank Accounts
- Tax Identifiers
- Certifications
- Contact Information
- Documents
- Customer Relationship

When you make changes to your organizational information in the portal it will be transferred to your customer's accounts payable system and must be confirmed. Until changes are

internally approved by your customer, the information they have on file may differ from what is in the portal.

Address and Company Information

Click **My Details > Address > Change Address** to update your main address and contact information. You can also add PO Box details from the **Change Address** screen. You will be prompted to attach a file (PDF or TIF), such as company letterhead or a utility bill, with your new address to validate your requested changes. Review and submit your changes. Your requested changes will be sent directly to your customer. You will be notified through email when the changes have been either approved or rejected.

Bank Accounts

Use the Bank Accounts page to review, update, remove, or add a bank account.

Update

After updating your information you will be asked to verify your changes and attach a file (PDF or TIFF), such as avoided check or statement, to validate your account info. Review and submit your changes. Your requested changes will be sent directly to your customer. You will be notified through email when the changes have been approved or rejected.

To update an account

- Click **My Details > Bank Accounts > Update** to update your existing bank information.

Remove

You must always have at least one bank account saved in the portal. If you only have one bank account, you will first need to add your new bank account and then delete the outdated account.

To remove an account

- Click **My Details > Bank Accounts > Remove Account** to remove an outdated or incorrect bank account.

Add



After entering your account information you will be asked to verify your changes and attach a file (PDF or TIFF), such as a voided check or statement, to validate your new account info. Review and submit your changes. Your requested changes will be sent directly to your customer. You will be notified through email when the changes have been approved or rejected.

To add an account

Click **My Details > Bank Accounts > Add Bank Account** to add a new or additional bank account.

Tax Identifiers

Use the Tax Identifiers page to review and maintain the tax information your customer has on file for your organization.

Add

To add a tax identifier

1. Click **My Details > Tax Identifiers > Add New Tax Identifier**.
2. Select the tax ID country, tax type, and tax ID value. (A US-based FEIN will be validated against the Federal Employer Identification Number database for accuracy. Most other tax values will be validated for correct format.)
3. Attach a copy of the tax file (PDF or TIF), such as a W-9 form or other document, to validate the new tax information. Review and submit your changes. Your requested changes will be sent directly to your Buyer. You will be notified through email when the changes have been approved or rejected.

Delete

- Click **My Details > Tax Identifiers > Delete**.

Certifications

Depending on your industry and customer's business requirements, you may be required to submit and maintain certain certification and/or licensing documents through the Taulia Supplier Portal.

Certifications can be added, edited, or deleted from this portal page.

Add



1. Click **My Details > Certifications > Add New Certification**.
2. Enter your relevant information, including certification type, compliance status, timeframe, description and any relevant notes.
3. Attach a copy of the certification document (PDF or TIF).
4. Review and submit your changes.

Your requested changes will be sent directly to your customer. You will be notified through email when the changes have been approved or rejected.

Contact Information

To expedite the communication process with your customer, you can maintain your organization's contact information directly in the portal, including names, email addresses, roles, departments, and phone numbers. This will allow you to easily keep your information up-to-date when staffing changes occur.

To update your contact information

1. Click **My Details > Contacts** to review available contacts, add a new contact, and search existing contacts.
2. Click a contact name to modify or edit any existing details.

Documents

- Click **My Details > Documents** to search for files and attachments that have been previously uploaded to the portal.

Customer Relationship

Many large buying organizations are comprised of different divisions or entities.

To view customer relationships

- Click **My Details > Customer Relationship** to view the divisions with which you have a relationship.

Compliance Settings

Through the compliance settings in the Taulia Supplier Portal you can create a customized footer to be included at the bottom of your electronically submitted invoices. The footer allows you to add any additional information you would like to include on your invoices, with an option to add your bank account details.

To modify your compliance settings

1. Access compliance settings from **My Details > Compliance Settings**.
2. Enter any modifications to your compliance data
3. Examples of items to add to the footer of your invoices include:
 - The names of your board of directors
 - Local tax authority requirements
 - Account number
4. After you have entered the details you would like to include in the footer of your invoices, click **Save Changes**.

All future invoice submissions through the Taulia Supplier Portal will include this footer information.

Depending on the country in which you do business, the compliance fields needed for your invoice may vary.

Compliance with Country-Specific Tax Authorities

In some countries, laws have been enacted that require all Suppliers with a business address within that country to submit all invoices to a taxation center before those invoices are sent to their respective Buyers. This allows the country to monitor a Supplier's invoices for inaccuracies as well as compare the Supplier's invoice record to their end-of-year accounting reports. By using centralized monitoring, countries can reduce the number of inaccuracies on a Supplier's account reports as well as minimize inaccurate shipments to Buyers. If you reside in a country that has mandated a centralized tax authority, you can use the Supplier Portal to set up how you want to send your invoices to that tax authority.

In the following example, Portugal will be used as the country requiring invoices to be sent to a centralized tax authority. Other countries require invoices to be sent to their own tax authorities in a similar fashion. Contact your Taulia Support Representative if you have specific questions about a country other than Portugal.

The Portuguese Tax Authority (PTA) requires that all invoices from Suppliers with a business address in Portugal be sent to the PTA before those invoices are sent to their respective Buyers. Invoices must be sent electronically. When the invoices are received by the PTA, they are digitally signed and associated with the Supplier account that you set up with the PTA. Using the digital signature, the

PTA can monitor the status of each invoice as well as recheck the invoice, if needed, during end-of-year accounting for that Supplier. After the invoice has been registered with the PTA and has received a code and ID number, the invoice is considered to be a legal invoice and can be sent to the Buyer for payment.

The Taulia Supplier Portal lets you use your own system to register your invoices with the PTA, or you can register your invoices directly through the Supplier Portal.

If you select to use your own method to ensure that you are compliant with the PTA, the Supplier Portal cannot monitor the registration process. You must ensure that you are compliant with the PTA on your own. If you use the Supplier Portal direct registration, each invoice is monitored during the registration process and you will receive a notification if any issues arise.

The Taulia Supplier Portal uses a secure third-party registration software (EDICOM in Portugal) to send your invoices to the country tax authority and apply the digital signature. To use the Supplier Portal to register your invoices with the tax authority, you must meet all of the following requirements:

- Use only eFlip or eForm to submit invoices
- Do not use batch invoicing to submit your invoices
- Only use the Supplier Portal to submit invoices
- Have your business address reside in Portugal

To use your own method for sending invoices to the centralized tax authority

1. From the Supplier Portal Home page, go to **My Details > Compliance Settings**.
2. Select **My own method outside of Taulia** from the options for the **Select method for registering invoices with the Portuguese Tax Authority** setting.
3. Click **Submit**.

Afer you select to use your own method to send your invoices to the centralized tax authority, you are responsible for uploading the legal PDF of the invoice to the Supplier Portal. Taulia cannot verify the PDF that you upload.

To use the Taulia Supplier Portal to send invoices to the centralized tax authority

1. From the Supplier Portal Home page, go to **My Details > Compliance Settings**.
2. Select **Taulia Platform (through integration with EDICOM)** from the options for the **Select method for registering invoices with the Portuguese Tax Authority** setting.

3. Fill in the following details:

- **Headquarters Address:** The physical address for your business' headquarters. This address should be the same as the address you set on the My Details page.
- **Legal Form:** The legal form represents the status of a commercial entity. There are many types of business entities defined in the legal systems of various countries and rules vary from country to country. The most common types of commercial entities are corporations, cooperatives, partnerships, sole traders, and limited liability companies, although there are many other types of entities. The legal form represents that status. The status can be represented by abbreviations after the name of the company. For example: Inc, Plc, SA, Ltd, GmbH, and so on.
- **Share Capital:** Share capital refers to the portion of a company's equity that has been obtained by trading stock to a shareholder for cash. The amount of share capital must be indicated in the company's bylaws, as well as on some documents issued by the company, such as contracts, letters, invoices, or advertisements.
- **Commercial Registry Office:** A governmental office where all companies that are established in that country are registered with the Commercial Registry. The Commercial Registry (also known as a Trade registry) is a public registry that contains details of all tradespeople and legal entities in the relevant location of registration.
- **Registration Number:** A company's registration number is a unique reference that can be numeric or alphanumeric, assigned to a company upon its incorporation. The registration authority provides this identifying number and it is printed on the certificate of incorporation.
- **Default Invoice Series:** The ID number series that you normally use to identify your invoices. For example, you might have begun numbering your invoices with **001** or you might begin a new series of invoices with **001a**.
- **SAFT Username:** A SAFT username is the username that you set up when registering your business with the Portuguese Tax Authority to be able to send your invoices to them.

If you have not yet set up your account with the Portuguese Tax Authority, you must do so before the Supplier Portal can register your invoices. Register your business here:

<https://www.portaldasfinancas.gov.pt/pt/home.action>

- **SAFT Password:** A SAFT password is the password that you set up when registering your business with the Portuguese Tax Authority to be able to send your invoices to them.
If you have not yet set up your account with the Portuguese Tax Authority, you must do



so before the Supplier Portal can register your invoices. Register your business here:

<https://www.portaldasfinancas.gov.pt/pt/home.action>

- **Additional Compliance Data:** Any additional compliance data that your Buyer requests. For example, a list of your board of directors.

4. Click **Submit**.

My Customer

Available from the main menu, the My Customer page provides important information that your customer would like you know. This important information may include news or changes to billing policies, frequently asked questions, or Accounts Payable Help Desk contact information. Review this content regularly to ensure you stay up-to-date on all information coming from your customer.