THE SCHOOL DISTRICT OF PHILADELPHIA

Accounts Payable Department
Supplier Invoice Guidance

February 12, 2021

The District launched a new Oracle ERP system in July 2020 and we have updated guidance on how to do business with us and get paid for goods and services.

Registering in the Oracle Supplier Portal

Suppliers <u>must</u> have a profile in the Oracle Supplier Portal. If you are receiving purchase orders from the School District of Philadelphia (SDP), you already have a profile and you can reach out to oraclesupplier@philasd.org if you do not know how to access it. New suppliers can find information on registering as a new supplier at:
https://www.philasd.org/procurement/oracle-supplier-portal/

Once you have access to the portal, you can use it to gain greater visibility into your business with the District by viewing orders, uploading invoices, viewing payment information, and participating in negotiations. More information on using the portal at:
https://www.philasd.org/procurement/oracle-supplier-portal/

Payment Process: Three-Way Match

Starting in Fiscal Year 2021, all goods and services are paid after the three (3) activities below occur:

1. Purchase Order (PO) - Prior to providing goods or services, suppliers must be in possession of a purchase order from our ERP Finance System. POs from our new system begin with PUR and are followed by a 5-digit number (ex: PUR22330). If you have spoken to a SDP staff person about a purchase of goods or services but do not have an official PO, please reach out to your SDP contact.

2. Invoices - Supplier invoices must be processed in the system and match the information on the Purchase Order, line for line (more information on how to submit below). Invoices must reference the purchase order number (PURXXXXX).

3. Receipting - The SDP school/office must receive the goods or services and the receipt must be documented in the system.

Once the three-way match is met, the ERP Finance System will process the invoices for payment.

How to Submit Invoices to the Accounts Payable Office

The following methods are available for suppliers to submit invoices to Accounts Payable. Please ensure that you are using one method only for invoicing. For example, if you submit invoices through the Oracle Supplier Portal, do not also send invoices via mail.

NOTE: Regardless of the method used, invoices must clearly reference a purchase order number (PURXXXXX) in order to be paid.

NOTE: For some service contracts with SDP, invoices may need to be reviewed by an SDP contact prior to submitting via the methods below. Please check with your SDP contact to see if this applies to your invoices.

Method	Details
Via Oracle Supplier Portal (PREFERRED)	**This is the preferred method for quicker payment processing for most invoices.** Instructions for invoicing via the portal and other resources available at: https://www.philasd.org/procurement/oracle-supplier-portal/
Mail	A supplier can mail a paper invoice to: **School District of Philadelphia** **Accounting Services** **PO Box 11726** **Philadelphia, PA 19101-1726**

Tips for Submitting Invoices and Credit Memos

An invoice **must** include the following:

- Supplier Name – matched to how the supplier is registered in the ERP System
- Remittance Address
- Invoice Date
- Invoice Number
- Purchase Order Number - from the ERP Finance System
- Total Amount Due

Credit Memos **must** include the same information as above plus:

- Reference the line item and the original PO number to be credited along with the original invoice number.

Sample Invoice

Do...	Do NOT...
Use the PO number from the system, including PUR at the start (ie, PURXXXXX).	Use "PO" preceding the Purchase Order number without spacing (e.g. Should be PO#: PURXXXXX, not PO#PURXXXXX).
Use Western, Cyrillic, or Greekcharacter sets. Use purchase order and invoice numbers that are alphanumeric format; 9-10 characters work best.	Submit invoices that are less than 300 DPI resolution; or files exceeding 5MB.
Submit invoices with: *.tif, *.tiff, *.png, *.jpg, *.doc, *.docx, or *.pdf file extensions	Submit invoices with .xls or .xlsx file extensions.
Ensure line items on invoices match those that are on the SDP purchase order.	Mark the invoice with pen or pencil in any way.
Invoice numbers from the supplier must be unique.	Repeat the same invoice number on different invoices from the same supplier.
Follow the lines on the PO as they are **Item** lines (such as Freight and Shipping and Handling)	Add extra lines for **Misc** or **Freight** line type if they are not already on the PO.

Additional Contacts/Resources

For questions about invoicing and payment, contact accountspayable@philasd.org**.**

For questions about the Oracle Supplier Portal, contact oraclesupplier@philasd.org**.**