



## *i-Supplier Guide*

## *Table of Contents*

Introduction and Log-In	2
Orders	3
Creating an Invoice	4
Viewing the Status of an Invoice	8
Viewing Payments	9

## *Introduction to AMLI i-Supplier Portal*

AMLIMart is AMLI's in-house purchasing system. It operates similarly to an Amazon.com but just for AMLI associates. AMLI supplier partners' products and/or services are made available in our e-catalog for purchase by our teams at each community. As an AMLIMart vendor, your goods/services will be ordered through our e-catalog. Each order will generate a Purchase Order, which may be sent to an email inbox of your choice.

AMLI pays invoices **every Friday**. Anything invoiced by 11 A.M. CST on Thursday is paid each week by direct deposit that Friday. Our easy-to-use, invoicing website, i-Supplier, must be used to submit invoices for completed work. i-Supplier allows Suppliers to access their transactions and data with AMLI. Data and transactions are opened in a secure environment where each supplier has entrance to only their account. This guide provides an overview of the i-supplier portal.

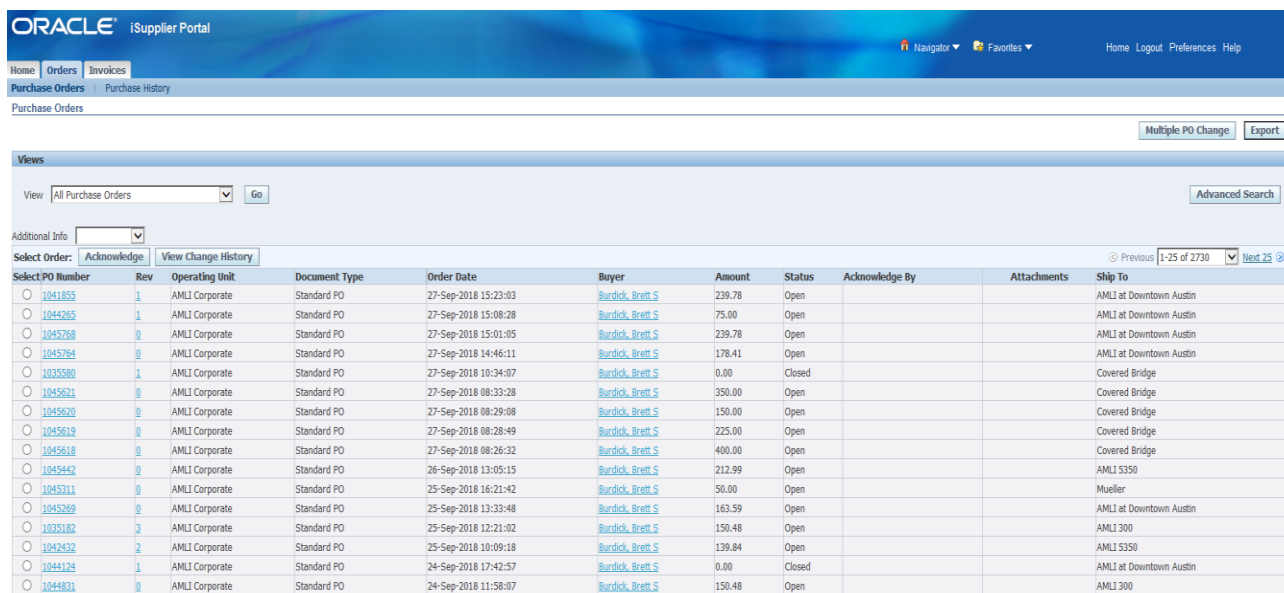
To begin, access the web page at the following link: <http://isupplier.amli.com>

Log-in at the top right corner of the page by entering your username (your email address) and your password. If you are not able to login here, please use this web address: <https://appsproxyprod.amli.com>

## Orders

From the Orders tab you can see every purchase order that has ever been placed for you.

When you click on the Orders tab the view will default to all documents which will be shown 25 at a time.



Select	PO Number	Rev	Operating Unit	Document Type	Order Date	Buyer	Amount	Status	Acknowledge By	Attachments	Ship To
<input type="radio"/>	1041855	1	AMLI Corporate	Standard PO	27-Sep-2018 15:23:03	Burdick, Brett S	239.78	Open			AMLI at Downtown Austin
<input type="radio"/>	1044265	1	AMLI Corporate	Standard PO	27-Sep-2018 15:08:28	Burdick, Brett S	75.00	Open			AMLI at Downtown Austin
<input type="radio"/>	1045798	0	AMLI Corporate	Standard PO	27-Sep-2018 15:01:05	Burdick, Brett S	239.78	Open			AMLI at Downtown Austin
<input type="radio"/>	1045794	0	AMLI Corporate	Standard PO	27-Sep-2018 14:46:11	Burdick, Brett S	178.41	Open			AMLI at Downtown Austin
<input type="radio"/>	1035580	1	AMLI Corporate	Standard PO	27-Sep-2018 10:34:07	Burdick, Brett S	0.00	Closed			Covered Bridge
<input type="radio"/>	1045621	0	AMLI Corporate	Standard PO	27-Sep-2018 08:33:28	Burdick, Brett S	350.00	Open			Covered Bridge
<input type="radio"/>	1045620	0	AMLI Corporate	Standard PO	27-Sep-2018 08:29:08	Burdick, Brett S	150.00	Open			Covered Bridge
<input type="radio"/>	1045619	0	AMLI Corporate	Standard PO	27-Sep-2018 08:28:49	Burdick, Brett S	225.00	Open			Covered Bridge
<input type="radio"/>	1045618	0	AMLI Corporate	Standard PO	27-Sep-2018 08:26:32	Burdick, Brett S	400.00	Open			Covered Bridge
<input type="radio"/>	1045442	0	AMLI Corporate	Standard PO	26-Sep-2018 13:05:15	Burdick, Brett S	212.99	Open			AMLI 5350
<input type="radio"/>	1045311	0	AMLI Corporate	Standard PO	25-Sep-2018 16:21:42	Burdick, Brett S	50.00	Open			Mueller
<input type="radio"/>	1045269	0	AMLI Corporate	Standard PO	25-Sep-2018 13:33:48	Burdick, Brett S	163.59	Open			AMLI at Downtown Austin
<input type="radio"/>	1035182	3	AMLI Corporate	Standard PO	25-Sep-2018 12:21:02	Burdick, Brett S	150.48	Open			AMLI 300
<input type="radio"/>	1042432	2	AMLI Corporate	Standard PO	25-Sep-2018 10:09:18	Burdick, Brett S	139.84	Open			AMLI 5350
<input type="radio"/>	1044124	1	AMLI Corporate	Standard PO	24-Sep-2018 17:42:57	Burdick, Brett S	0.00	Closed			AMLI at Downtown Austin
<input type="radio"/>	1044831	0	AMLI Corporate	Standard PO	24-Sep-2018 11:58:07	Burdick, Brett S	150.48	Open			AMLI 300

## Requesting a Change or Cancellation of an Order

Changes may not be made to Purchase Orders in I-supplier. Please contact the respective community to request any changes.

## Creating an Invoice

Invoices can be submitted online directly into AMLI's system. To submit an invoice, click on the Invoices tab. You will now see the Submit Invoices page. By the words "Create Invoice With a PO" on the right, click the Go button.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, and Invoices. Below these, there are links for Create Invoices, View Invoices, and View Payments. The main section is titled 'Invoice Actions' and contains a search bar and a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Cancel, Update, and View Attachments. A message states 'No search conducted.' At the bottom right, there is a button labeled 'Create Invoice With a PO' and a 'Go' button.

The Create Invoice: Purchase Orders page will display. Enter the purchase order number you desire to invoice, leave the other lines blank, and click Go. The purchase order will appear.

The screenshot shows the 'Create Invoice: Purchase Orders' page. It features a search bar and a table with columns: Select PO Number, Line, Shipment, Item Description, Supplier Item Number, Quantity Ordered, Quantity Received, Quantity Invoiced, UOM, Unit Price, Curr, Ship To Location, and Organization. A message states 'Note that the search is case insensitive.' Below the search bar, there are input fields for Purchase Order Number, Purchase Order Date, Buyer, and Organization. A 'Go' button is present. The table shows a single row with a checkmark in the 'Select PO Number' column and the following details: 411301, RAYON DECK MOP, 16 OZ., 99-7152, EACH, USD, St. Charles, AMLI Corporate. At the bottom right, there is a button labeled 'Add to Invoice' and a 'Go' button.

From your search results, select the line(s) to be invoiced. A check mark will appear in the Select box. Next, click the **Add to Invoice** button.

A similar screen will appear verifying that you have added that purchase order line to your invoice.

Home Orders Finance Home Logout My Preferences Help Diagnostics

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 411301

Purchase Order Date (example: 28-Jul-2010)

Buyer

Organization

Go Clear

Select Items: Add to Invoice

Select All Select None

Select PO Number	Line	Shipment	Item Description	Supplier Item Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit UOM Price	Ship To Curr Location	Organization
411301	1	1	RAYON DECK MOP; 16 OZ.	99-7152	3	0	0	EACH 6.02	USD St. Charles	AMLI Corporate

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select All Select None

PO	Select Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit UOM Price	Ship To Curr Location	Organization
411301	1	1	1	RAYON DECK MOP; 16 OZ.		99-7152	3	0	0	EACH 6.02	USD St. Charles	AMLI Corporate

Cancel Step 1 of 4 Next

Home Orders Finance Home Logout My Preferences Help Diagnostics

If you'd like to add another purchase order to the same invoice, delete out the purchase order number previously entered and enter the next one you'd like to add. Select the purchase order line and add it to your invoice just as you did above. When you have completed this process, your screen will look like this:

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 411293

Purchase Order Date (example: 28-Jul-2010)

Buyer

Organization

Go Clear

Select Items: Add to Invoice

Select All Select None

Select PO Number	Line	Shipment	Item Description	Supplier Item Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit UOM Price	Ship To Curr Location	Organization
411293	1	1	9V ALKALINE BATTERY	95-0057	1	0	0	EACH 13.92	USD St. Charles	AMLI Corporate

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select All Select None

PO	Select Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit UOM Price	Ship To Curr Location	Organization
411301	1	1	1	RAYON DECK MOP; 16 OZ.		99-7152	3	0	0	EACH 6.02	USD St. Charles	AMLI Corporate
411293	1	1	1	9V ALKALINE BATTERY		95-0057	1	0	0	EACH 13.92	USD St. Charles	AMLI Corporate

Cancel Step 1 of 4 Next

Home Orders Finance Home Logout My Preferences Help Diagnostics

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It will continue to show you the requested purchase order results, as well as all of the purchase orders that have been added to the invoice. Continue to repeat the search, select, add items to invoice list steps above until you have all items you wish to invoice listed at the bottom of the screen. Then click Next.

On the Create Invoice: Details page, you can see more information about the invoice you are about to make. At this page, enter a number into the Invoice Number field and click Next on the right side of the screen.

**ORACLE iSupplier Portal**

Home Orders Finance Home Logout My Preferences Diagnostics

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

\* Indicates required field

**Supplier**

\* Supplier: WILMAR INDUSTRIES, INC  
 Tax Payer ID: 222232386  
 \* Remit To: ATLANTA  
 Address: PO BOX 404284 ATLANTA GA 30384-4284

**Invoice**

\* Invoice Number: 54685468  
 \* Invoice Date: 12-Aug-2010  
 Invoice Type: Invoice  
 Currency: USD  
 Invoice Description:  
 Additional Info:  
 Attachment: None

**Customer**

\* Customer Tax Payer ID: SYS11976  
 Customer Name: AMLI Corporate  
 Address: 200 W. Monroe Street Chicago 60606 US

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To Location	Available Quantity	Quantity Invoiced	Unit Price	UOM	Amount
411301	1	1	RAYON DECK MOP; 16 OZ.	99-7152	St. Charles	3		6.02	EACH	18.06
411293	1	1	9V ALKALINE BATTERY	95-0057	St. Charles	1		13.92	EACH	13.92

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Next, you will see the Create Invoice: Manage Tax page. Here, enter the total amount of all taxes into the Tax Amount field. Hit **Calculate** on the left side and then the **Recalculate Total** button to the bottom right to update the total cost of the invoice. Click the Next button to the top or bottom of the right side to go to the next step. **Note that this process is for taxes ONLY. Do not put any other charge in the Tax Amount field. If additional charges are due, please contact the property directly and have them issue a new purchase order for them.**

**Supplier**

\* Supplier: WILMAR INDUSTRIES, INC  
 Tax Payer ID: 222232386  
 \* Remit To: ATLANTA  
 Address:  
 Remit To Bank Account: XXXXXXXX7403  
 Unique Remittance Identifier:  
 Remittance Check Digit:

**Invoice**

\* Invoice Number: 54685468  
 \* Invoice Date: 12-Aug-2010  
 Invoice Type: Standard  
 \* Currency: USD  
 Invoice Description:  
 Additional Info:  
 Attachment: None

**Customer**

\* Customer Tax Payer ID: SYS11976  
 Customer Name: AMLI Corporate  
 Address: 200 W. Monroe Street Suite 2200  
 Chicago Cook 60606

**Summary Tax Lines**

Calculate

Summary Tax Line Number	Tax Regime Code	Tax Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	US-Tax	Global-SALES	STANDARD		5% Global			1.0 Active

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
411301	1	1	RAYON DECK MOP; 16 OZ.	99-7152	St. Charles	3			6.02	18.06
411293	1	1	9V ALKALINE BATTERY	95-0057	St. Charles	1			13.92	13.92

**Invoice Summary**

Items	31.98
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	1.60
<b>Recalculate Total</b>	<b>Total (USD) 33.58</b>

Home Orders Finance Home Logout My Preferences Diagnostics

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The last step is to Review the Invoice. From this page verify that all of the information is correct. If it is, click [Submit](#).

Create Invoice: Review and Submit

Cancel Save Back Step 4 of 4 Submit

Supplier		Invoice	
* Supplier	WILMAR INDUSTRIES, INC	* Invoice Number	54685468
Tax Payer ID	222232386	* Invoice Date	12-Aug-2010
* Remit To	ATLANTA	Invoice Type	Standard
Address		* Currency	USD
Remit To Bank Account	XXXXXXXXX7403	Invoice Description	
Unique Remittance Identifier		Additional Info	
Remittance Check Digit		Attachment	None

Customer									
* Customer Tax Payer ID	SYS11976								
Customer Name	AMLI Corporate								
Address	200 W. Monroe Street Suite 2200 Chicago Cook 60606								

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
411301	1	1	RAYON DECK MOP; 16 OZ.	99-7152	St. Charles	3	3.00 EACH	6.02	18.06
411293	1	1	9V ALKALINE BATTERY	95-0057	St. Charles	1	1.00 EACH	13.92	13.92

Summary Tax Lines						
Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
US-Tax	Global-SALES	STANDARD		5% Global	5	1.6

Invoice Summary	
Items	31.98
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	1.60
Total (USD)	33.58

Cancel Save Back Step 4 of 4 Submit

There is an option to return to this invoice at a later time by clicking [Save](#), or click [Back](#) to go back and correct information.

When you click [Submit](#), you'll receive a Confirmation Page indicating that your invoice has been successfully submitted to AMLI's Accounts Payable department. AMLI suggests printing this confirmation page and retaining it until you receive your payment.

Confirmation

Invoice 54685468 was submitted to our Accounts Payable department on 12-Aug-2010. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 54685468

Printable Page Create Another

Supplier		Invoice	
* Supplier	WILMAR INDUSTRIES, INC	* Invoice Number	54685468
Tax Payer ID	222232386	* Invoice Date	12-Aug-2010
* Remit To	ATLANTA	Invoice Type	Standard
Address		* Currency	USD
Remit To Bank Account	XXXXXXXXX7403	Invoice Description	
Unique Remittance Identifier		Additional Info	
Remittance Check Digit		Attachment	None

Customer									
* Customer Tax Payer ID	SYS11976								
Customer Name	AMLI Corporate								
Address	200 W. Monroe Street Suite 2200 Chicago Cook 60606								

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
411301	1	1	RAYON DECK MOP; 16 OZ.	99-7152	St. Charles	3	3.00 EACH	6.02	18.06
411293	1	1	9V ALKALINE BATTERY	95-0057	St. Charles	1	1.00 EACH	13.92	13.92

Invoice Summary	
Items	31.98
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	1.60
Subtotal	33.58
Less Advances and Financing	0.00
Total (USD)	33.58

Invoices submitted by the end of the day Wednesdays will have payments directly deposited or checks cut on Friday of the same week.



## Viewing the Status of an Invoice

To check on the status of an invoice you submitted, click on the Invoices tab. From there click on View Invoices:

ORACLE iSupplier Portal

Home Logout Help My Preferences Personalize Page Diagnostics

Home Orders **Invoices**

Create Invoices **View Invoices** View Payments

View Invoices

Simple Search

Invoice Number

Invoice Date From  To

PO Number

Payment Number

Payment Status

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
No search conducted.												

Export

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Home Orders Invoices Home Logout Help My Preferences Personalize Page Diagnostics

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The Search – Invoice Summary screen will appear. Enter your invoice number in the box next to Invoice, exactly as you entered it when you created the invoice. Next, click the Search button. The invoice will appear and you'll be able to check the status. You'll see the invoice number, date, the PO number on the invoice, the amount due, whether or not it is on hold, and if it was paid. If the invoice is on hold, you can click on the link and it will tell you why it's on hold. If more than one PO is on the invoice, click on the Multiple link under the PO Number column to see each PO number.

ORACLE iSupplier Portal

Home Logout Help My Preferences Personalize Page Diagnostics

Home Orders **Invoices**

Create Invoices **View Invoices** View Payments

View Invoices

Simple Search

Invoice Number

Invoice Date From  To

PO Number

Payment Number

Payment Status

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
54685468	12-Aug-2010	Standard	USD	1000	In-Process	Qty Rec	Not Paid	12-AUG-2010		Multiple		

Export

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## Viewing Payments

To view the payments made to your account, click on the Invoices tab. Next, click on the View Payments link.

ORACLE iSupplier Portal

Home Logout My Preferences Personalize Page Diagnostics

Home Orders Invoices

Create Invoices View Invoices **View Payments**

View Payments

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

Go Clear

Status

Payment Amount From  To

Payment Date From  To

(example: 31-Aug-2010)

Advanced Search

Payment	Payment Date	Currency	Amount	Status	Status Date	Invoice	PO Number
No search conducted.							

Export

Home Orders Invoices Home Logout My Preferences Personalize Page Diagnostics

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The Search – Payment Summary screen will display. Leave all of the lines blank and click the Go button. All of the payments that have ever been remitted to you will appear. You can sort the list by clicking on the Payment Date. You'll be able to view the payment number, invoice number, PO number, date of payment, and amount paid of each invoice. You can save a copy of this data in Excel by clicking the **Export** button.

ORACLE iSupplier Portal

Home Logout My Preferences Diagnostics

Home Orders Invoices

Create Invoices View Invoices View Payments

View Payments

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

Go Clear

Status

Payment Amount From  To

Payment Date From  To

(example: 13-Aug-2010)

Advanced Search

Previous 1-25 Next 25

Payment	Payment Date	Currency	Amount	Status	Status Date	Invoice	PO Number
1028	10-Aug-2010	USD	6,962.26	Voided	10-Aug-2010	Multiple	Multiple
1021	10-Aug-2010	USD	6,962.26	Voided	10-Aug-2010	Multiple	Multiple
415	09-Aug-2010	USD	6,962.26	Voided	09-Aug-2010	Multiple	Multiple
393	09-Aug-2010	USD	100.00	Negotiable	09-Aug-2010	1001	
30041229	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041230	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041246	08-Jul-2010	USD	37,452.69	Reconciled Unaccounted	09-Jul-2010	Multiple	Multiple
30041245	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041244	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041243	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041242	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041241	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041240	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041239	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041238	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041237	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		
30041236	08-Jul-2010	USD	0.00	Overflow	08-Jul-2010		

Export

If at any time you have questions about these processes, please contact [Procurement@amli.com](mailto:Procurement@amli.com).

*Thank you for teaming with AMLI Residential! We hope you enjoy this process!*