

i-Supplier Guide

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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 **<u>every Friday</u>**. 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: <u>http://isupplier.amli.com</u>

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: <u>https://appsproxyprod.amli.com</u>

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.

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0	1041855	<u>1</u>	AMLI Corporate	Standard PO	27-Sep-2018 15:23:03	Burdick, Brett S	239.78	Open			AMLI at Downtown Austin
0	1044265	1	AMLI Corporate	Standard PO	27-Sep-2018 15:08:28	Burdick, Brett S	75.00	Open			AMLI at Downtown Austin
0	1045768	Q	AMLI Corporate	Standard PO	27-Sep-2018 15:01:05	Burdick, Brett S	239.78	Open			AMLI at Downtown Austin
0	1045764	<u>0</u>	AMLI Corporate	Standard PO	27-Sep-2018 14:46:11	Burdick, Brett S	178.41	Open			AMLI at Downtown Austin
0	<u>1035580</u>	1	AMLI Corporate	Standard PO	27-Sep-2018 10:34:07	Burdick, Brett S	0.00	Closed			Covered Bridge
0	1045621	<u>0</u>	AMLI Corporate	Standard PO	27-Sep-2018 08:33:28	Burdick, Brett S	350.00	Open			Covered Bridge
0	1045620	<u>0</u>	AMLI Corporate	Standard PO	27-Sep-2018 08:29:08	Burdick, Brett S	150.00	Open			Covered Bridge
0	<u>1045619</u>	Q	AMLI Corporate	Standard PO	27-Sep-2018 08:28:49	Burdick, Brett S	225.00	Open			Covered Bridge
0	1045618	<u>0</u>	AMLI Corporate	Standard PO	27-Sep-2018 08:26:32	Burdick, Brett S	400.00	Open			Covered Bridge
0	1045442	Q	AMLI Corporate	Standard PO	26-Sep-2018 13:05:15	Burdick, Brett S	212.99	Open			AMLI 5350
0	1045311	<u>0</u>	AMLI Corporate	Standard PO	25-Sep-2018 16:21:42	Burdick, Brett S	50.00	Open			Mueller
0	1045269	<u>0</u>	AMLI Corporate	Standard PO	25-Sep-2018 13:33:48	Burdick, Brett S	163.59	Open			AMLI at Downtown Austin
0	1035182	3	AMLI Corporate	Standard PO	25-Sep-2018 12:21:02	Burdick, Brett S	150.48	Open			AMLI 300
0	1042432	2	AMLI Corporate	Standard PO	25-Sep-2018 10:09:18	Burdick, Brett S	139.84	Open			AMLI 5350
0	1044124	1	AMLI Corporate	Standard PO	24-Sep-2018 17:42:57	Burdick, Brett S	0.00	Closed			AMLI at Downtown Austin
0	1044831	Q	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.

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Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount Purchase Order	Status	Cancel	Update	View Attachments
No search conducted.							
							Create Invoice With a PO Go
About this Page Privacy S	tatement	Home Orders Invoices Hor	ne Logout Help My Preferences Personalize Page	Diagnostics			Copyright (c) 2006, Oracle All rights reserved.

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.

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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.

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

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:

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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.

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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.

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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**.

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Invoice Sum											12000	31.98

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.

Confirmati	on								
Invoice 546 by navigatir	85468 w na to the	as submitted Home page	to our Accounts Payable depar	tment on 12-Aug-2010. The cor	nfirmation numb	er for this invoice is the	e invoice number. You can query	its status by u	sing Search
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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:

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No search cond	ucted.											

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.

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54685468	12-Aug-2010	Standard	USD		In-Process	Qty Rec	Not Paid	12-AUG-2010		Multiple		
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About this I	Page Privacy Stat	tement	Home	Orders Inv	oices Home Log	out Help M	ly Preferences Pers	onalize Page Dia	gnostics	Copyrig	nt (c) 2006, Ora	cle. All rights reserved

Viewing Payments

button.

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

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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

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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		
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If at any time you have questions about these processes, please contact Procurement@amli.com.

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

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