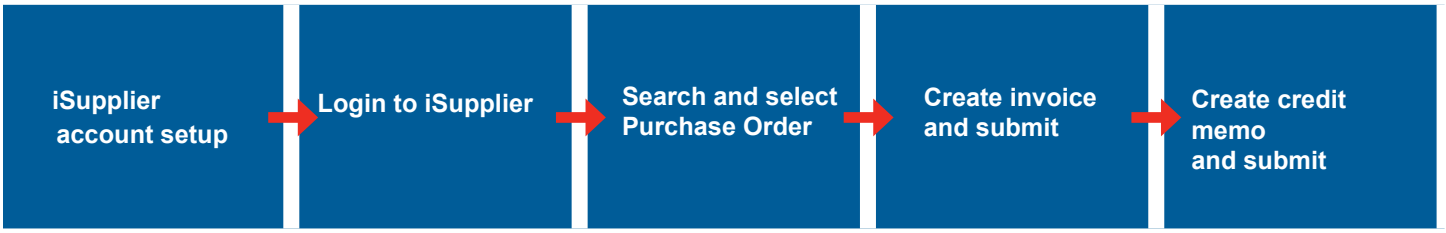
USPS iSupplier: Standard Work Instructions (SWI)

eInvoicing Walkthrough



Step	Key points	Reasons
1 **iSupplier Account**	• iSupplier accounts are created by USPS Accounts Payable ○ The Supplier's CO or Buyer submits request to create user accounts to Accounts Payable on behalf of the Supplier. • Suppliers receive notification and are sent password reset emails, once the account is created.	• iSupplier account is required to submit electronic invoicing.
2 **Login to iSupplier**	• Users can access the Electronic Invoicing system (iSupplier) using their username and password to submit electronic invoices.	• Steps on how to access the Electronic Invoicing system.
3 **Search and Select Purchase Order**	• Users can search and select for the contract number/purchase order to submit an invoice against.	• Steps on how to select and view a purchase order.
4 **Create a new Invoice**	• Users can create a new invoice and add attachments/supporting documents.	• Steps on how to create an invoice with attachments.
5 **View Invoice & Payment**	• Users can view an existing invoice and payment status.	• Steps on how to view existing invoice and payment.

Step	Key points	Reasons
6 **Deactivate User**	• Users with existing accounts can deactivate other users. Users can login and follow steps as directed to de-activate other users.	• Steps on how to deactivate user
7 **Create A New User**	• Admin users can add new users to review/ submit invoices on behalf of the organization.	• Steps on how to create a new user.
8 **Cancel Invoices**	• Users should review and cancel returned invoices. • Returned invoices can be viewed from the supplier's home page under work list. • Invoices can be returned by invoice certifiers for reasons such as incorrect amount, missing supporting documents etc.	• Steps on how to cancel returned invoices.
9 **Credit Memo**	• Users can create and submit a credit memo through iSupplier • Credit memos are submitted against existing PO and will be taken out from the next payment.	• Steps on how to submit a credit memo.

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