Procurement Management Accounting

Portal Invoice Submission
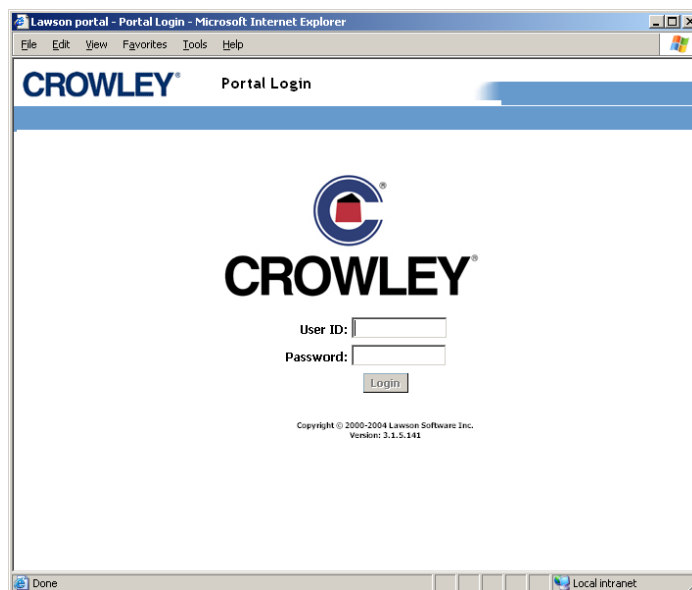
USER REFERENCE V.5

To help facilitate the invoices submission for payment, Crowley has designed a solution for the vendors to upload their invoices via the web.

Begin with an Internet connection, open a browser web page, and type in the following Crowley web site for Invoice submission.
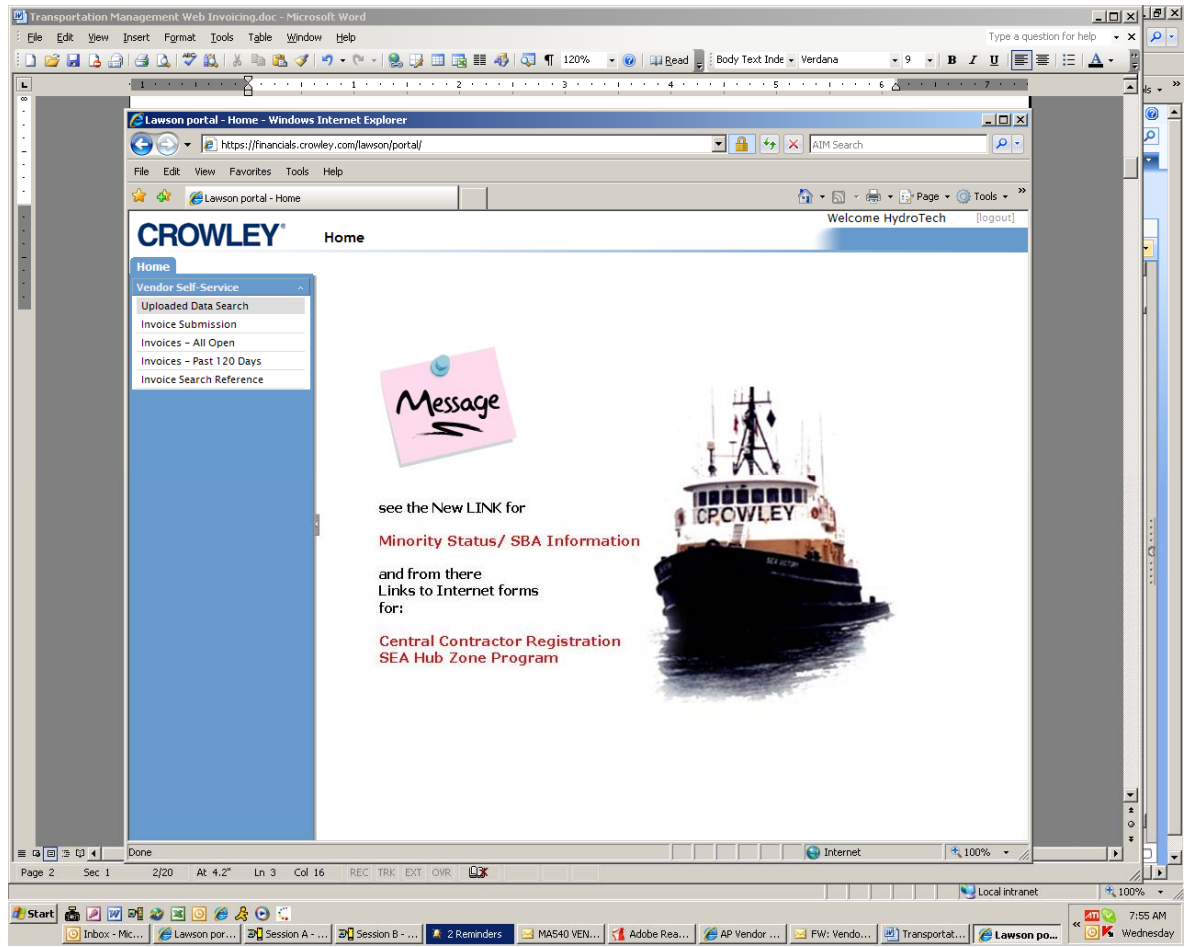The address is - - **https://financials.crowley.com/lawson/portal/**

This will transfer to the Crowley Financials Vendor Portal page. Vendors will connect using their Crowley Vendor User ID and their originally issued password.

Once the Vendor is authenticated, the Vendor Self-Service screen is displayed.

Options on the left side of the screen on the navigation pane display the applications available to the vendor. Vendor Self Service includes the Uploaded Data Search; an Invoice Submission; an Invoice Activity status Template.

CROWLEY®

Home

Vendor Self-Service

Uploaded Data Search

Invoice Submission

Invoices – All Open

Invoices – Past 120 Days

Invoice Search Reference

Selecting the "Invoice Submission" link on the navigation pane displays the template. The vendor's remit to information is displayed at the top of the template (verify for accuracy). (PO = Yes) will default, or add a PDF invoice manually by selecting the Non Purchase Order tab

Crowley Invoice Submission

Vendor #: 4842499   Remit To Location: 02 | Edit | | Lookup | | Exit | | Cancel |
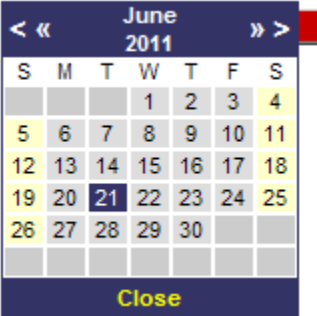
◉ Purchase Order   ○ Non Purchase Order

Invoice #: [   ]   Invoice Date: [   ] 📅   PO #: [   ] | Submit |

Type Invoice number; select the Invoice Date via the calendar and type the PO number

Loading Invoices:

From the Vendor Invoice Submission type the Invoice #, select the Invoice date,

Invoice Date: 05/24/2011   PO #:

June 2011						
< «					» >	
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Close

and type the PO number.

Crowley Invoice Submission

Vendor #: 4842499   Remit To Location: 02   Edit   Lookup   Exit

⦿ Purchase Order   ○ Non Purchase Order

Invoice #: 3292627001   Invoice Date: 06/07/2011   PO #: 9263137

Buyer Name: BRENDA RIVERA Phone: P (787) 729-1196

Select the Submit tab
The Invoice submission PO Detail lines will appear and this is where the Qty shipped is typed

Or select the **Create All** tab when the order is shipped complete

(Contact the Crowley Buyer for all PO Detail discrepancies).

| | | | | | | Create All | | Calculate Total Amount | | | | Cancel |

Total: $0.00

PO Line	Description	Order Qty	Balance Qty	Invoice Qty	Unit Price	Calculated Amount
1	TOOL 0411-291-1405	2.0000	2	0	4.25900	0
2	TOOL 0411-310-1605	5.0000	5	0	2.90340	0

Sub Total: $0.00
Freight: $0.00
Fuel Surcharge: $0.00
Sales Tax: $0.00
Total: $0.00

Update QTY shipped; Select Calculate Total Amount tab and once invoice total is in agreement then select the Submit Detail Tab

Buyer Name: BRENDA RIVERA Phone: P (787) 729-1196

| Create All | Calculate Total Amount | Submit Detail | Cancel |

Total:
$14.52

PO Line	Description	Order Qty	Balance Qty	Invoice Qty	Unit Price	Calculated Amount
1	TOOL 0411-291-1405	2	2	0	4.25900	0
2	TOOL 0411-310-1605	5	5	5	2.90340	14.52

Sub Total: $14.52
Freight: $0.00
Fuel Surcharge: $0.00
Sales Tax: $0.00
Total: $14.52

Freight and Sales Tax tabs only accessible if authorized by Crowley's Purchase Order

Is invoice total of $14.52 correct?

| Yes | No | Cancel |

Total:
$14.52

By selecting the Yes tab the invoice data will be submitted and will provide you with a data receipt confirmation.

Crowley Invoicing Confirmation

Confirmation #	484249906232011091237724
Invoice Number	3292627001
Invoice Date	06/07/2011
Invoice Amount	$14.52
PO Number	9263137

PO Line	Description	Order Qty	Invoice Qty	Balance Qty	Unit Price	Calculated Amount
2	TOOL 0411-310-1605	5	5	5	$2.90	$14.52

Sub Total: $14.52

| Continue | Export Report |

Total: $14.52

Add a PDF invoice manually by selecting the Non Purchase Order tab

Crowley Invoice Submission

Vendor #: 4842499   Remit To Location: 02   [Edit] [Lookup] [Exit] [Cancel]

○ Purchase Order   ⦿ Non Purchase Order

Crowley Contact Name (Network Id) [   ]

Invoice #: [   ]   Invoice Date: [   ] [📅]   [Submit]

Type the Crowley Contact Name; Invoice #; select the Invoice Date and Submit

The browse tab will appear that will open to your Network Drive. Locate and select the file for document uploading.   The Submit Invoice tab will load the invoice into Crowley's imaging database

Crowley Invoice Submission

Vendor #: 4842499   Remit To Location: 02   [Edit] [Lookup] [Exit]

○ Purchase Order   ⦿ Non Purchase Order

Crowley Contact Name (Network Id) Richard

Invoice #: TEST   Invoice Date: 06/23/2011 [📅]

[   ] [Browse...]   [Submit Invoice]

NOTE: Only one file can be uploaded per template screen.