



Procurement Management Accounting Portal Invoice Submission

USER REFERENCE V.5

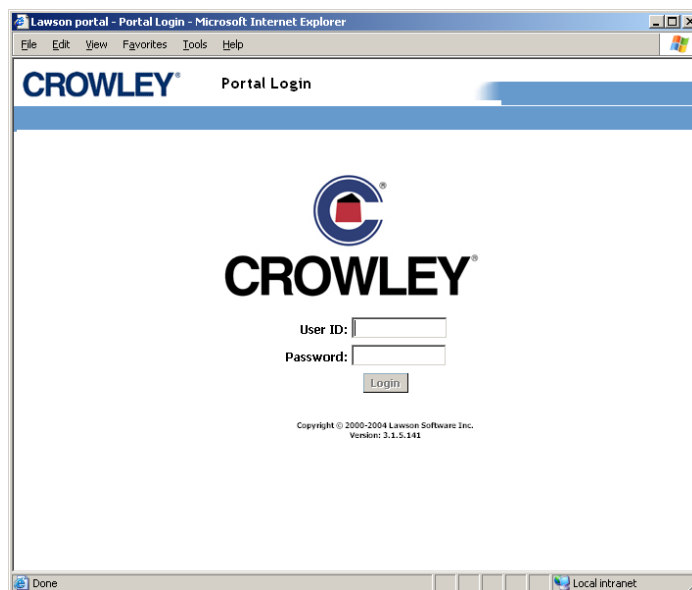
To help facilitate the invoices submission for payment, Crowley has designed a solution for the vendors to upload their invoices via the web.

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/>

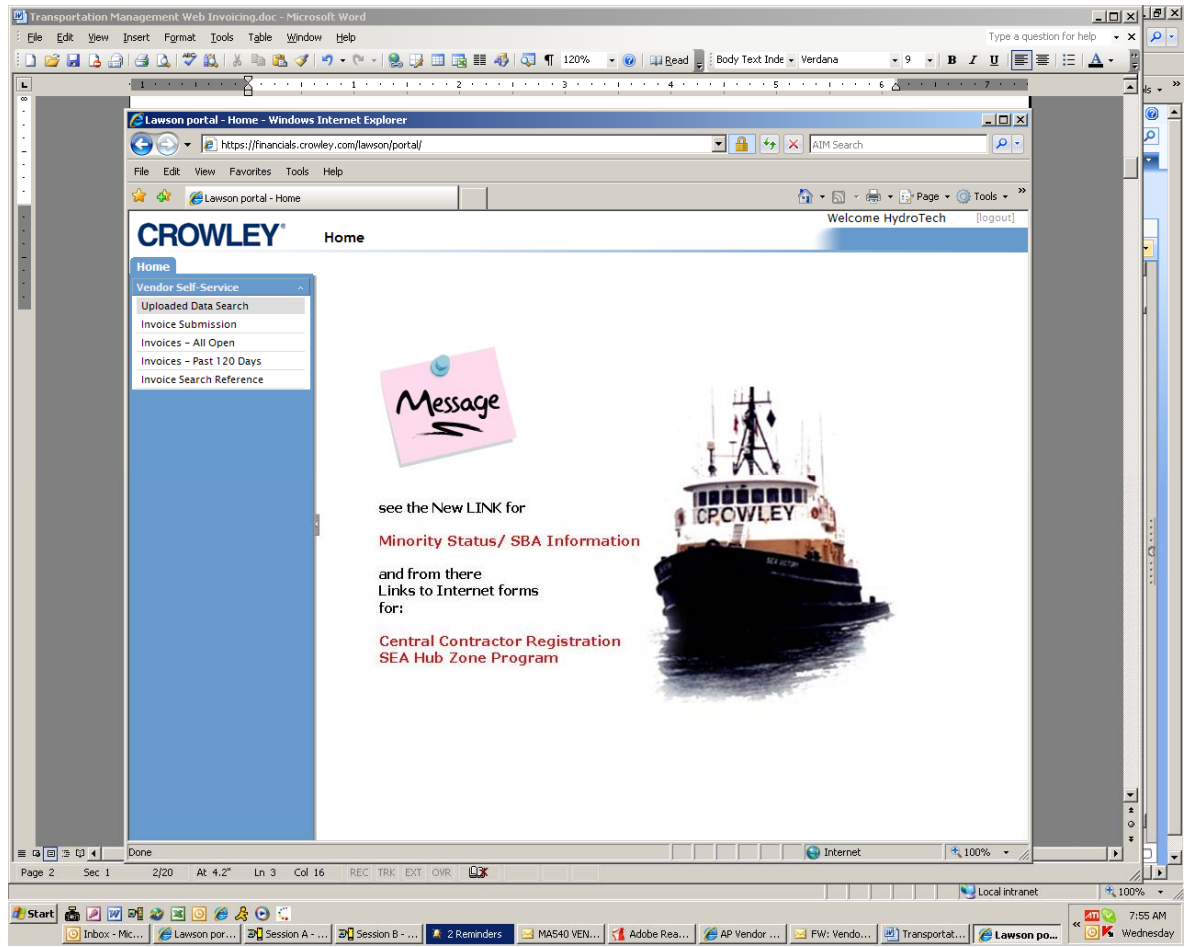


This will transfer to the Crowley Financials Vendor Portal page. Vendors will connect using their Crowley Vendor User ID and their originally issued password.



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

The screenshot shows a Microsoft Word document titled "Transportation Management Web Invoicing.doc" with a standard menu bar and toolbar. The main content is a screenshot of a web browser window displaying the "Lawson portal - Home" page. The browser's address bar shows "https://financials.crowley.com/lawson/portal/". The page header includes the "CROWLEY" logo, the word "Home", and a user greeting "Welcome HydroTech" with a "[logout]" link. A left-hand navigation menu is open, showing "Vendor Self-Service" with sub-items: "Uploaded Data Search", "Invoice Submission", "Invoices - All Open", "Invoices - Past 120 Days", and "Invoice Search Reference". The main content area features a pink sticky note graphic with the word "Message" and a hand-drawn arrow pointing to the following text: "see the New LINK for Minority Status/ SBA Information and from there Links to Internet forms for: Central Contractor Registration SEA Hub Zone Program". To the right of this text is an image of a Crowley ship. The browser's status bar at the bottom indicates "Internet" and "100%". The Windows taskbar at the very bottom shows the Start button, several open applications including "Inbox - Mic...", "Lawson por...", "Session A - ...", "Session B - ...", "2 Reminders", "MA540 VEN...", "Adobe Rea...", "AP Vendor ...", "FW: Vendo...", "Transportat...", and "Lawson po...", along with system icons for network, volume, and time (7:55 AM Wednesday).



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 #: Remit To Location:


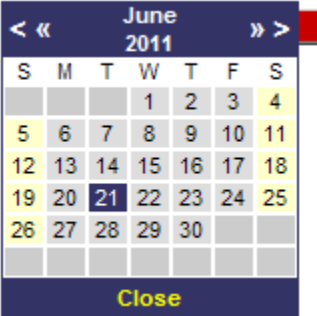
Purchase Order Non Purchase Order

Invoice #: Invoice Date: PO #:

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:  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 #: Remit To Location:

Purchase Order Non Purchase Order

Invoice #: Invoice Date:  PO #:

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 tab when the order is shipped complete

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

| PO Line | Description | Order Qty | Balance Qty | Invoice Qty | Unit Price | Calculated Amount |
|---------|--------------------|-----------|-------------|--------------------------------|--------------------------------------|--------------------------------|
| 1 | TOOL 0411-291-1405 | 2.0000 | 2 | <input type="text" value="0"/> | <input type="text" value="4.25900"/> | <input type="text" value="0"/> |
| 2 | TOOL 0411-310-1605 | 5.0000 | 5 | <input type="text" value="0"/> | <input type="text" value="2.90340"/> | <input type="text" value="0"/> |

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

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

Total:
\$14.52

| PO Line | Description | Order Qty | Balance Qty | Invoice Qty | Unit Price | Calculated Amount |
|---------|--------------------|-----------|-------------|--------------------------------|------------|-------------------|
| 1 | TOOL 0411-291-1405 | 2 | 2 | <input type="text" value="0"/> | 4.25900 | 0 |
| 2 | TOOL 0411-310-1605 | 5 | 5 | <input type="text" value="5"/> | 2.90340 | 14.52 |

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

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

Is invoice total of \$14.52 correct?

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
 Total: \$14.52

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

Crowley Invoice Submission

Vendor #: Remit To Location:

Purchase Order Non Purchase Order

Crowley Contact Name (Network Id)

Invoice #: Invoice Date:

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 #: Remit To Location:

Purchase Order Non Purchase Order

Crowley Contact Name (Network Id)

Invoice #: Invoice Date:



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