# Supplier Portal 103
## *Contract Management and Invoicing*

Steve Foister – GCF Consultant
sfoister@gcfund.org

GREEN CLIMATE FUND

Supplier Portal 101: Registration
Supplier Portal 102: Bidding

Supplier Portal 103: This document. Now you have the contract (Purchase Order):
- How to review progress, and submit invoices?

# Navigation – Header Buttons

**Done** usually acts more like a 'back' button. It does not save.

**Edit** Switches you into edit mode. It may also send you back to first screen in a set.

**Save** **Save and Close** These do NOT actually make the change! They save it, for you to come back and work on later.

**Submit** An edit must be submitted for it to have any impact

But there is no submit button:

**Delete Change Request** **Review Changes** | **Save** **Save and Close** **Cancel**

Review changes, then you can submit

# Order Life Cycle

## The best place to review your contract, and check on invoices, receipts



*Note: most screens can be customised*

View  -  Columns

*There may be useful information in hidden columns*

**View PDF**

Also try this button –
then look in your downloads folder for the pdf

# Manage Profile – Contacts and Users

**GREEN CLIMATE FUND**

Edit Profile Change Request: 336022

| Delete Change Request | Review Changes | Save | Save and Close | Cancel |

Change Description

**Please ensure all Contacts are appropriate, and suitably authorized within your organization for these responsibilities**

Organization Details    Tax Identifiers    Addresses    **Contacts**    Payments    Business Classifications    Products and Services
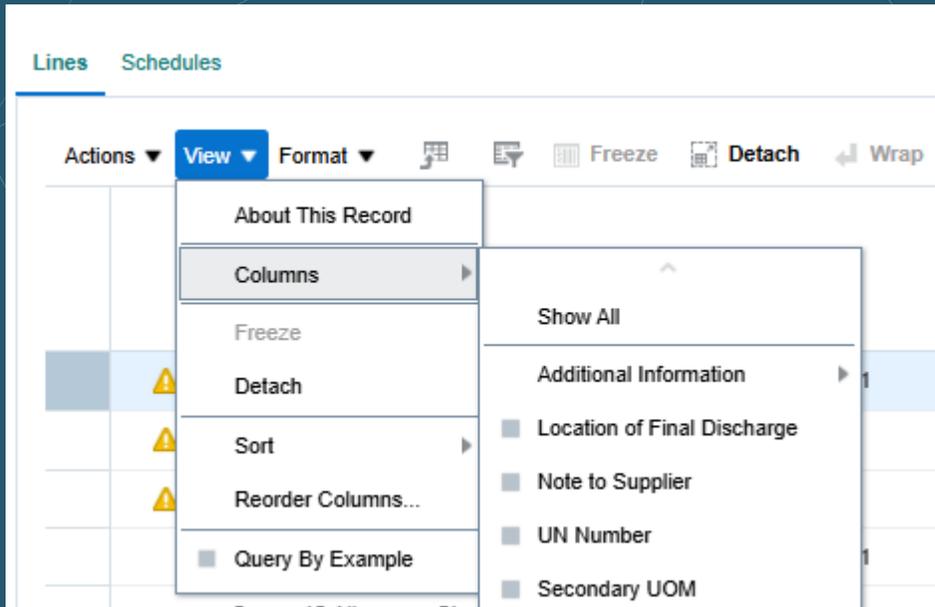
Actions ▼   View ▼   Format ▼   +   ✏   ✕   Status  Active ▼   ▤ Freeze   Detach   ⊣ Wrap

| Name ▲▽ | Job Title ▲▽ | Email ▲▽ | Phone | Administrative Contact | User Account | Status |
|---------|--------------|----------|-------|------------------------|--------------|--------|
| Foister, Jacqueline | CEO | jaq.foister@gmail.com | | ✓ | ✓ | Active |
| Foister, Steven | | surema@outlook.com | +44 (7776)117700 | ✓ | ✓ | Active |

This is in Edit mode. Click the + to add a new Contact, or the 'pencil' to edit the selected contact
(All Actions can also be found under  Action ▼  )

Note the filter. We are only seeing the active contacts

If the Contact has No ticks:
     it is contact details only, they cannot login
User account:
     they can login to the system, view all details, submit bids
Administrative Contact:
     they can create, edit, and delete Contacts

# Manage Profile – Bank Accounts

Organization Details    Tax Identifiers    Addresses    Contacts    **Payments**    Business Classifications    Products and Services

Payment Methods    **Bank Accounts**

View ▼    Format ▼    ☷ Freeze    ⊞ Detach    ↵ Wrap

| Primary | Bank | Number | | Currency | IBAN | Account Name | BIC | Bank Branch Name | Bank Branch Number | Bank Code | From Assignment Date | Assignment Inactive On |
|---------|------|--------|---|----------|------|--------------|-----|------------------|--------------------|-----------|---------------------|----------------------|
| | | | | | | | | | | | | |

This is under Payments, then the Bank Accounts tab.
Above is in View mode.  Go to Edit mode to make changes, navigation is similar to Contacts


CURRENCY OF BANK ACCOUNT
If you select a currency for your account, the system will ONLY accept it for payments in that currency. So, for example:
 - Bank Account: EUR          - GCF Contract: USD       X
The system will NOT accept that bank account for payments on that contract

If you want your bank to accept payments in any currency – then here, leave 'currency' BLANK.
- Bank Account: <blank>          - GCF Contract: USD       ✓
The conversion costs from USD to EUR would be your responsibility

# Contacts and Addresses

We recommend that Contacts are people!
- if you want to use a generic office email or mailing list for notifications, that is best entered under Addresses:

Edit Mode

| Organization Details | Tax Identifiers | **Addresses** | Contacts | Payments | Business Classifications | Products and Services |
|---|---|---|---|---|---|---|

Actions ▼   View ▼   Format ▼   ✚   ✎   ✖   Status | Active ✔ |   ▦ Freeze   ◣ Wrap

| **Address Name** ▲▽ | **Address** | **Phone** | **Address Purpose** | **Fax** | **Status** |
|---|---|---|---|---|---|
| MAIN | | | | | |

Columns Hidden  3

**Edit Address: MAIN**                                                    ✕

\* Address Name | MAIN

\* Country | United Kingdom ▼

\* Address Line 1 | Sales Office

ss Line 2 |

ss Line 3 |

y or Town | Christchurch

County |

Postcode | BH23 1QX

Language | ▼

\* Address  ☑ Ordering
Purpose  ☑ Remit to
          ☑ RFQ or Bidding

Phone | ▼ | | |

Enter the e-mail associated with this location
| ▼ | |

Email | sales@company.com

Inactive Date | dd-mmm-yyyy 📅

Status | Active

OK   Cancel

Ensure all of these are ticked

This is a great place to put the office email

Please ensure that we have your correct legal entity name and address on record. You may add other addresses (such as a sales office, invoicing, or operational locations)

GREEN CLIMATE FUND

# Geeting Paid - Create Invoice

Before you start:

- Check your contract. What does it require for this payment? Ensure that you have everything required as a pdf, ready to upload
- For large or confidential documents, you may submit those documents by other means: and attach a confirmation of receipt from GCF
- Check your contract as seen in the Supplier Portal. Is it correct, and showing the amount that you wish to claim now?
- Your Invoice. Please generate according to your system (whether that is manual, or an IT system). Save as a pdf. Note your Invoice Number.

In the Supplier Portal, you cannot save a draft invoice!
 - to avoid wasted time, ensure you have everything required before you start

When you are experienced, you will be submitting invoices in 2 minutes.
For the first time... allow yourself longer to learn ☺

GREEN CLIMATE FUND

Create Invoice ⑦

Complete the top section first

Invoice Actions ▼   Submit   Cancel

Select from the drop down

* Identifying PO

Supplier   Steven Foister

Taxpayer ID

* Supplier Site

Address

Remit-to Bank Account

Description

Attachments   None ✚

Attach:
- invoice from your system (pdf)
- evidence that the work is complete

* Number

* Date   dd-mmm-yyyy

* Type   Invoice

Invoice Currency

Payment Currency

Type any unique number / name
Great if this matches with your system

Customer

Customer Taxpayer ID

If 'Identifying PO' drop-down is empty
- Stop! You cannot invoice today, No PO => No Pay
- Talk to GCF. You must have a PO before you invoice

Lines

View ▼   ✚  ✖  ▣   Cancel Line

| * Number | * Type | Purchase Order | | | Item Description | UOM | Available Quantity | Quantity | Unit Price | * Amount | Invoice Line Description | Sup |
| | | * Number | * Line | * Schedule | | | | | | | | |
| No data to display. | | | | | | | | | | | | |

Total

GREEN CLIMATE FUND

# Invoice Attachments



**Green Climate Fund**

**Create Invoice** ⑦

Invoice Actions ▼  Submit  Cancel

* Identifying PO  IC/045/2023 ▼   Description  Payment for delivera...   Payment Currency  USD - US Dollar

Supplier  Steven F...

Taxpayer I...

**Attachm...**

+ to add, X to delete

Please provide helpful Title and Description so your invoice can be processed smoothly

* Supplier Sit...

Actions ▼  View ◄  **+**  **✕**

Address

| Type | Category | * File Name or URL | | Title | Description | Attached By |
|------|----------|--------------------|--|-------|-------------|-------------|
| File ▼ | From Supplier ▼ | 7038757-the_phone_booth_Vienna - Copy.jpg | Update.. | Confirmation | Signed confirmation of del | Steven Foiste |
| File ▼ | From Supplier ▼ | 20231001_175703.jpg | Update... | Timesheet | for SF July 2025Timeshee | Steven Foiste |
| File ▼ | From Supplier ▼ | 20211227_143715.jpg | Update... | Invoice | 2025 May from my SAP sy | Steven Foiste |

Remit-to Bank Accou...

**Customer**

* Customer Ta...

Rows Selected 1

**Lines**

View ▼  +  ✕

| * Number | * Type | Purchase Order | | |
|----------|--------|----------------|--|--|
| | | * Number | * Line | |

No data to display.

Suitable attachments (as pdfs or jpgs)
- invoice from your system (as a pdf)
- documents confirming work is complete
- correspondence, sign-offs from GCF staff and partners
- short reports (or GCF emails acknowledging receipt of long reports)
- timesheets (if required by your contract)

*Please check your contract to be clear what is required to enable payment*

# Typos!



**Did you notice the error already on the previous slide?**

*Is this for May, or July??*
*If there is ambiguity, then GCF may reject the invoice!*

GREEN CLIMATE FUND

Create Invoice ⓘ

**Complete the top section first**

Invoice Actions ▾   Submit   Cancel

* Identifying PO    IC/045/2023   ▾

Supplier    Steven Foister

Taxpayer ID

* Supplier Site    MAIN   ▾

Address    14 Fairfield, CHRISTCHURCH, BH23 1QX, UNITED KINGDOM

Remit-to Bank Account   ▾

Description    Payment for deliverables in July

Attachments    Confirmation (2 more...) ✚

* Number    2025 July

* Date    11-Jul-2025

* Type    Invoice

Invoice Currency    USD - US Dollar

Payment Currency    USD - US Dollar

**Now the bank drop-down becomes available**

**If you cannot see a bank account:**
**- does the Currency of the account match the Currency of the Order?**
**- Is a change in progress, awaiting signature**

Customer

* Customer Taxpayer ID    131-82-80584   ▾

Name    Green Climate Fund

Address    Songdo Business District, 175 Art center-daero, Incheon, Yeonsu-gu 22004

Lines

View ▾    ✚    📑    Cancel Line

| * Number | * Type | Purchase Order | | | Item Description | UOM | Available Quantity | Quantity | Unit Price | * Amount | Invoice Line Description | Supplier Item | Ship-to Location |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | * Number | * Line | * Schedule | | | | | | | | | |

No data to display.

**This 'select and add' button only becomes live AFTER the top section is complete**
**ONLY use 'select and add', never the '+'**

Totals

# Select and Add



This shows the available lines from your Contract / Purchase Order.
For this example, I have selected Line 10 as the one that I want to get paid for.

Create Invoice

Invoice Actions ▼   **Submit**   **Cancel**

Identifying PO   IC/045/2023 ▼
Supplier   Steven Foister
Taxpayer ID
Supplier Site   MAIN ▼
Address   14 Fairfield, CHRISTCHURCH, BH23 1QX, UNITED KINGDOM
Remit-to Bank Account   ▼

Description   Payment for deliverables in July
Attachments   Confirmation (2 more...) ✚
* Number   2025 July
* Date   11-Jul-2025
Type   Invoice
Invoice Currency   USD - US Dollar

Payment Currency   USD - US Dollar

Customer

Customer Taxpayer ID   131-82-80584 ▼

Name   Green Climate Fund
Address   Songdo Business District, 175 Art center-daero, Incheon, Yeonsu-gu 22004

Now we are nearly complete... please check carefully before you submit!

Your contract may be 'Each', or other Units of Measure. Check your UOM and Unit Price, This example is in Days, at $500 per day

Lines

View ▼  ✚  ✖  📑  Cancel Line

| * Number | * Type | Purchase Order | | | Item Description | UOM | Available Quantity | Quantity | Unit Price | * Amount | Invoice Line Description | Sup |
| | | * Number | * Line | * Schedule | | | | | | | | |
| 1 | Item ▼ | IC/045/2... | 10 | 1 | 2025-IC Fees Daily rate Le... | Day | 20 | 20 | 500 | 10,000.00 | 2025-IC Fees | |
| | | | | | Total | | | | | | | |

This defaults to the full available quantity

I am only claiming payment for ten days – so I need to edit this!

# Tracking your Invoice

Invoice status can be seen from:
 - *Order Life Cycle screen*
Or
 - *View Invoices*

## Invoice Status

**In Process** – *when initially submitted*

**On Hold** – *waiting for the receipt to be entered*

**In Progress** – *sent to Finance for payment*

**Validated** – *accepted by Finance for payment*

**Receipt:**
 - responsibility of the GCF Contract Manager
 - to confirm if the required deliverables are complete and the payment is appropriate

'Validated' *is the final Invoice Status*
*Then watch:* Paid Status *or* Paid Amount
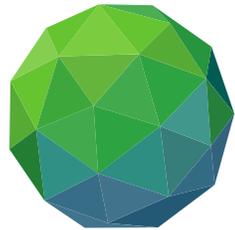
GREEN CLIMATE FUND

GREEN
CLIMATE
FUND

Raising
ambition.
Empowering
action.