



GREEN
CLIMATE
FUND

Supplier Portal 103

Contract Management and Invoicing

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Supplier access to the portal is being rolled out in phases. Please look for an

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?

To bid to our tenders, prospective suppliers must register to the GCF Supplier Portal using the following link:

Register to the GCF Supplier Portal

If you already have an account on the GCF Supplier Portal, you can login using the following link:

Login to the GCF Supplier Portal

Navigation – Header Buttons



Done

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

Supplier Portal



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The most useful actions are highlighted

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Company Profile
 - Manage Profile
 - User Guide for ICs

Requiring Attention

Category	Count
Schedules Overdue or Due Today	3
Negotiation Responses	3
Total	6

Recent Activity
Last 30 Days

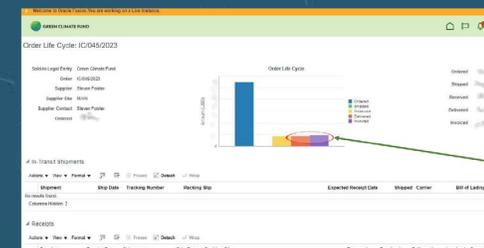
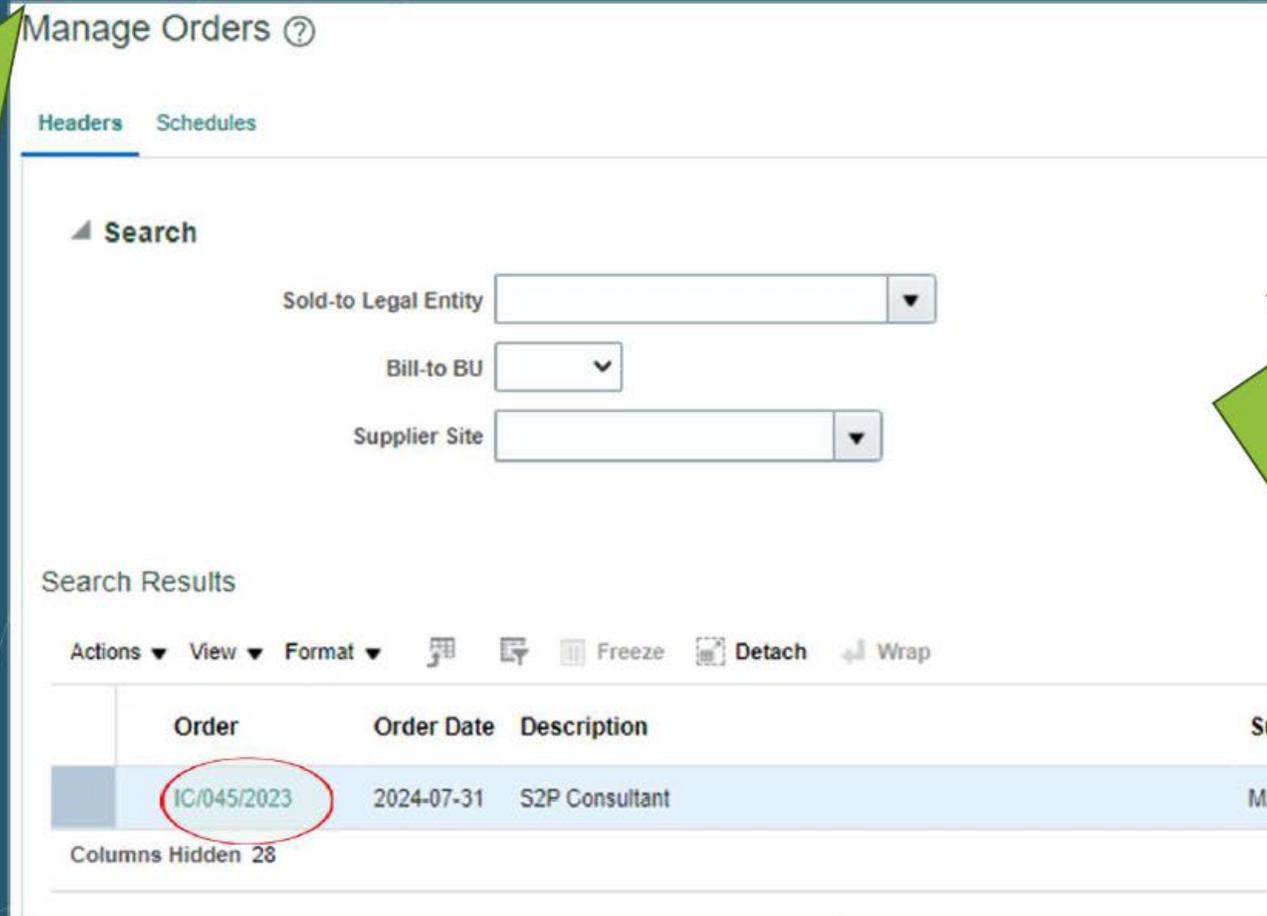
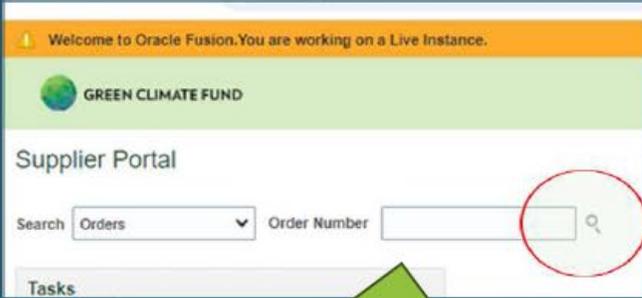
Receipts	2
Payments	1

Transaction Reports
Last 30 Days

Invoice Amount	9.15K USD
Invoice Price Variance Amount	0 USD

'Requiring attention' is rarely useful!
Look out for Notifications on the 'bell' icon

Three Clicks to see what is happening with your contract

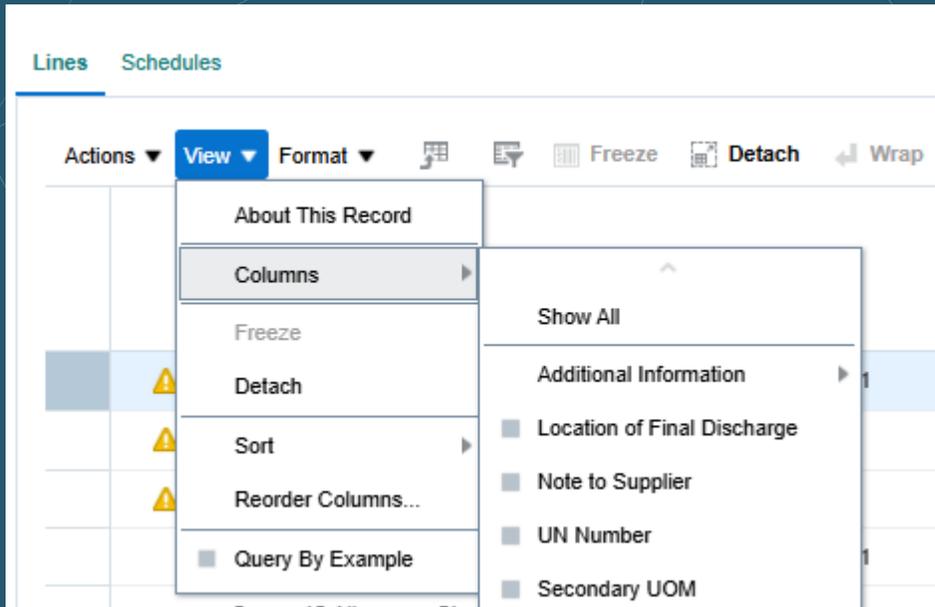


Order
Life
Cycle

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



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Edit Profile Change Request: 336022

Change Description

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

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

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 )

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 ❌

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:

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

* Country

* Address Line 1

Address Line 2

Address Line 3

City or Town

County

Postcode

Language

* Address Ordering

Purpose Remit to

RFQ or Bidding

Phone

Enter the e-mail associated with this location

Email

Inactive Date

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)

Getting 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 😊

Create Invoice 1

Create Invoice

Invoice Actions Submit Cancel

Select from the drop down

Complete the top section first

* Identifying PO ▼

Supplier Steven Foister

Taxpayer ID

* Supplier Site ▼

Address

Remit-to Bank Account ▼

Description

Attachments None +

* Number

* Date dd-mmm-yyyy

* Type Invoice ▼

Invoice Currency

Attach:

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

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 + x 📄 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

Invoice Attachments

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Create Invoice ? Invoice Actions Submit Cancel

* Identifying PO: IC/045/2023 Description: Payment for delivery Payment Currency: USD - US Dollar

Supplier: Steven F Taxpayer ID: 20211227_143715

* Supplier Site: Address: Remit-to Bank Account: Customer: * Customer Tax:

Lines: View + x

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

Rows Selected 1

No data to display.

+ to add, X to delete

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

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!

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Create Invoice ? Invoice Actions ▼ Submit Cancel

Payment Currency USD - US Dollar

* Identifying PO IC/045/2023 Description Payment for deliverables in July

Supplier Steve Foiste

Supplier Site

Address

Remit-to Bank Account

Customer

* Customer Tax

Lines

View ▼ + ×

* Number	* Type	Purchase Order			Item Description	Quantity	Unit	Amount	Sup
* Number	* Line	* Schedule							
No data to display.									

Attachments ×

Actions ▼ View ▼ + ×

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 s	Steven Foiste

Rows Selected 1

OK Cancel

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!

Create Invoice 2

Complete the top section first

Invoice Actions Submit Cancel

Payment Currency USD - US Dollar

* 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

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 +  Add 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



Invoice Actions ▾ Subg

Select and Add: Purchase Orders

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.

Search

Advanced Saved Search ▾

** At least one is required

** Purchase Order IC/045/2023 ▾

** Consumption Advice

** Creation Date dd-mmm-yyyy HH:mm

Search Reset Save...

Search Results

View ▾ Detach **Select All**

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
IC/045/2023	10	1				2025-IC Fees Daily ...	GCF Incheon	96
IC/045/2023	11	1				2025- IC Allowance ...	GCF Incheon	5.6

Apply **OK** Cancel

Create Invoice 3



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

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

Customer

Customer Taxpayer ID 131-82-80584

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

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 + X 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!

Submit Invoice



Create Invoice ?

Invoice Actions **Submit** Cancel

Payment Currency USD - US Dollar

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 - 10 days

Attachments Confirmation (2 more...) +

* Number 2025 July

* Date 11-Jul-2025

Type Invoice

Invoice Currency USD - US Dollar

There is no way to withdraw an invoice once it is Submitted!

- if submitted in error, ask GCF to reject it

Better:

- check carefully before you submit!

- ensure this Invoice matches the attachments

Customer

Customer Taxpayer ID 131-82-80584

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

- 10 days, \$5 000 is what I want to invoice now.

- Typos corrected, everything matches

I just need to choose which of my Bank Accounts from the drop down, then Submit.

Lines

View + x 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	10	500	5,000.00	2025-IC Fees	
Total										5,000.00		

Totals

Items	5,000.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	0.00	Retainage	0.00	Invoice Amount	5,000.00	Due	0.00
-------	----------	---------	------	---------------	------	---------------	------	---------------	------	-----------	------	----------------	----------	-----	------

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

Three Way Match

1. *Purchase Requisition (internal to GCF) => Purchase Order (issued to Supplier)*
2. *Invoice (from Supplier, as just demonstrated)*
3. *Receipt (internal to GCF)*



My Receipts, or by email

Receipt

Preparer
Requester
Budget Holder
Buyer
Sourcing (RFQ / RFP)
Supplier

Purchase Requisition

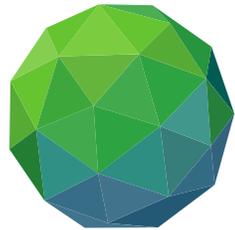
Order

Invoice

Automated Invoicing
or Supplier Portal

Supplier





GREEN
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**Raising
ambition.**
**Empowering
action.**