

INVOICE MANAGEMENT VIA PORTAL

MARCH 2025

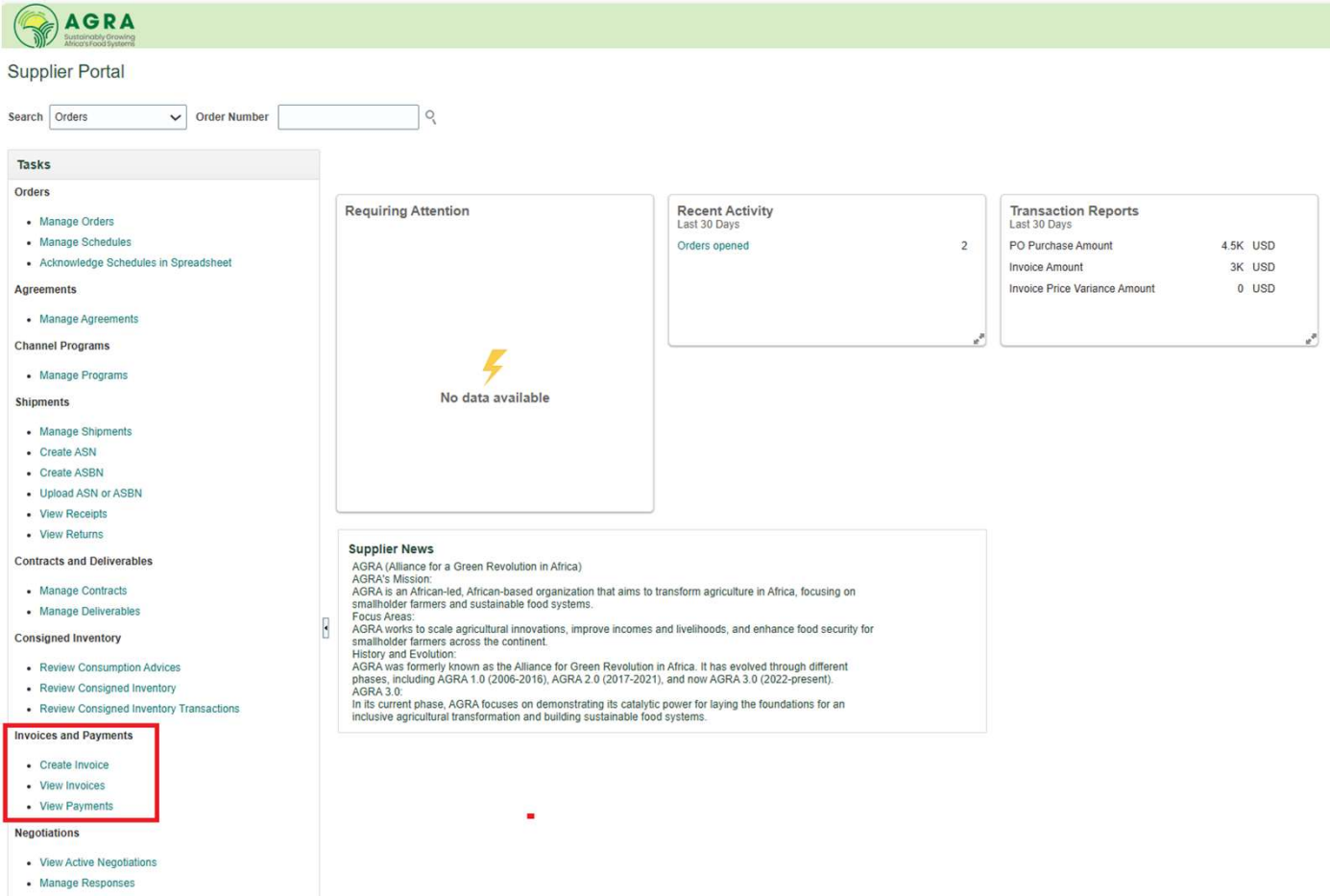


AGRA

Sustainably Growing
Africa's Food Systems

AGENDA

- Create Invoice with PO (PO Invoice)
- View Invoices
- View Payments
- Create Credit Memo
- FAQ's



Supplier Portal

Search Order Number

- Tasks**
 - Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
 - Agreements**
 - Manage Agreements
 - Channel Programs**
 - Manage Programs
 - Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
 - Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
 - Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
 - Invoices and Payments**
 - Create Invoice
 - View Invoices
 - View Payments
 - Negotiations**
 - View Active Negotiations
 - Manage Responses

Requiring Attention

No data available

Recent Activity
Last 30 Days

Orders opened	2
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Transaction Reports
Last 30 Days

PO Purchase Amount	4.5K USD
Invoice Amount	3K USD
Invoice Price Variance Amount	0 USD


Supplier News

AGRA (Alliance for a Green Revolution in Africa)
AGRA's Mission:
AGRA is an African-led, African-based organization that aims to transform agriculture in Africa, focusing on smallholder farmers and sustainable food systems.
Focus Areas:
AGRA works to scale agricultural innovations, improve incomes and livelihoods, and enhance food security for smallholder farmers across the continent.
History and Evolution:
AGRA was formerly known as the Alliance for Green Revolution in Africa. It has evolved through different phases, including AGRA 1.0 (2006-2016), AGRA 2.0 (2017-2021), and now AGRA 3.0 (2022-present).
AGRA 3.0:
In its current phase, AGRA focuses on demonstrating its catalytic power for laying the foundations for an inclusive agricultural transformation and building sustainable food systems.

This only applies to “Spend Authorized” suppliers with active contracts/Purchase orders with AGRA.

It provides an overview of Creating Invoices, View invoices and Payments in the supplier portal.

These options are found under the Tasks segment of the Supplier Portal page.



Home Flag Bell RC

Create Invoice ?

Invoice Actions ▼
Save
Save and Close
Submit
Cancel

*** Identifying PO** ▼

Supplier 5113 Rael Chebet Test AGRA Nairobi

Taxpayer ID 5112 Rael Chebet Test AGRA Nairobi

*** Supplier Site** Search...

Address

Supplier Tax Registration Number ▼

Remit-to Bank Account ▼

Description

Attachments None +

Tax Control Amount

*** Number**

*** Date** dd-mmm-yyyy 📅

*** Type** Invoice ▼

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID ▼

Name

Address

Lines

View ▼ + ✕ 📄 Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classific:
		* Number	* Line	* Schedule	Number	Line				
No data to display.										
Total										

Summary Tax Lines

Step 1
 Select Purchase Order Number from the list.

Identifying PO:
 Type the PO number Or Select from the list

Supplier Site , Address and Remit- to-Bank Account : Defaulted from the supplier profile.

Step 2 Add the Invoice header details

- Invoice Number
- Invoice Date
- Invoice Type
- Description
- Attachments

Step 3 Match PO under Lines

NOTES: Remit-to-Bank account. If list doesn't return any value, contact AGRA focal point person.

Attachments (Mandatory) Invoice, Proof Of Delivery, report, timesheets etc.

Create Invoice ? Invoice Actions **Save** **Save and Close** Submit Cancel

*** Identifying PO** 5113

Supplier Rael Chebet Test

Taxpayer ID

*** Supplier Site** AGRA Nairobi

Address Test account

Supplier Tax Registration Number

Remit-to Bank Account 00000000

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description Deliverable 2 and 3 invoice

Attachments INVOICE No 4.docx (1 more...) +

Tax Control Amount

*** Number** 4

*** Date** 26-Mar-2025

*** Type** Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

*** Customer Taxpayer ID** F. 102/2006 Name Alliance for A Green Revolution in Africa-Nairobi

Address

Lines

View + Cancel Line

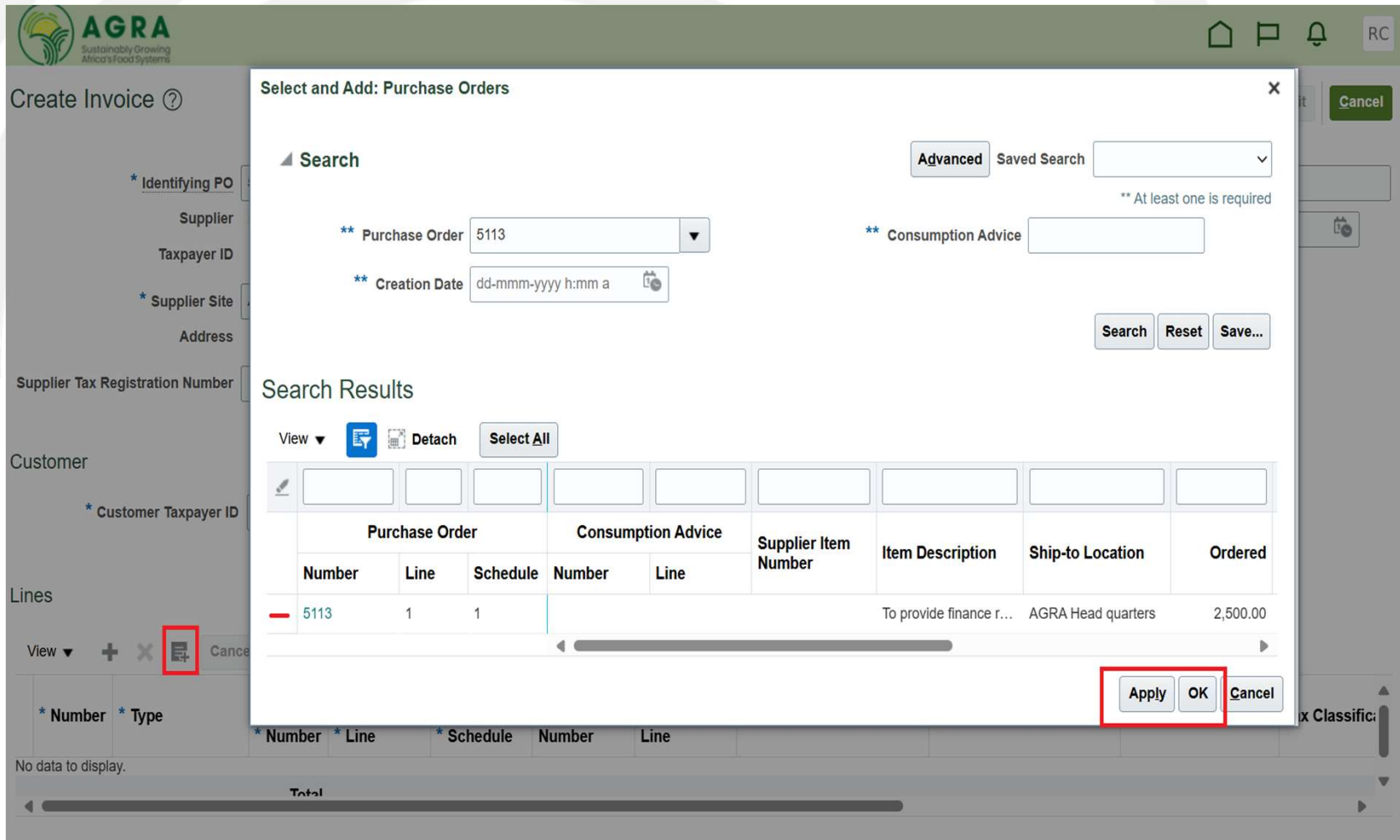
* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
No data to display.										
Total										

Step 4

Select Purchase Order line(s)

Repeat for the next line, if any.

Click **Apply + OK**



Select and Add: Purchase Orders

Search

Advanced Saved Search

** At least one is required

** Purchase Order

** Consumption Advice

** Creation Date

Search Reset Save...

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
5113	1	1				To provide finance r...	AGRA Head quarters	2,500.00

Apply OK Cancel

Step 5

Edit the amount to reflect the invoice amount

Step 6

- Save
- Submit

Save

Click "Save" to create a draft Invoice. Once saved the Invoice number cannot be reused.

Save and Close

Save draft invoice and exist the screen

Submit

Click "Submit" to send invoice directly to AGRA for processing.

Create Invoice ?

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

Identifying PO: 5113
 Supplier: Rael Chebet Test
 Taxpayer ID:
 Supplier Site: AGRA Nairobi
 Address: Test account
 Supplier Tax Registration Number:

Remit-to Bank Account: 00000000
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description: Deliverable 2 and 3 invoice
 Attachments: INVOICE No 4.docx (1 more...)
 Tax Control Amount:

* Number: 4
 * Date: 26-Mar-2025
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer

Customer Taxpayer ID: F. 102/2006

Name: Alliance for A Green Revolution in Africa-Nairobi
 Address:

Lines

View + X Cancel Line

Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
	To provide finance reconcili...	AGRA Head qu						300.00	To provide fina
								300.00	



How to Create a Credit Note

Step 1 Remains the same as that at invoicing

Step 2 Add the Invoice header details

- Invoice Number
- Invoice Date
- Invoice Type
- Description
- Attachments

Step 3 Change the Type to Credit Memo

Step 4 Match PO under Lines

NOTES: Remit-to-Bank account. If list doesn't return any value, contact AGRA focal point.

Create Invoice ?

Invoice Actions ▼ Save Save and Close Submit Cancel

<p>* Identifying PO 5113 ▼</p> <p>Supplier Rael Chebet Test</p> <p>Taxpayer ID</p> <p>* Supplier Site AGRA Nairobi ▼</p> <p>Address Test account</p> <p>Supplier Tax Registration Number ▼</p>	<p>Remit-to Bank Account 00000000 ▼</p> <p>Unique Remittance Identifier</p> <p>Unique Remittance Identifier Check Digit</p> <p>Description Deliverable 2 and 3 Credit note</p> <p>Attachments Creit note.pdf + x</p> <p>Tax Control Amount</p>	<p>* Number 4</p> <p>* Date 27-Mar-2025 📅</p> <p>* Type Credit memo ▼</p> <p>Invoice Currency USD - US Dollar</p> <p>Payment Currency USD - US Dollar</p>
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Customer

*** Customer Taxpayer ID** F. 102/2006 ▼

Name Alliance for A Green Revolution in Africa-Nairobi
West End Towers, 4th Floor,
Address Kanjata Road, Muthangari Drive, Waiyaki Way, Nairobi

Lines

View ▼ + x 📄 Cancel Line

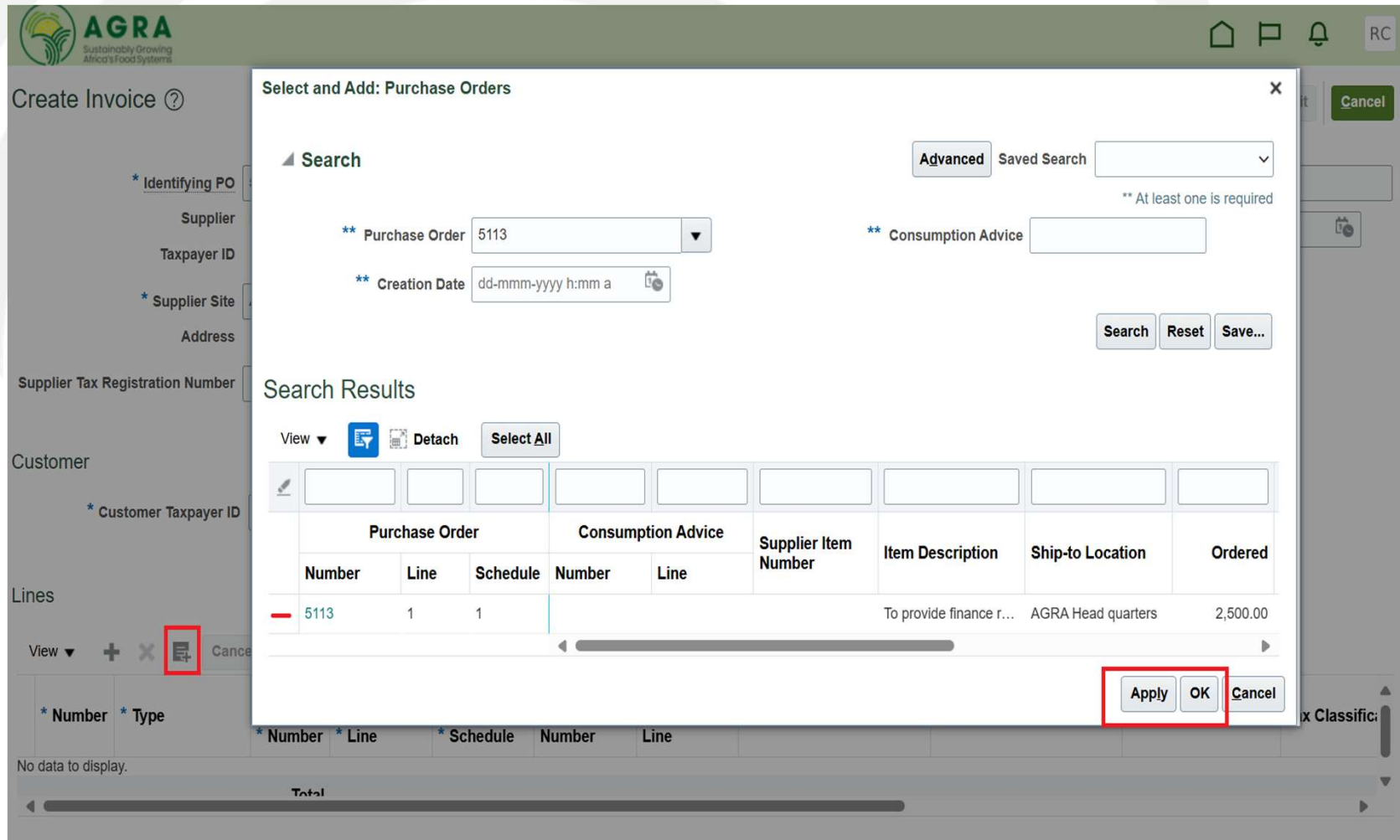
* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classific:
		* Number	* Line	* Schedule	Number	Line				
No data to display.										

Step 5

Select Purchase Order line(s)

Repeat for the next line, if any.

Click **Apply + OK**



Select and Add: Purchase Orders

Search

Advanced Saved Search

** At least one is required

** Purchase Order

** Consumption Advice

** Creation Date

Search Reset Save...

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
5113	1	1				To provide finance r...	AGRA Head quarters	2,500.00

Apply OK Cancel

Step 6
Edit the amount to reflect the invoice amount

Step 7

- Save
- Submit

Save
Click "Save" to create a draft Credit Note. Once saved the Invoice number cannot be reused.

Save and Close
Save draft Credit Note and exist the screen

Submit
Click "Submit" to send Credit Note directly to AGRA for processing.

Create Invoice ?

Invoice Actions ▾ Save Save and Close Submit Cancel

Identifying PO: 5113

Supplier: Rael Chebet Test

Taxpayer ID: []

Supplier Site: AGRA Nairobi

Address: Test account

Supplier Tax Registration Number: []

Remit-to Bank Account: 00000000

Unique Remittance Identifier: []

Unique Remittance Identifier Check Digit: []

Description: Deliverable 2 and 3 Credit note

Attachments: Credit note.pdf + X

Tax Control Amount: []

* Number: 4

* Date: 27-Mar-2025

Type: Credit memo

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer

Customer Taxpayer ID: F.102/2006

Name: Alliance for A Green Revolution in Africa-Nairobi

Address: West End Towers, 4th Floor, Kanjata Road, Muthangani Drive, Waiyaki Way, Nairobi

Lines

View ▾ + X Cancel Line

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UoM	* Amount	Invoice Line Description
* Number	* Line	* Schedule	Number	Line										
5113	1	1				To provide finance reconcili...	AGRA Head qu						-300.00	To provide fina
Total													-300.00	

Summary Tax Lines

View ▾



Frequently Asked Questions

Where should I insert the invoice number?

The invoice number should be inserted in the designated field at the top right of the invoicing interface, indicated on the next slide.

What is the invoice number format?

The invoice number can be a numerical value, letters, or a combination of both. The invoice number format should follow a sequential numbering system as per your organization system. Ensure the format is consistent and easily identifiable.

What should I do if I want to change the bank details?

If you need to change the bank details, please contact our contracting/procurement team. They will guide you through the process and ensure your new bank details are updated securely.

What should I do if the details highlighted in the next slide contain an error?

If you notice any errors in the details highlighted in the next slide, please report them immediately to our contracting/procurement team. They will assist you in correcting the information promptly.

Create Invoice ?

* Identifying PO

Supplier: Rael Chebel Test

Taxpayer ID

* Supplier Site

Address

Supplier Tax Registration Number

Supplier Details

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments: None +

Tax Control Amount

Invoice Actions ▼

Invoice Number

* Number

* Date

* Type

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

Address

Lines

View ▼

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
		* Number	* Line	* Schedule	Number	Line								
No data to display.														

Summary Tax Lines

View ▼

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Thank you