

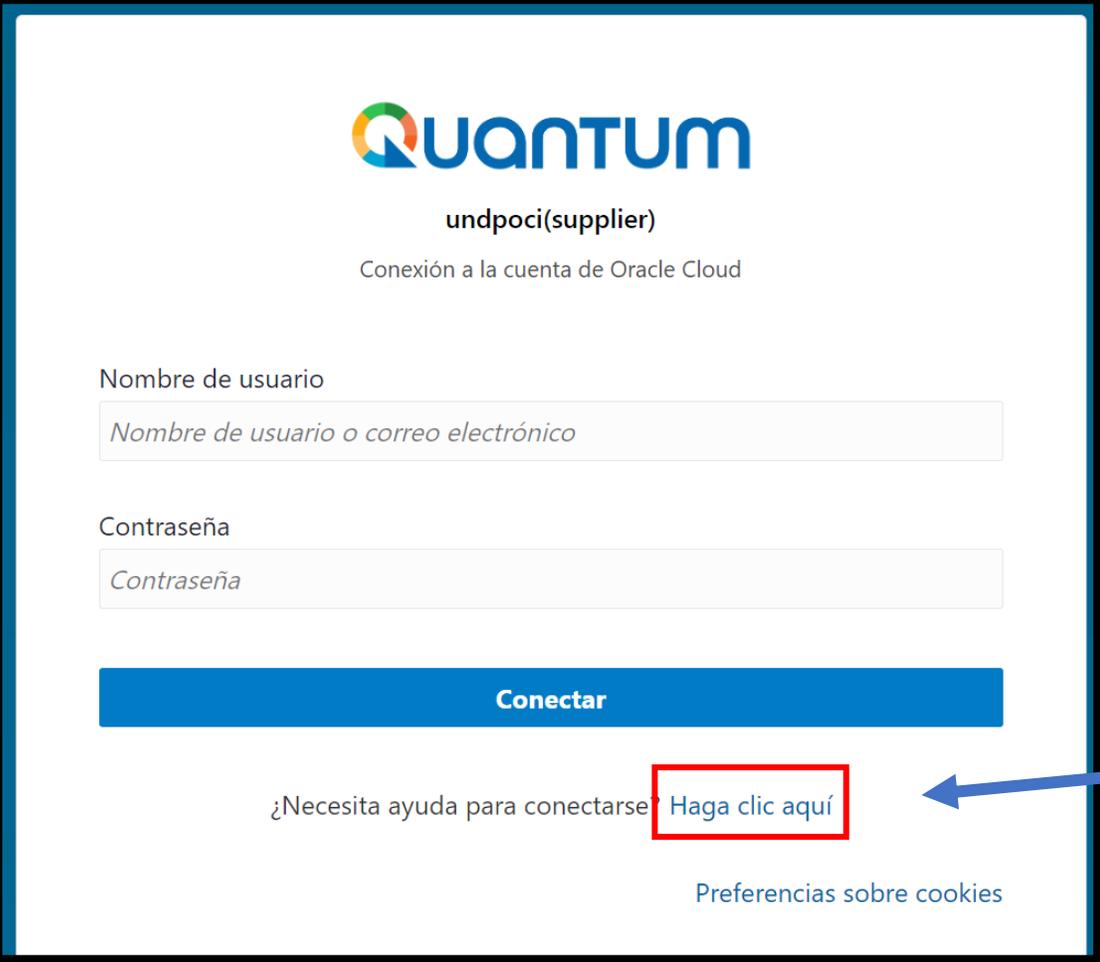


Como subir una factura y dar inicio al proceso de pago (Invoice)

Módulo de proveedores

A través de este módulo usted podrá:

1. Ver los Contratos/Ordenes de Compra emitidos a su nombre (Opción: Manage Orders)
2. Ver las aprobaciones de los productos/servicios entregados (Opción: View Receipts)
3. Crear solicitudes de pago denominadas “Invoices” en el sistema, para su procesamiento (Opción: Create Invoice)
4. Ver la situación de sus pagos (Opción: View Invoices).



The screenshot shows the Quantum login interface. At the top, the Quantum logo is displayed above the text 'undpoci(supplier)' and 'Conexión a la cuenta de Oracle Cloud'. Below this, there are two input fields: 'Nombre de usuario' with a placeholder 'Nombre de usuario o correo electrónico' and 'Contraseña' with a placeholder 'Contraseña'. A blue 'Conectar' button is positioned below the fields. At the bottom, there is a link '¿Necesita ayuda para conectarse? Haga clic aquí' where 'Haga clic aquí' is highlighted with a red box and pointed to by a blue arrow. A 'Preferencias sobre cookies' link is also visible at the bottom right.

PASO 1: Ingresar al sistema

1. Ingrese al portal de proveedores a través del siguiente enlace:
<http://supplier.quantum.partneragencies.org>.

Recuerde que su usuario es el correo electrónico con el que se registró.

Si olvidó su contraseña vaya a la opción “***Necesita ayuda para conectarse***”, para reestablecerla. **Por favor, no cree un nuevo registro**, ya que esto generará una cuenta adicional y ocasionará demoras en el procesamiento de su pago.

Guía para activar cuenta en Quantum

Link: <https://www.undp.org/es/peru/adquisiciones-y-consultorias>



Para obtener más información, recursos y guías sobre las adquisiciones del PNUD, visite las páginas web del PNUD cuyos enlaces se proporcionan a continuación.

[Guía para registrarse como persona natural](#)

[Guía para registrarse como persona jurídica](#)

[Guía para presentar una oferta](#)

[Guía para activar una cuenta en Quantum](#)

Enlaces útiles:

1. El sistema le llevará a la siguiente página de inicio

Supplier Portal

Search Order Number

Tasks

Orders

- 1 → **Manage Orders**
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN

View Receipts

- View Returns

Contracts

- Manage Deliverables

Invoices and Payments

- 3 → **Create Invoice**
- Create Invoice Without PO ← 4
- 5 → **View Invoices**
- View Payments ← 6

Recent Activity
Last 30 Days

| | |
|----------------------------|---|
| Orders changed or canceled | 1 |
| Receipts | 1 |
| Payments | 1 |

Requiring Attention

80

| | |
|--------------------------------|----|
| Orders to Acknowledge | 1 |
| Schedules Overdue or Due Today | 22 |
| Negotiations Closing Soon | 2 |
| Invoices Overdue | 55 |

Supplier News

Steps to Review / Respond Public Negotiations:

- Please click on "View Active Negotiations" on the left side pane, it will navigate you to all the open and active negotiations
- Please click on the negotiation number for opening the negotiation
- Review the requirements, line items and other details
- If interested, please submit your bid from your own supplier portal account.

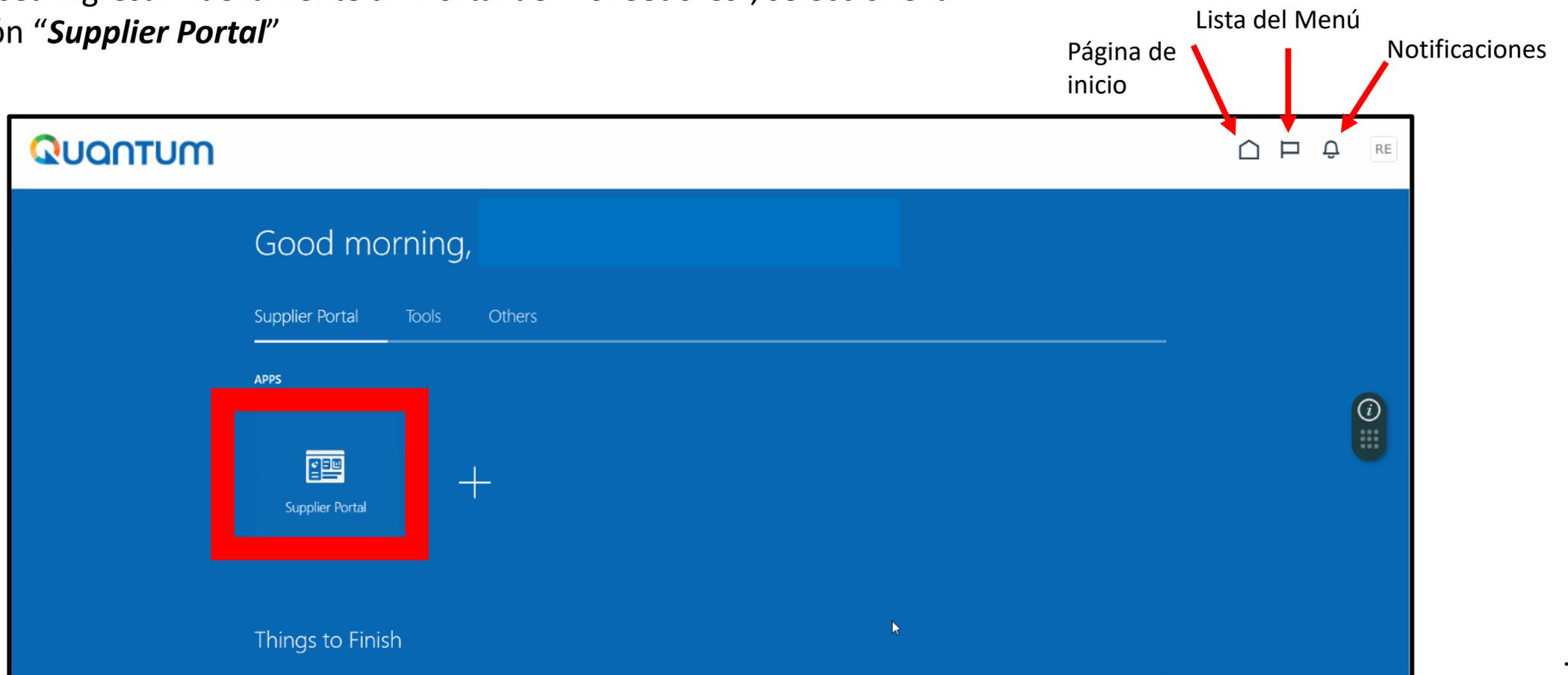
A continuación se presenta una breve explicación de cada funcionalidad del sistema:

1. **Manage Order (Administrar Ordenes):** En esta sección, podrá revisar los contratos /órdenes de compra emitidos a su nombre.
2. **View Receipts (Ver Recibos):** Aquí podrá examinar las aprobaciones, ya sea parciales o totales, denominadas en el sistema como “Receipts”.
3. **Create Invoices (Crear Facturas):** Esta opción le permitirá dar inicio al proceso de pago y cargar la documentación asociada.
4. **Create Invoice Without PO:** No utilizar.
5. **View Invoices:** Permite visualizar las facturas generadas y enviadas al PNUD.
6. **View Payments (Ver Pagos):** Esta opción le permitirá consultar los pagos recibidos.

(*) Las sigla PO son la abreviatura de “Purchase Order” (órdenes de compra en ingles) y se refiere a contratos u órdenes de Compra.



2. Para volver a la página de inicio, haga click en el ícono 🏠 que figura al lado derecho superior de su pantalla.
3. Si desea ingresar nuevamente al “Portal de Proveedores”, seleccione la opción “**Supplier Portal**”



Paso 2: Contar con la conformidad para el pago

- Antes de generar el registro para iniciar el proceso de pago (“INVOICE”), asegúrese de contar con la aprobación del solicitante del producto o servicio y que éste haya registrado dicha aprobación en el sistema (“RECEIPT”).
- Sin este paso, su factura no podrá ser procesada, lo que resultará en un error en el sistema y, como consecuencia, el pago no se realizará.
- En caso haya generado el “INVOICE” sin contar con el “RECEIPT” en el sistema, deberá enviar un correo electrónico, solicitando al responsable del contrato, que gestione la cancelación del “INVOICE”. Una vez se haya generado el “RECEIPT”, recién podrá generar un nuevo registro (“INVOICE”).

Paso 3: Generar el “INVOICE”



Tasks

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

- Manage Deliverables

Invoices and Payments

- **Create Invoice**
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Supplier News

Steps to Review / Respond Public Negotiations:

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- Review the requirements, line items and other details
- If interested, please submit your bid from your own supplier portal account.

Welcome to the Quantum Supplier Portal !

Dear Suppliers, Consultants and Partners,

In this portal you will be able to register as a new UN supplier or partner, update your existing supplier profile, submit bids and participate on current procurement, view Purchase Orders and Agreements issued under your name, and submit Invoices.

This Quantum Supplier Portal serves as the single point of entry to access opportunities and work with any or all of the following UN Agencies:

- United Nations Development Programme (UNDP),
- United Nations Population Fund (UNFPA),
- United Nations Entity for Gender Equality and the Empowerment of Women (UN Women),
- United Nations Capital Development Fund (UNCDF),
- United Nations Institute for Training and Research (UNITAR),
- United Nations System Staff College (UNSSC),
- United Nations Volunteers (UNV),
- United Nations University (UNU) and
- Multi-Partners Trust Fund (MPTF).

Once you complete your registration with any of the above UN Agency, your profile can be accessed and used by all other participating UN Agencies.

If you had multiple vendor IDs in Atlas with any of the above UN Agencies, you may now have a single supplier number in Quantum, and the same number can be used by all UN agencies listed above. All POs that will be issued under your name shall make use of that single new quantum supplier number.

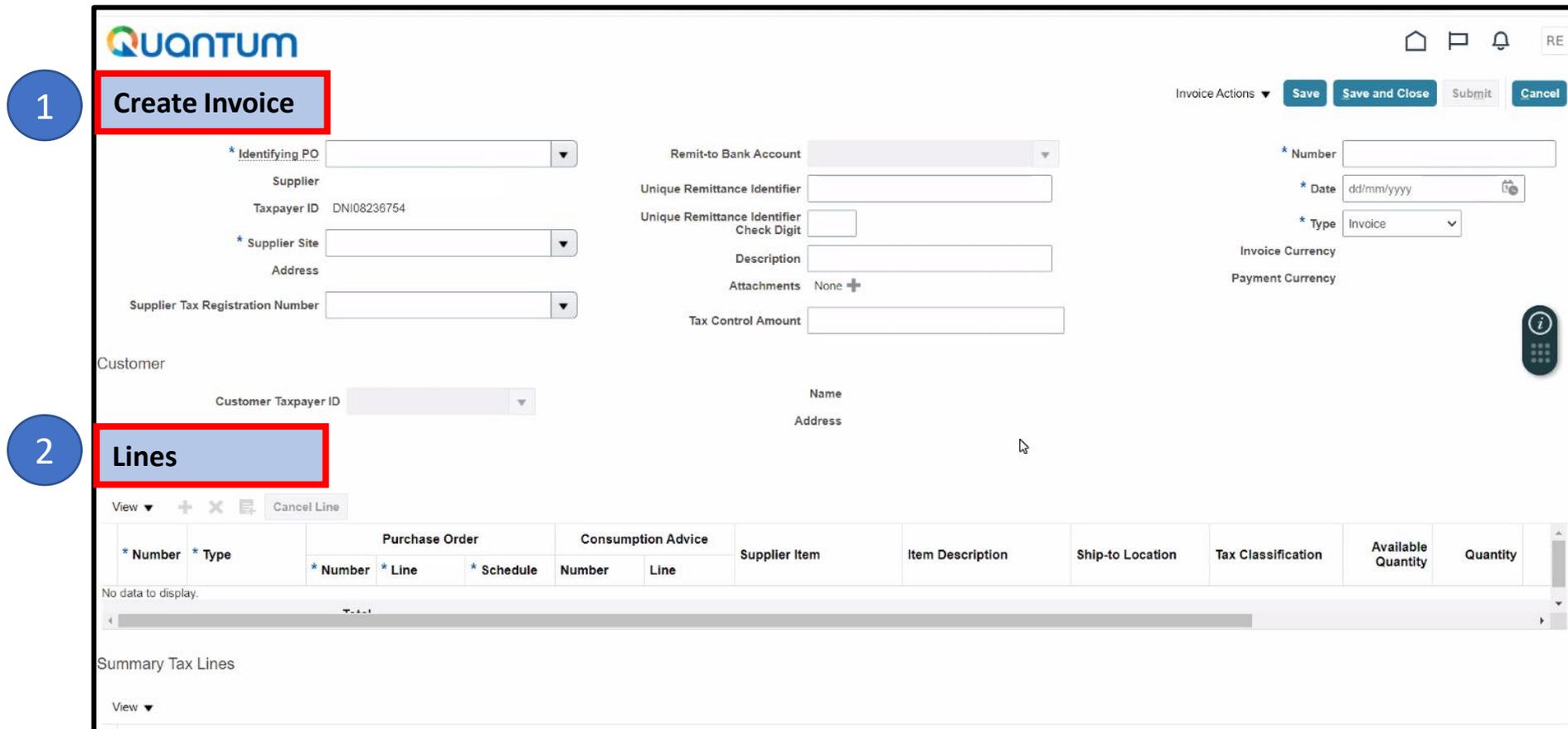
If you are a supplier/consultant/partner that has an active/ongoing contract/Purchase Order or unpaid invoices with any of the above listed UN agency as of 31 December 2022, you are considered as a "spend authorized" supplier for your client UN agency. This means that the Purchase Order (PO) under your name from our old system has been migrated here in the Quantum Supplier Portal, bearing the same PO number, but containing only the unpaid balance amount. This means that your client UN agency will be able to disburse future payments to you using Quantum.

If your client UN agency has fully paid the PO issued under your name before 31 December 2022, and there are no more payments due to you, the PO under your name from our old system was no longer migrated here

1. Seleccione la opción :

“Create Invoice”

2. El sistema le llevará a la siguiente pantalla, la cual consta de dos secciones: (1) “Create Invoice” y (2) “Lines”



1 Create Invoice

Identifying PO Supplier Taxpayer ID DNI08236754

Supplier Site Address Supplier Tax Registration Number

Remit-to Bank Account Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments None + Tax Control Amount

* Number * Date dd/mm/yyyy * Type Invoice Invoice Currency Payment Currency

Customer Customer Taxpayer ID Name Address

2 Lines

View + x Cancel Line

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

Summary Tax Lines View

Sección 1: Create “INVOICE”

3. Complete la información abajo indicada. Detalles sobre cómo llenar cada campo en la lámina siguiente:

Create Invoice ?

Invoice Actions ▾ Save Save and Close Submit Cancel

1 → * Identifying PO: 10101090

Supplier: ABC Solutions

Taxpayer ID: 32475424

2 → * Supplier Site: NY

Address: UNITED STATES

Supplier Tax Registration Number: []

Remit-to Bank Account: []

Unique Remittance Identifier: []

Unique Remittance Identifier Check Digit: []

Description: []

6 → Attachments: Invoice Sample V1.pdf + X

Tax Control Amount: []

3 → * Number: PO10101090 E001-46

4 → * Date: 5-Aug-2022

5 → * Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer

* Customer Taxpayer ID: UNDP

Name: United Nations Development Programme

Address: []

1. **Identifyng PO:** Despliegue el menú y seleccione el número de Contrato/Orden de Compra asociado al pago.
2. **Supplier Site:** Seleccione su dirección
3. **Number:** Digite el número de Contrato/Orden de Compra seguido por el número de Factura/Recibo de Honorarios (RHE) anteponiendo las letras. **Ejemplo: PO10101090 E001-46.**
4. **Date:** Fecha en que realiza el registro. El sistema no acepta fechas anteriores a la fecha del día en que se realiza el ingreso porque le arrojará “Error”.
5. **Type:** Seleccione la opción “INVOICE”
6. **Attachments:** Seleccione el símbolo “+” y suba su factura (ver láminas 11). Para borrar utilice el símbolo “X”.

Como cargar documentos

4. Seleccione la opción “**Elegir archivo**” (Figura 1) y vaya al sitio donde se encuentra grabado el archivo que va a subir y de click en la opción “**Abrir**” (Figura 2).
5. Digite el nombre archivo que va a subir bajo la opción “**Title**”: **Ejemplo RHE-020 – Pago 1 J. Pérez** y de click en “**OK**” (Figura 3).

Figura 1

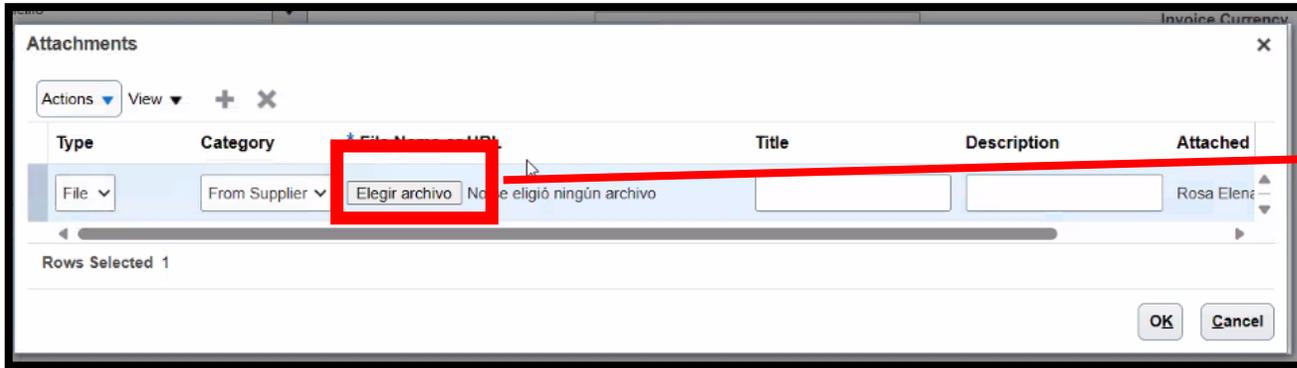


Figura 2

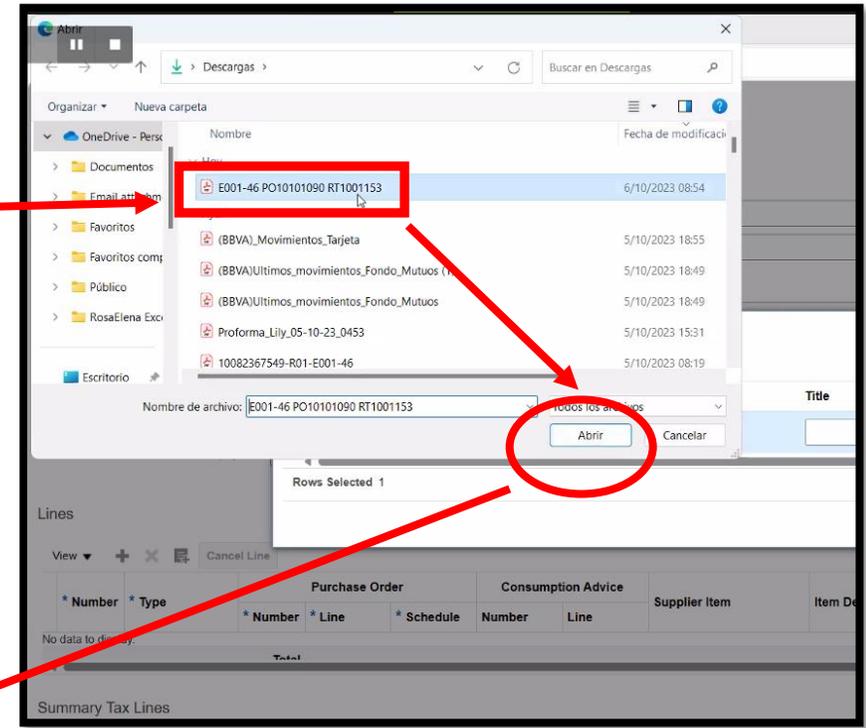


Figura 3



Digite el nombre de su archivo

Sección 2: LINES

1. Seleccione el ícono  "Select and Add".

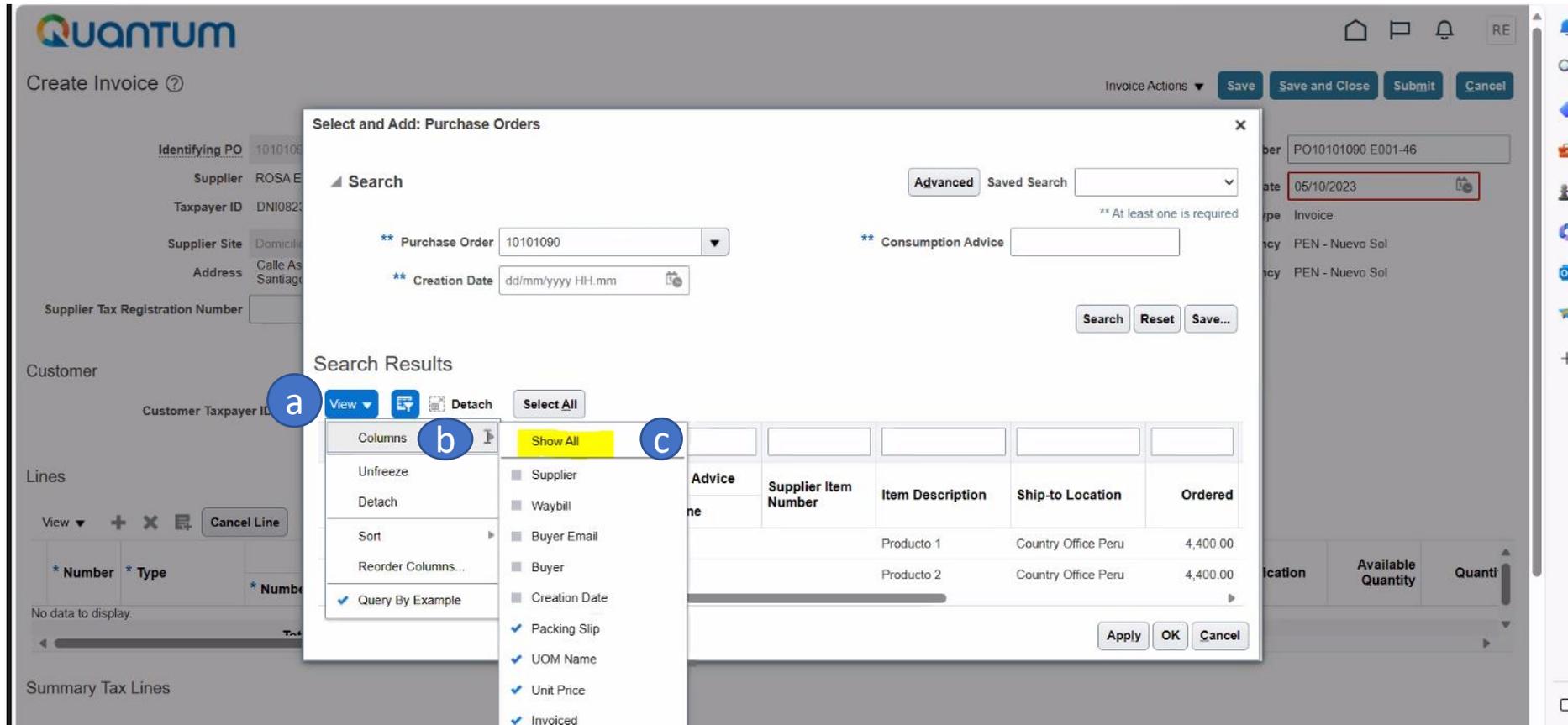
Lines

View ▼ + ×  Cancel Line

Select and Add

| * Number | * Type | Purchase Order | | | Consumption Advice | | Supplier It |
|---------------------|--------|----------------|--------|------------|--------------------|------|-------------|
| | | * Number | * Line | * Schedule | Number | Line | |
| No data to display. | | | | | | | |
| Total | | | | | | | |

2. Seleccione: (a) View / (b) Columns / (c) Show All



Select and Add: Purchase Orders

Search

Advanced Saved Search

** Purchase Order 10101090

** Creation Date dd/mm/yyyy HH:mm

** Consumption Advice

Search Reset Save...

Search Results

View (a) Columns (b) Detach Select All

Columns (b) Show All (c)

| Advice | Supplier Item Number | Item Description | Ship-to Location | Ordered |
|--------|----------------------|------------------|---------------------|----------|
| | | Producto 1 | Country Office Peru | 4,400.00 |
| | | Producto 2 | Country Office Peru | 4,400.00 |

Apply OK Cancel

3. Verifique que la línea del monto en la Columna “Received” coincide con el monto de su Recibo por Honorarios y/o Factura a pagar.
4. Seleccione la fila correspondiente al pago, y verifique que se marque en color celeste
5. De clic en “OK”

Select and Add: Purchase Orders

Search

Advanced Saved Search

** Purchase Order

** Consumption Advice

** Creation Date

Search Reset Save...

Search Results

View

| Number | Line | Schedule | Retainage Rate (%) | Retainage | Retain Releas | Ordered | Received | Consumed |
|----------|------|----------|--------------------|-----------|---------------|----------|----------|----------|
| 10101090 | 1 | 1 | 0 | 0.00 | 0.00 | 4,400.00 | 4,400.00 | |
| 10101090 | 1 | 2 | 0 | | | 4,400.00 | 0.00 | |

Apply

6. Verifique que el monto indicado bajo la columna “Amount” coincida con el monto indicado en la columna “Invoice Amount”.

Customer

Customer Taxpayer ID UNDP

Name United Nations Development Programme

Address

Lines

View + X Cancel Line

| Module | Consumption Advice | Supplier Item | Item Description | Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM | * Amount | Description |
|--------|--------------------|---------------|------------------|------------------|--------------------|--------------------|----------|------------|-----|----------|-------------|
| Number | Line | | | | | | | | | | |
| | | | Producto 1 | Country Office f | | | | | | 4,400.00 | Producto 1 |
| | | | | | | | | | | 4,400.00 | |

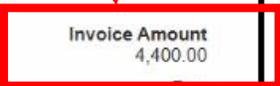
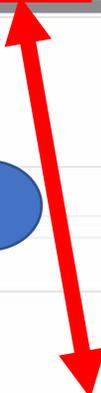
Summary Tax Lines

View

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

Totals

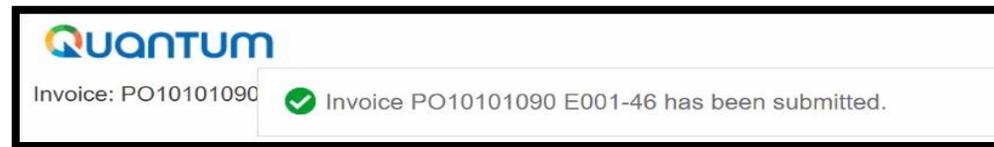
| | | | | | | | | | | | | | |
|-------|----------|---------|------|---------------|------|---------------|------|---------------|------|-----------|------|----------------|----------|
| Items | 4,400.00 | Freight | 0.00 | Miscellaneous | 0.00 | Inclusive Tax | 0.00 | Exclusive Tax | 0.00 | Retainage | 0.00 | Invoice Amount | 4,400.00 |
|-------|----------|---------|------|---------------|------|---------------|------|---------------|------|-----------|------|----------------|----------|


7. Grabe el registro haciendo clic en "SAVE" ("**Guardar**"). El sistema generará automáticamente un número de INVOICE ("Factura"), que solo se podrá utilizar para procesar este pago.

8. Para finalizar seleccione "SUBMIT" ("**Enviar**"):

El sistema automáticamente le mostrará el siguiente mensaje:



9. Se recomienda que una vez haya concluido con el proceso de generación de su invoice, Informe por email a su punto de contacto PNUD/Proyecto el número de invoice generado para el seguimiento respectivo.

Nota:

En caso solo desee Guardar el registro y no enviarlo seleccione la opción "**SAVE AND CLOSE**" ("Grabar y Cerrar").

Para posteriormente editar el registro seleccione la opción "**VIEW INVOICES**" del menú principal (Ver lámina 4)

PASO 4: Cómo ver el estado de su pago

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

- Manage Deliverables

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- **View Invoices**
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Supplier News

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- United Nations Volunteers (UNV),
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If your client UN agency has fully paid the PO issued under your name before 31 December 2022, and there are no more payments due to you, the PO under your name from our old system was no longer migrated here

1. Seleccione la opción "VIEW INVOICES"



2. Seleccione su nombre en el campo "Supplier"
3. De clic "Search" (Buscar)

View Invoices Done

Search Advanced Saved Search All Invoices

** Invoice Number

**** Supplier** ROSA ELENA 2

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

** At least one is required

3 Search Reset Save...

Search Results

4. Verifique que la solicitud generada cuenta con el status de “Approved” y cuenta con un número de pago (columna “Payment Number”).
5. El tiempo estimado de abono luego que el pago cuenta con número de pago oscila entre 5 a 7 días hábiles.

View Invoices Done

Search

**** Invoice Number**

**** Supplier**

Supplier Site

**** Purchase Order**

Advanced Saved Search All Invoices

** At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results 4

View Detach

| Invoice Number | Invoice Date | Type | Purchase Order | Supplier | Supplier Site | Unpaid Amount | Invoice Amount | Invoice Status | Payment Number | Comments |
|-----------------|--------------|----------|----------------|----------|---------------|---------------|----------------|----------------|----------------|----------|
| E001-46 PO10... | 05/10/2023 | Standard | 10101090 | ROSA | Domicilio | 0.00 PEN | 0.00 PEN | Cancel... | | |
| PO10101090 E... | 05/10/2023 | Standard | 10101090 | ROSA | Domicilio | 4,400.00 PEN | 4,400.00 PEN | Approv... | | |
| E001-44 PO10... | 28/08/2023 | Standard | 10095580 | ROSA | Domicilio | 0.00 PEN | 4,410.85 PEN | Approv... | 6666006180 | |
| PO10010604 E... | 20/03/2023 | Standard | 10010604 | ROSA | Domicilio | 0.00 PEN | 4,400.00 PEN | Approv... | 6666001230 | |

Gracias

Consultas y dudas al correo vendor.pe@undp.org