



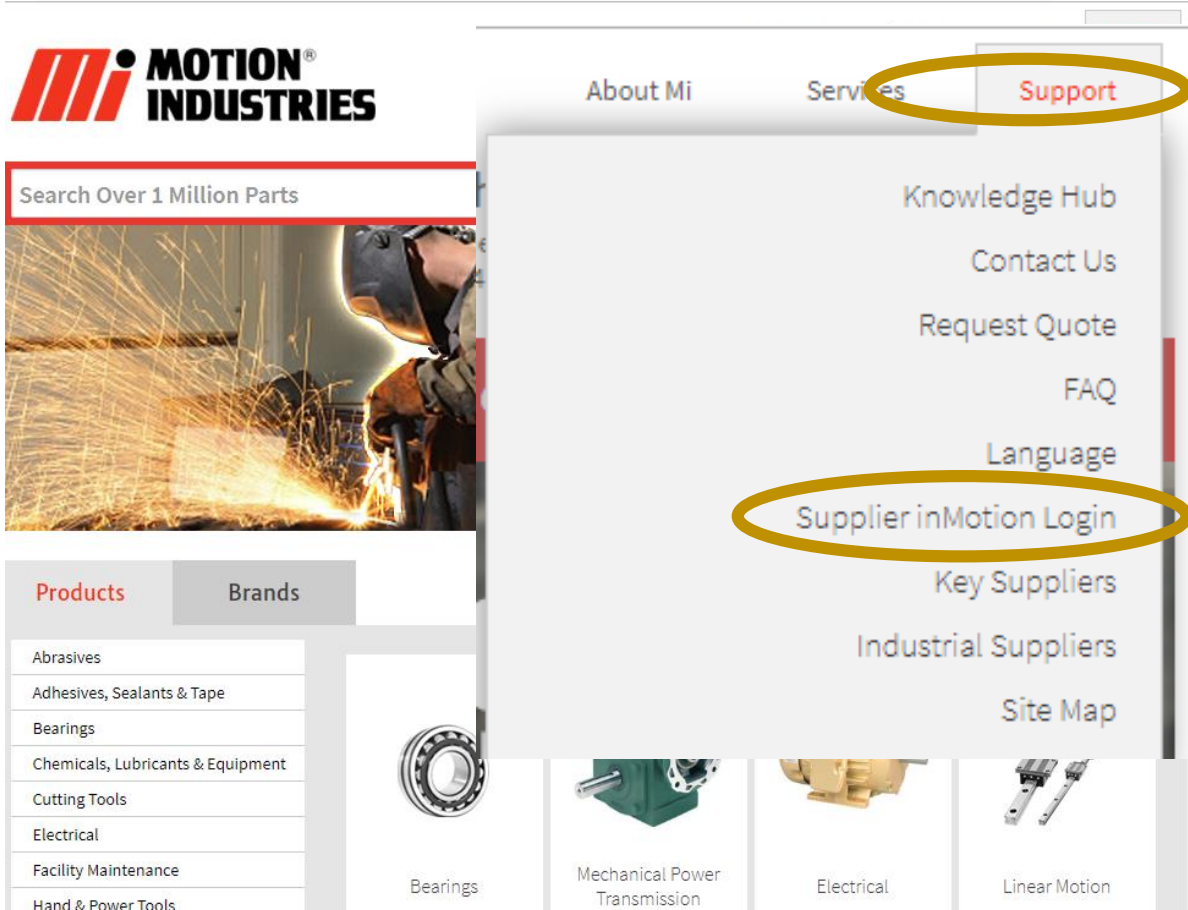
Supplier inMotion Login and Invoicing

1. Access Supplier inMotion and sign in
2. Invoicing
3. Create an Invoice
 1. Select a PO
 2. Confirm PO Line items
 3. Review and Send
4. Important Invoicing Guidelines
5. Contact us via feedback

1. Access Supplier inMotion and sign in

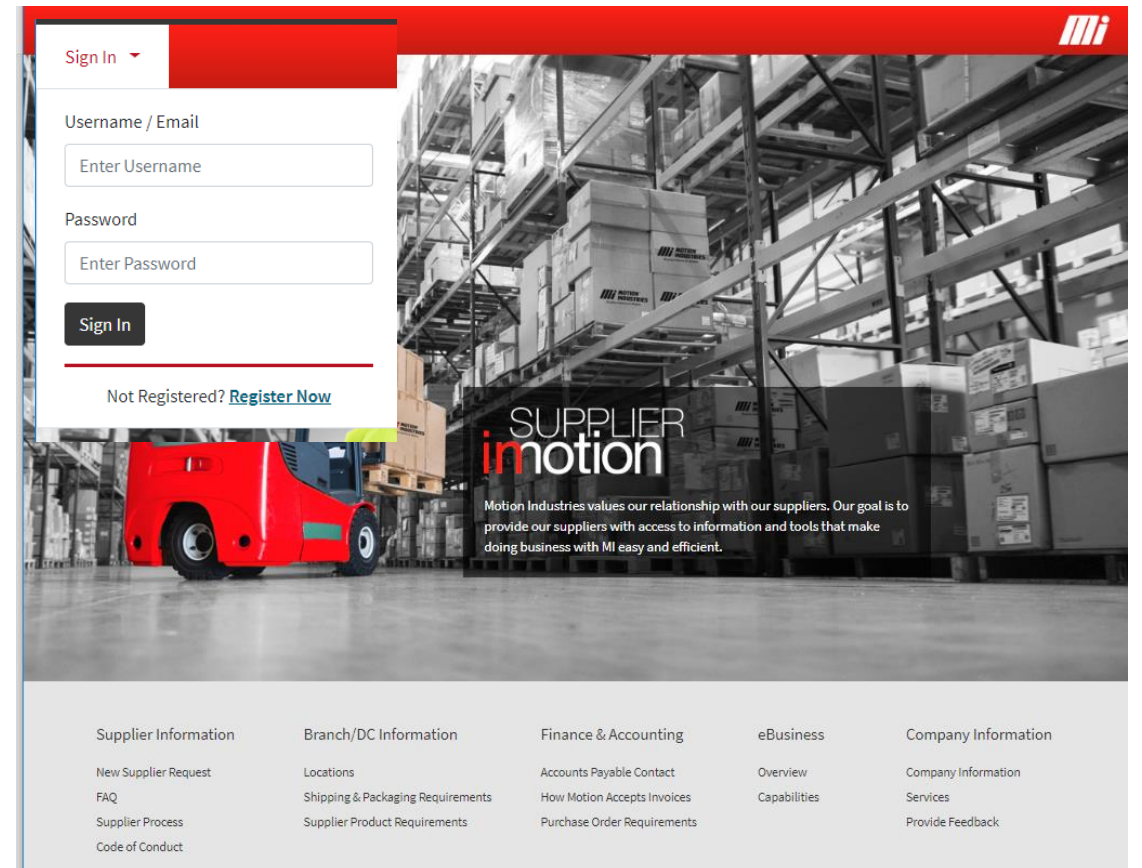
Link from Motion's website

1. Visit www.MotionIndustries.com
2. Select Support
3. Select Supplier inMotion Login



Sign into Supplier inMotion directly

1. Visit www.SupplierInMotion.com
2. Select Sign In
3. Enter your username and password
4. If you are not registered, select "Register Now"



2. Invoicing

2. To get started on new invoicing, click "Create New Invoice"

1. Invoicing is a report option on the left menu.

The default view is invoices created in the last 30 days.

SUPPLIER imotion
INVOICING
MOTION INFORMATION

Invoices Refresh All

Search by Invoice or PO Search by Check No. **Create New Invoice** Show filters Export

INVOICE NO.	LINES	PO NO.	LOCATION	STATUS	TOTAL	DATE
ABB INVOICE	1	AL17-00034905	AL17	Pending	\$241.92	01/09/2019
TEST'S INVOICE	1	CA50-00039308	CA50	Pending	\$2,218.78	01/09/2019
GARLOCK'S TEST	1	CA50-00039431	CA50	Pending	\$317.52	01/09/2019
TEST	3	CA50-00039057	CA50	Pending	\$114.38	01/09/2019
TEST - CREATE A DEBIT	1	CA50-00039323	CA50	Pending	\$52.00	01/09/2019
INVOICE SSSSSSSSSS	3	CA50-00039485	CA50	Pending	\$1,430.00	01/09/2019
TEST AGAIN	1	CA50-00039550	CA50	Pending	\$458.15	01/09/2019
GARLOCK TEST INVOICE	2	AR57-00151976	AR57	Pending	\$1,184.76	01/09/2019
INVOICE	1	AR57-00152213	AR57	Pending	\$220.32	01/09/2019
GARLOCK'S TEST INVOICE	1	OH51-00588179	OH51	Pending	\$2,731.50	01/09/2019
GARLOCK'S INVOICE	1	AL07-00211682	AL07	Pending	\$234.36	01/09/2019
GARLOCKS'S TEST INVOIC	1	GA20-00333727	GA20	Pending	\$48.88	01/09/2019

3. Create an Invoice – Select a PO – Filters and information widgets

The list of open purchase orders defaults to the last 30 days but filters are available to help you search for the PO you want to invoice.

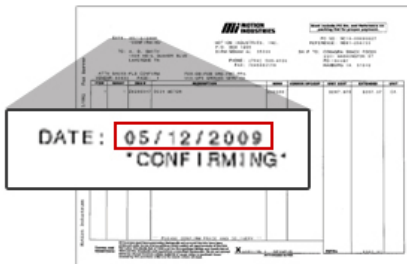
- Date ranges: Last 30, 31-60, 61-90, Over 90
- PO Number (Format = AL99123456)
- PO Date
- Branch

To find out more information about the filters, click the blue information widgets.

What is a PO Date?

A PO Date is the date Motion sends the original PO. This date can be found on Motion's fax PO labeled "Date:".

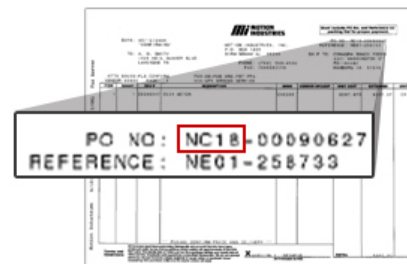
An example may be "05/12/2009".



What is a Motion Location?

A Motion Location is part of Motion's PO number that identifies the Motion branch location placing the PO. The first 4 digits makes up this location. This information can be found on Motion's fax PO labeled "PO NO".

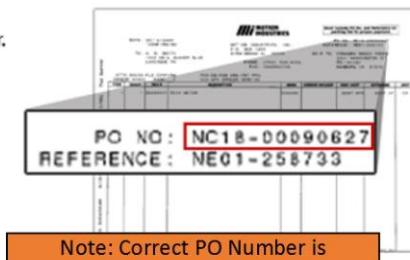
An example may be NC18-00090627 where "NC18" is the motion location.



What is a PO Number?

A PO Number identifies the Motion location placing the PO and the internal control number. The first 4 digits make up the Motion Location followed by an '-' and then the internal control number.

An example may be NC18-00090627 where "NC18" is the Motion location placing the PO and "00090627" would be the internal control number.



Note: Correct PO Number is required for invoicing

3. Create an Invoice – Select a PO

Create an Invoice

SELECT A PO CONFIRM PO LINE ITEMS REVIEW AND SEND

61-90 Days Oct 31, 2018 - Nov 30, 2018 61-90 Days ▾

Search by PO No

Filters

PO Date Branch

PO NO.	LINES ▾	BRANCH	OPEN QTY.	OPEN AMT.	ORDER DATE
OH51-00588720	11	OH51 - Cleveland-Mt	62	\$16,115.60	11/29/2018
TN71-00361233	7	TN71 - Nashville Br	448	\$873.56	11/27/2018
TN64-00048520	4	TN64 - Nashville Shop	7	\$4,419.29	11/27/2018
OH51-00588673	4	OH51 - Cleveland-Mt	7	\$1,620.00	11/27/2018
NC64-00150584	4	NC64 - Rocky Mount Br	19	\$7,944.61	11/12/2018
OR26-01726706	3	OR26 - Portland-Gt	3	\$6,574.00	11/26/2018
KY58-00218051	3	KY58 - Louisville Br	3	\$690.12	11/28/2018

Click anywhere within the PO to start the invoicing process. The page will advance to a display of the line items.

3. Create an Invoice – Confirm PO Line Items

1. Review the line items and confirm the Invoice qty and invoice cost.

NOTE: If you increase the Invoice Qty or Invoice Cost, a debit memo may be created.

Create an Invoice

SELECT A PO CONFIRM PO LINE ITEMS REVIEW AND SEND

LINE	DESCRIPTION	QUANTITY	OPEN	UNIT COST	TOTAL COST	INVOICE QTY.	INVOICE COST	
001	2TLA040033R02...	6	6	\$112.84	\$677.04	<input type="text" value="6"/>	\$ <input type="text" value="112.84"/>	<input type="button" value="X"/>

2. Select Next to proceed to invoice information.

3. Create an Invoice – Confirm PO Line Items: Removing lines from the bill

Create an Invoice

SELECT A PO CONFIRM PO LINE ITEMS REVIEW AND SEND

LINE	DESCRIPTION	QUANTITY	OPEN	UNIT COST	TOTAL COST	INVOICE QTY.	INVOICE COST	
002	DCA0014930P0001	1	1	\$1,771.26	\$1,771.26	<input type="text" value="1"/>	\$ 1771.26	×
003	DCA0014468P0001	1	1	\$913.37	\$913.37	<input type="text" value="1"/>	\$ 913.37	×
004	3ADT748065P0001	1	1	\$60.75	\$60.75	<input type="text" value="1"/>	\$ 60.75	×
005	DCA0012007P0001	6	6	\$492.17	\$2,953.02	<input type="text" value="6"/>	\$ 492.17	×
006	9838872(170M6144 630A FUSE)	3	3	\$126.75	\$380.25	<input type="text" value="3"/>	\$ 126.75	×

Next

1. If there is a PO with multiple lines and you are not billing all lines, select the X at the right of the line to remove.

NOTE: An invoice qty of 0 is not permitted.

Create an Invoice

SELECT A PO CONFIRM PO LINE ITEMS REVIEW AND SEND

LINE	DESCRIPTION	QUANTITY	OPEN	UNIT COST	TOTAL COST	INVOICE QTY.	INVOICE COST	
002	DCA0014930P0001	1	1	\$1,771.26	\$1,771.26	—	—	+
003	DCA0014468P0001	1	1	\$913.37	\$913.37	—	—	+
004	3ADT748065P0001	1	1	\$60.75	\$60.75	—	—	+
005	DCA0012007P0001	6	6	\$492.17	\$2,953.02	<input type="text" value="6"/>	\$ 492.17	×
006	9838872(170M6144 630A FUSE)	3	3	\$126.75	\$380.25	<input type="text" value="3"/>	\$ 126.75	×

Next

2. If you want to add the lines back, just click the +.

3. Create an Invoice – Review and Send

Create an Invoice

SELECT A PO CONFIRM PO LINE ITEMS REVIEW AND SEND

GP Vendor Name
Test

Date of Issue
02/28/2019

Invoice No.
Invoice No.
Invoices must have an Invoice Number

Ship To
MOTION INDUSTRIES
LOGAN
918 WEST 700 NORTH
SUITE 108
LOGAN, UT 84321

Mi Location
UT05 - Logan Br

PO No.
00053276

UPS Tracking No.
Add

Sales Order No.
Add

Total Amount
\$37.82

LINE	DESCRIPTION	QUANTITY	OPEN	UNIT COST	OPEN	INVOICE QTY.	INVOICE COST
001	Coil 123	1	1	\$37.82	\$37.82	1	\$37.82

Subtotal \$37.82

Tax \$0.00

Freight Add

Misc. Charges Add

Total \$37.82

Amount Paid \$0.00

Previous Create

1. Add Invoice Information:
 - Invoice No *REQUIRED*
 - Date of Issue (current day default)
 - UPS Tracking No.
 - Sales Order No
 - Freight
 - Misc. Charges

NOTE: Misc. charges should NOT be used for an adjustment to a cost difference between unit cost and invoice cost.

2. Confirm and Select Create and a WEB invoice is generated.

3. Create an Invoice – Invoice List including Pending

Invoices Refresh All

Search by Invoice or PO Search by Check No. Create New Invoice Show Filters Export

INVOICE NO.	LINES	PO NO.	LOCATION	Status	TOTAL	
TEST	1	GA23-00127211	GA23	Pending	\$977.04	
					\$255.20	
					\$458.15	
					\$48.88	01/09/2019
GARLOCK'S INVOICE	1	AL07-00211682	AL07	Pending	\$234.36	01/09/2019
GARLOCK'S TEST INVOICE	1	0451-00588170	0451	Pending	\$2,731.50	01/09/2019
INVOICE					\$220.32	01/09/2019
					\$1,184.76	01/09/2019
					\$1,430.00	01/09/2019
					\$52.00	01/09/2019
					\$114.38	01/09/2019
					\$317.52	01/09/2019
					\$2,218.78	01/09/2019
					\$241.92	01/09/2019

Invoice Details

GP Vendor Name: ABB INC
ABB INC
P O BOX 89868
CHICAGO IL

Date of Issue: 01/10/2019
Invoice No.: TEST
Ship To: MOTION INDUSTRIES, SAVANNAH, 1521 TELFAIR ROAD, SAVANNAH, GA 31415
MI Location: GA23
PO No.: GA23-00127211
UPS Tracking No.:
Sales Order No.:
Total Amount: \$1,277.04

LINE	DESCRIPTION	QUANTITY	OPEN	UNIT COST	TOTAL COST	INVOICE QTY	INVOICE COST
001	27LAD4003290200 QUICK GUARD	6	6	\$112.84	\$677.04	6	\$112.84
Subtotal							\$977.04
Tax							\$0.00
Freight							\$100.00
Misc. Charges							\$200.00
Total							\$1,277.04
Amount Paid							\$0.00
Amount Due							\$1,277.04

ABB INVOICE

Supplier Partnership: TEST'S INVOICE 1 CAS0-0003008 CAS0 Pending \$2,218.78 01/09/2019

ACCOUNT SETTINGS: ABB INVOICE 1 ALL7-0004905 ALL7 Pending \$241.92 01/09/2019

FEEDBACK

1. You will return to the 30 day invoice listing and your invoice will be displayed and will be in Pending status.

3. An excel export is also available for the Invoice List

2. Click anywhere on the invoice line for a popup of Invoice Details

4. Important Invoicing Guidelines

A Misc. charge to an invoice will display as an “unidentified charge” exception at the respective Motion Industries location.

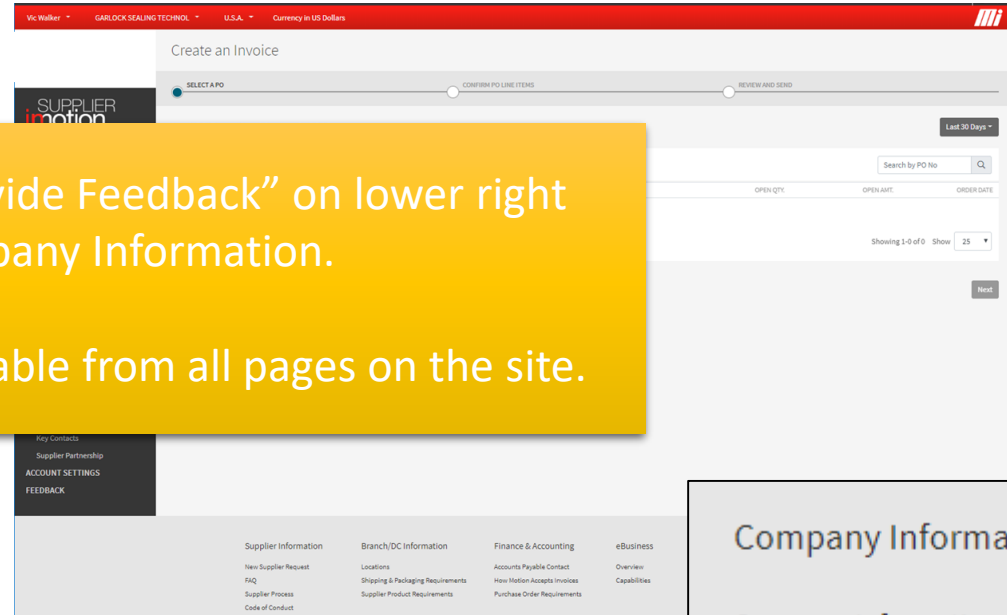
To avoid billing errors, verify that the invoice cost is updated at the line item level.

Do Not Use the “Misc. Charges” field to adjust or correct variances between the invoice total and PO cost.

5. Contact us via feedback

Select "Provide Feedback" on lower right under Company Information.

This is available from all pages on the site.



Company Information

Company Information

Services

Provide Feedback