



Merchandise Suppliers Training (GFR)

Walmart e-Invoicing Portal

Welcome!

Easy-to-Use P2P Solutions

Presenters

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Who is Direct Commerce?

Direct Commerce is a market leader for Procure-to-Pay automation tools that designed the Walmart e-Invoicing Portal to meet Walmart's requirements. Direct Commerce hosts and supports the portal on behalf of Walmart.

Walmart e-Invoicing Portal Policy

- In order to create more sustainable business practices, Walmart is requiring electronic invoice submission via a new portal. The Walmart Electronic Invoicing Portal will roll out to suppliers in waves beginning March 14.
- **Walmart will stop accepting paper invoices on April 29, 2016.**

Walmart E-Invoicing Portal Benefits

- Allows you to submit invoices and credit memos electronically
- Reduces mailing costs
- Dialog (email) functionality that allows the supplier to submit questions to Walmart if needed
- Your submitted date will be recorded in the system
- Visibility of invoices received
- No cost to your company!

Scope: What's included in the Portal?

1. All invoices that were previously paid directly by the stores and are currently sent to:
 - a. P.O. Box 8061 (merchandise invoices) and
 - b. P.O. Box 8005 (non-merchandise invoices)
2. Any WebEDI credit memos should also be processed through the e-Invoicing Portal

Not Included in Portal

- WebEDI Invoices should continue to be submitted through WebEDI.
- EDI suppliers are not affected by the portal and should disregard this announcement.
- Other P.O. boxes or other divisions of the company, are not affected by the portal and should disregard this announcement.

Enrollment Process

- If you have received the previous communications, then Walmart has identified you as your company's administrator.
- We will begin to send out welcome emails to the admins between March 14 and April 4.
- The “Welcome” email will contain the link to log into the portal, along with your username and a temporary password.

Important Fields Required on the Invoice

In addition to standard invoice information, the following fields are required to submit your invoice through the portal:

Merchandise Suppliers (GFR)

- Department Name
- Walmart Store #
- Attachments: Invoice

- How to navigate:
 - Home Page
 - User Settings
 - Advanced Search and Quick Search
- How to submit:
 - GFR Invoice and Credit Memos
 - Attachments via fax or PDF upload
 - Dialog Messages
 - Create Like Invoices

Demonstration

- How to navigate:
 - Home Page
 - User Settings
 - Advanced Search and Quick Search
- How to submit:
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Roles:

- Processor
Create/submit invoices and credit memos
- Administrator
Has the ability to add, edit or mark users inactive.

*Note: In order to be an admin and create invoices, you need to have both roles selected.

Frequently Asked Questions

- **As an Administrator, how do I add new users to the portal?**

Only administrators can add new users:

- 1) Click the Settings link from Home Page
- 2) Next, click the Add New Users link; enter all required fields marked
- 3) Under “User Role,” please select the appropriate role(s) based on the actions the user will perform in the system
- 4) Click Save
- 5) A system-generated email will be sent to the user with a Login ID and a temporary password

- **Can I have one single username to log into my Canadian and U.S. location?**

No. If you have a Canadian and a U.S. location, you may have two different user names.

- **How do I know if my invoice was successfully submitted?**

Once you have clicked Submit on your invoice, a successful invoice will show up under the “Submitted” link inside the “Invoice” list section found on the left-hand navigation bar of the portal.

- **How do I know if my invoice is not submitted successfully?**

If the invoice was not successfully submitted, it will be found under the “Draft” link inside the “Invoice” list on the left navigation bar. You can refer to the “Error Log” segment (at the end of the invoice form), to have a full description of the system requirements. After correcting all missing information, you will be able to submit your invoice to Walmart.

- **How do I correct errors on my invoices?**

If you are using the web form, you will find your incomplete invoices under the “Draft” link inside the “Invoice” list section on the left navigation bar. You can fix your invoice by clicking on the Edit link on the invoice (prior to submission). The invoice will be editable and you can correct any errors indicated by the red error flag. Once an invoice is submitted, you will no longer be able to edit it.

- **Are my payment terms affected by this new system?**

Your company invoicing terms are not affected. You will save time and reduce rework as invoices no longer have to go through the postal service and possibly get delayed at Walmart due to incorrect information.

- **How long do I need to wait until my invoice is paid?**

Your invoice will be paid when the terms are due. For further payment inquiry or status, please go to Retail Link.

- **What if I find an error after submitting my invoice to Walmart?**

For Merchandise (GFR) suppliers – No action is required. Walmart will submit a claim for the difference.

- **What if I submit a paper invoice?**

With the implementation of the DCI e-Invoicing Portal, Walmart will no longer accept paper invoices. The portal will roll out to suppliers in waves beginning March 14. Invoices should be submitted through the portal by **April 29**.

- **Can I attach documents to my invoice?**

Yes, you can attach PDF documents to your invoice (up to 20 MB file size) and there is a limit of five attachments per invoice that can be included. The attachment feature appears at the bottom of the invoice. You will be able to browse for your attachment and then click the [add attachment] link to upload it (similar to how you attach a file to an email).

Merchandise (GFR) suppliers need to attach the invoice.

- **When should I contact Direct Commerce (DCI)?**

If you have any technical/application-related questions about the portal, contact Direct Commerce at support@directcommerce.com

- **How can I contact Walmart ?**

If you have a question regarding a specific invoice, you will have the Dialog (email) feature available, so you can send your question to Walmart.

If you have questions about the Walmart e-Invoicing Portal, please call the Walmart GSS Contact Center at 1.888.499.6377.



Thank you!