



Create an Invoice in the Montgomery County Supplier Portal

The Quickest Route to Payment is Submitting Invoices through the Supplier Portal!

Access the Supplier Portal

- Go to the Purchasing Department website (https://www.mctx.org/departments/departments_1_-_p/purchasing/index.php)
- Select the Supplier Portal link from the left menu tab

NOTE: You can also copy the following URL into your browser window should you encounter a problem.

<https://sms-mctx-prd.inforcloudsuite.com/fsm/SupplyManagementSupplier/land/99-1?csk.SupplierGroup=MCTX>

- Sign-in to your account
- Click **Order Management**
- Click **Create Invoices**
- Select **PO Match** as the type of invoice you will be creating
- Enter Invoice Number
- Enter Purchase order number and check box indicating that you want to create details for all open PO lines
- Enter brief description
- Enter Invoice date
- Enter Due Date
- Attach a copy of the invoice
- As an option, a scanned proof of delivery may be attached
- Click **Next** at bottom Right of screen once information has been entered
- Confirm information is correct on next screen
- Click **Next** at bottom Right of screen once confirmed
- **Submit invoice** window appears
- Click on **Submit** to submit your invoice
- **View Invoice** may then be selected to view the invoice created