

Supplier Registration and Supplier Portal Training Manual

Target Audience: NCR VOYIX Suppliers

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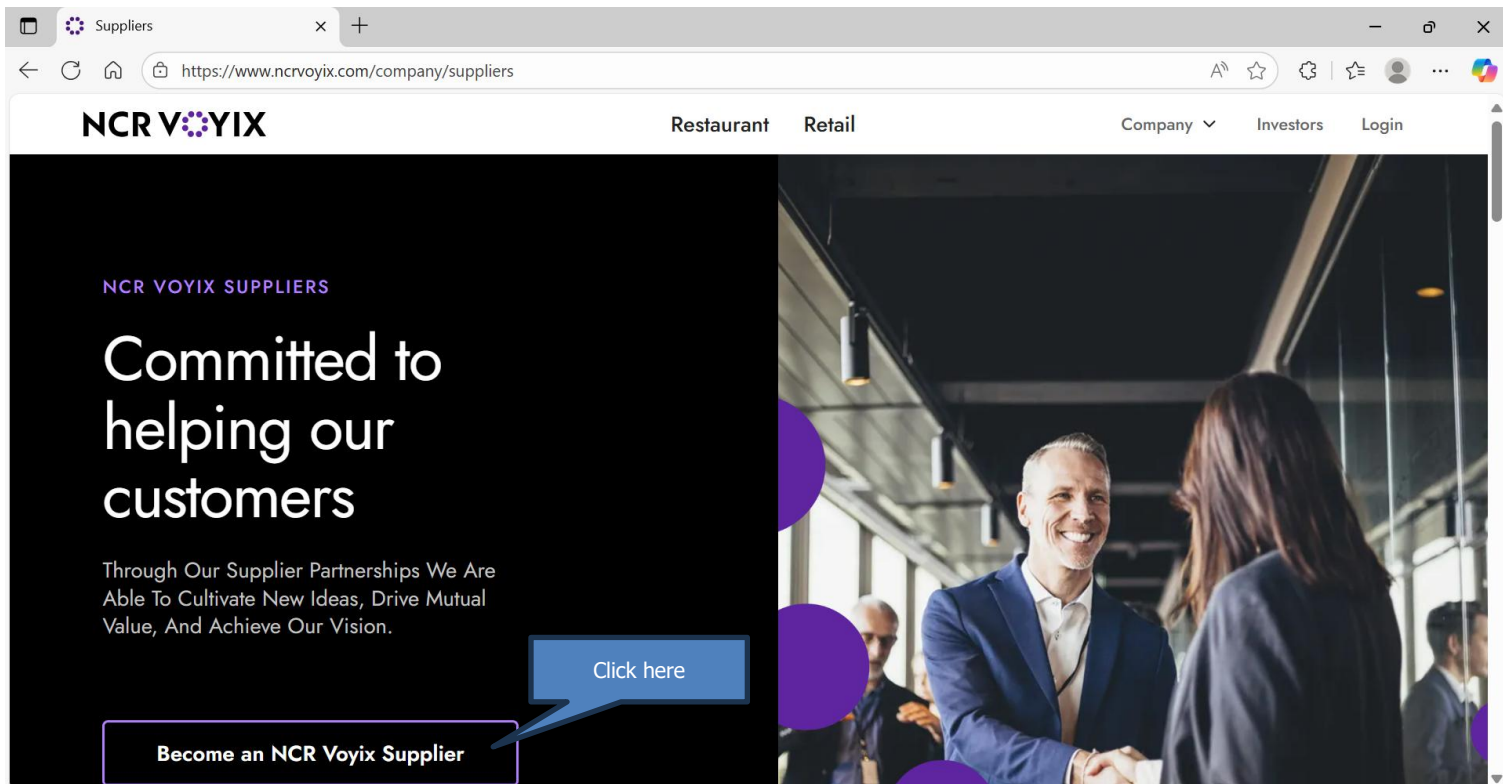
Introduction

- This document outlines the step-by-step Supplier Registration process for companies seeking to become an NCR Voyix supplier.

Supplier Registration

- The Supplier registration starts by clicking the URL below.

<https://www.ncrvoyix.com/company/suppliers>



The Supplier Registration page as shown below will open to start the registration.

Welcome to Supplier Registration

Enter your email to verify yourself before you start with your registration request.

During the registration process, if you have to, you can save your request and return later to complete your request.

Use the same URL and the email to retrieve your saved request.

Please click here to download [Training Manual](#)

Enter your email

Get a one-time access code to start.

Email Required

Send Access Code

Enter your Company's email id to receive the access code to initiate the registration

Click on "Send Access Code" button to get the access code

Access Code for Your Supplier Registration

ejbz.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com

To [Redacted]

Expires 10/27/2028

Tue 10/28/2025 11:38 AM

Retention Policy Default 3 Year Delete (3 years)

This message was sent with High importance.

Here's the access code you requested.

cpbFFPyL

The code expires in 15 minutes.

You will receive the email with the access code. Use this access code to continue the supplier registration

Supplier Registration

Use the code we've sent to email varun.mehta@ncrvoyix.com. The code expires in 15 minutes.

Access Code

Continue

Get a new code

Enter the access code and Click Continue to initiate the supplier registration

Step1: Company Details

The screenshot shows the 'Company Details' form for NCR VYIX. The form includes the following fields and sections:

- Company Information:** Company Name (ABC Company), Website (www.abccompany.com), Country (United States).
- Identification:** Taxpayer ID (123456), Tax Registration Number (234567), D-U-I-S Number (123454333).
- Organization:** Organization Type (Corporation), Supplier Type (Supplier).
- Note to Approver:** A text area containing 'Please approve Supplier Registration Request'.
- Additional Information:** NCR Associate QUID (VM25), Primary Commodity (Indirect | Marketing Services | Office Supplies).
- Attachments:** A 'Drag and Drop' area for tax, insurance, and other documents. A file 'W9_ABC Company.pdf' is shown with a size of 14.68 KB and a last update date of 10/28/2025.
- Navigation:** 'Cancel', 'Save', and 'Continue' buttons at the bottom right.

Callout boxes provide the following instructions:

- Top Left:** Enter company related information and note to Approver if needed.
- Right Side:** Enter the NCR Employee's user ID. If you are not aware of this value, please contact the Business Owner who is dealing with you.
- Attachments:** You must provide an attachment; either a W-9 form or other relevant tax documentation is required.
- Bottom Center:** To complete the supplier registration at a later time, select "Save"; otherwise, to exit without registering, select "Cancel".
- Bottom Right:** To navigate to the subsequent page, select the Continue button.

Note:

1. Use the same Supplier registration link to restart the supplier registration process and use the same email address to get the new access code.
2. Enter the new access code and start the supplier registration again.
3. Previously entered information is visible and can be updated as needed.

Step2: Contacts

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: John | Last Name: Doe | Email: John.Doe@Gmail.com

Job Title: Customer Service Manager | Country: US | Mobile: +1 937 701 1234

Country: US | Phone: +1 | Ext: | Fax: +1

Is this an administrative contact? Yes No

Does this contact need a user account? Yes No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- NCR Supplier Self Service Administrator Custom
Manages the profile information for the supplier company. Primary tasks include updating supplier profile application.
- NCR Supplier SS Bank Account Maintenance Custom
Manages external supplier banking details
- NCR Supplier SS AR Specialist
Custom role created for Managing Invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- Supplier Sales Representative
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

+ Add Another Contact | **Cancel Save Continue**

2 | 5

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services

Note:

1. Please provide individual contact details rather than generic team aliases (e.g., arteam@abccompany.com).
2. If you require multiple accounts, please include the specific information for each additional user.

Contact 2

First Name: Uncle | Last Name: Sam | Email: Uncle.Sam@Gmail.com

Job Title: AR Manager | Country: US | Mobile: +1 937 321 5434

Country: US | Phone: +1 | Ext: | Fax: +1

Is this an administrative contact? Yes No

Does this contact need a user account? Yes No

+ Add Another Contact | **Cancel Save Continue**

Use delete button to delete the contact if you do not need this contact any time before submitting the request.

Select 'No' if the user does not need Oracle Fusion Supplier Portal access for any business transactions with NCR VOYIX.

To proceed to the next page, select 'Continue'. If you wish to complete the supplier registration at a later time, select "Save" to save your progress. To cancel the supplier registration process entirely, select "Cancel".

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services

Step3: Addresses

Supplier Registration

Addresses

Address 1

Address Name: Dayton Office

What's this address used for? Select at least 1 purpose.

- Receive Purchase Orders
- Receive Payments
- Bid on RFQs

Country/Region: United States

Address Line 1: 5262 Rahway Ct

Address Line 2:

City: Dayton

State: OH

Postal Code: 45402

Country:

Email: John.Doe@Gmail.com

Country: US

Phone: +1 937 456 3211

Ext:

Which contacts are associated to this address?

- John Doe (John.Doe@Gmail.com) - Customer Service Manager
- Uncle Sam (Uncle.Sam@Gmail.com) - AR Manager

+ Add Another Address

Cancel Save Continue

3 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Step4: Business Classifications

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification: None of the classifications are applicable

- SMALL BUSINESS
- SMALL DISADVANTAGED BUSINESS
- SUBCONTINENT ASIAN AMERICAN FEMALE
- SUBCONTINENT ASIAN AMERICAN MALE
- VETERAN-OWNED SMALL BUSINESS
- WHITE FEMALE
- WOMAN OWNED SMALL BUSINESS
- None of the classifications are applicable

Updated just now

Cancel Save Continue

4 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Step5: Products and Services

Supplier Registration

Products and Services

Search by category or description

Category	Description
<input type="checkbox"/> ▶ ATMaas	
<input type="checkbox"/> ▶ Direct	Direct
<input type="checkbox"/> ▶ Excluded	Excluded
<input type="checkbox"/> ▶ HR Services	HR Services
<input type="checkbox"/> ▶ Indirect	Indirect
<input type="checkbox"/> ▶ Indirect(DB)	Indirect(DB)
<input type="checkbox"/> ▶ Legal Services	Legal Services
<input type="checkbox"/> ▶ M & A	M & A
<input type="checkbox"/> ▶ M & A(DB)	M & A(DB)
<input type="checkbox"/> ▶ Marketing Services	Marketing Services

5 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Cancel Save Submit

Last updated 4 minutes ago

Supplier Registration

Products and Services

Search by category or description

3 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> ▶ Office Equipment	Office Equipment
<input type="checkbox"/> ▼ Office Operations & Supplies	Office Operations & Supplies
<input checked="" type="checkbox"/> Real Estate Office Operations & Supplies Furniture & Fixtures	Real Estate Office Operations & Supplies Furniture & Fixtures
<input checked="" type="checkbox"/> Real Estate Office Operations & Supplies Mailroom Equipment	Real Estate Office Operations & Supplies Mailroom Equipment
<input checked="" type="checkbox"/> Real Estate Office Operations & Supplies Office Supplies	Real Estate Office Operations & Supplies Office Supplies
<input type="checkbox"/> Real Estate Office Operations & Supplies Storage - Document	Real Estate Office Operations & Supplies Storage - Document

5 | 5

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Cancel Save Submit

Last updated 12 minutes ago

Success

Your registration request 2870013 was submitted.

A 'Success' message with your request number confirms your supplier registration submission to NCR Voyix

Supplier Registration – Response to “Requires Additional Information” intimation from NCR VOYIX

- ✓ An NCR VOYIX approver might request additional documentation or clarification to process your supplier registration request.
- ✓ You will be notified via your registered email address, and the email will specify the reason for the request.

Supplier Registration Request 2870013 Requires Additional Information - Message (HTML)

File Message Help Tell me what you want to do

You may receive email notification with this subject.

Supplier Registration Request 2870013 Requires Additional Information

ejbz-dev5.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com
To: John.Doe@gmail.com
Expires: 12/29/2028

NCR Voyix Corporation
Your supplier registration request requires additional information. Resubmit your registration request using the link provided.

Reason	Contact us for more information.
Request Number	2870013
Request Date	19 December 2025
Requested By	var [redacted] yix.com
Company	ABC Company

Recommended Action
[Update your supplier registration request.](#)

Check the Reason for the resubmission.

Contact the NCR Business Owner to review outstanding items, then upload the required information to the portal as soon as it is obtained.

Click this link to resubmit the details.

NCR VOYIX

Welcome to Supplier Registration

Enter your email to verify yourself before you start with your registration request.

During the registration process, if you have to, you can save your request and return later to complete your request.

Use the same URL and the email to retrieve your saved request.

Please click [here](#) to download Training Manual

System will redirect to Supplier Registration page.

Enter your email

Get a one-time access code to start.

Email

Required

Send Access Code

Please enter the email address used previously for supplier registration.

Please **DO NOT ENTER** new email address.

Click this button to get the access code to your email address.

Welcome to Supplier Registration

Enter your email to verify yourself before you start with your registration request.
During the registration process, if you have to, you can save your request and return later to complete your request.
Use the same URL and the email to retrieve your saved request.
Please click here to download Training Manual

Enter your code

Use the code we've sent to email varun.mehta@ncrvoyix.com.
The code expires in 15 minutes.

Required

[Continue](#)

[Get a new code](#)

Enter the requested information:

Taxpayer ID 123456	Tax Registration Number	D-U-N-S Number
Organization Type Corporation	Supplier Type Supplier	
Note to Approver Updated W9 document is attached.	The information displayed is from the initial supplier registration; you may update it if any corrections are needed within the respective sections.	
Additional Information		
NCR Associate QLID VM250440	Primary Commodity Indirect Marketing Services Office Supplies	
Attach W9 Form/ W-8BEN/ Certificate of Incorporation/ Soc...		
Attach tax, insurance, and other relevant documents <small>Required</small>		
Drag and Drop Select or drop files here.		
URL	Add URL	
W9_ABC Company.pdf	Last updated on 12/30/2025 14.68 KB	
		Cancel Save Continue

1 | 5

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services

Click the section name to go directly to the page and make the required changes.

To proceed to the next page, select 'Continue'. If you wish to complete the supplier registration at a later time, select "Save" to save your progress. To cancel the supplier registration process entirely, select "Cancel".

Products and Services

Q Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> ▶ <input type="checkbox"/> ATMaaS	ATMaaS
<input type="checkbox"/> ▶ <input type="checkbox"/> Direct	Direct
<input type="checkbox"/> ▶ <input type="checkbox"/> Excluded	Excluded
<input type="checkbox"/> ▶ <input type="checkbox"/> Indirect	Indirect
<input type="checkbox"/> ▶ <input type="checkbox"/> Indirect(DB)	Indirect(DB)
<input type="checkbox"/> ▶ <input type="checkbox"/> M & A	M & A
<input type="checkbox"/> ▶ <input type="checkbox"/> M & A(DB)	M & A(DB)
<input type="checkbox"/> ▶ <input type="checkbox"/> Outsourced Services	Outsourced Services
<input type="checkbox"/> ▶ <input type="checkbox"/> Real Estate	Real Estate

Click on the last section to submit the Request

Click on "Submit"

Updated just now

Cancel Save **Submit**

5 | 5

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services**

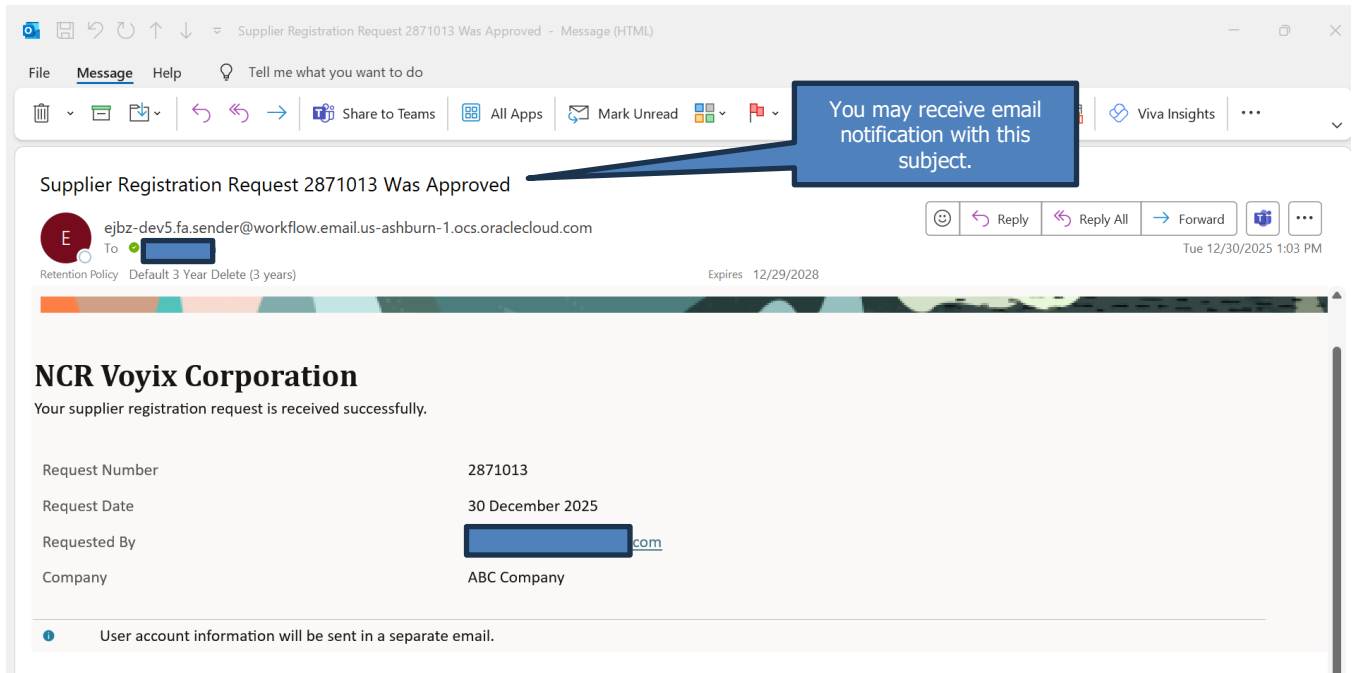


Success

Your registration request 2870013 was submitted.

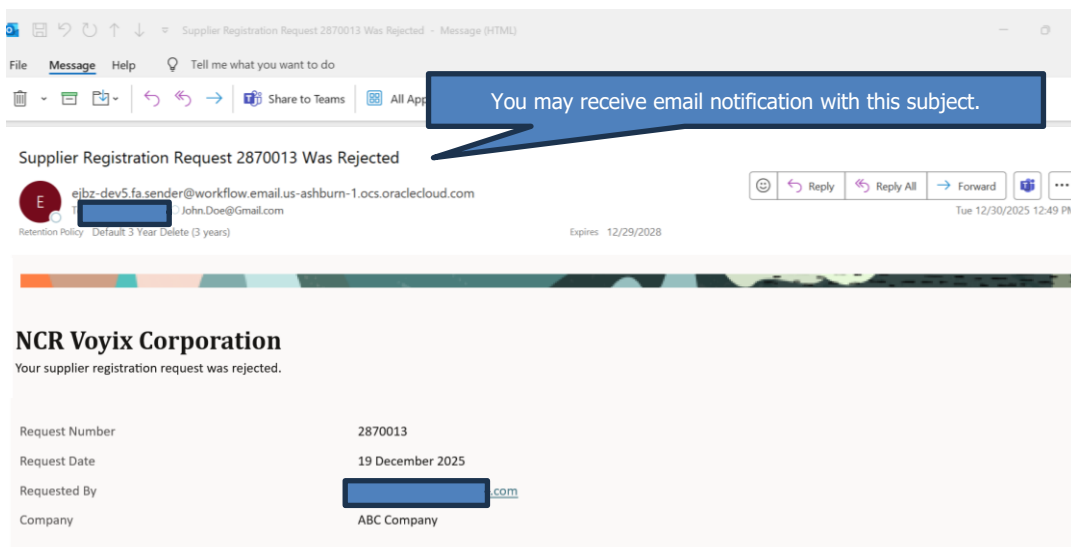
Supplier Registration Approval notification

- ✓ You will receive an initial notification once your supplier registration is approved by the NCR Voyix Supplier registration team.
- ✓ Please note that your account will initially be created with "Prospective" status in the NCR Voyix system
- ✓ Login credentials will be shared in a separate email after your account status is updated from "Prospective" to "Spend Authorized"



Supplier Registration Request is Rejected:

- ✓ You may receive Supplier Registration Rejected notification if the required criteria are not met.
- ✓ You may check and reapply once all required criteria given by NCR VOYIX are met with the same email address.



For any queries and clarification, please contact NCR Voyix Business Owner

Confirmation of NCR VOYIX Supplier User Account creation

- ✓ You will receive Supplier User Account creation notification.
- ✓ Login credentials will be shared in a separate email after your account status is updated from "Prospective" to "Spend Authorized"

FYI: Supplier Contact User Account for NCR Corporation Was Created

From: <ejbz.fa.sender@workflow.email.us-ashburn-1.ocs.oraclecloud.com>
 Date: Mon, 5 Jan 2026 at 14:43
 Subject: FYI: Supplier Contact User Account for NCR Corporation Was Created
 To: [REDACTED]@gmail.com>

You will receive an email from NCR Voyix about the confirmation on your Supplier Account creation.

Supplier Contact User Account for NCR Corporation Was Created

Details

Assignee	John Doe	Supplier	ABC COMPANY
Assigned Date	1/5/26 9:13 AM	Supplier Number	7710025
Expiration Date	2/4/26 9:13 AM		
Task Number	23286816		

Recommended Actions

You were granted access to the supplier application for NCR Corporation. A separate email will be sent to you with the instruction to access the application.
[Access the application.](#)

User Account Details

Assigned Roles

Role	Description
NCR Supplier SS AR Specialist	Custom role created for Managing invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
NCR Supplier SS Bank Account Maintenance Custom	Manages external supplier banking details
NCR Supplier Self Service Administrator Custom	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

NCR VOYIX Supplier Portal -Welcome E-Mail

- ✓ You will receive "Welcome to Customer Portal!" email for the requested user logins.
- ✓ Follow the steps highlighted in the below screenshots:

Welcome to Customer Portal!

customerportal.admin@ncrvoyix.com
[Redacted]@mail.com

Mon 1/5/2026 5:00 AM

This message was sent with High Importance.
If there are problems with how this message is displayed, click here to view it in a web browser.

NCR VOYIX

Glad to Have You On Board!

Start enjoying an enriched NCR VOYIX experience with your new account.

[Setup My Account](#) Click here

This link will expire in 14 days. The link will expire in 14 days, so kindly take the required action ASAP

Dear SUPPLIER,

Welcome to NCR Voyix! Please sign in to your account to complete registration.

For reference, your username is: **DOEJOH31127** This is your user name

Your New NCR VOYIX System: <https://customerportal.ncrvoyix.com> This is the url to access the Supplier Portal. Please Bookmark this url.

Password Requirements:

- have at least 8 characters
- one lower case character
- one upper case character
- one number or special character
- not be your username or name
- standard English characters only

To learn how to use ISP and how to submit an invoice via ISP you should review the online training at <https://www.ncrvoyix.com/suppliers/isupplier/isupplier-training> if you have not already done so. You do not need to review the entire course, but can review just the functions (e.g. invoicing) that you need to perform.

Thank you,
NCR VOYIX Corporation

If the link has expired or you are unable to login, please contact:
customerportal.admin@ncrvoyix.com

https://customerportal.ncrvoyix.com/f5-w-68747470733a2f2f706f7274616c2e6e6372766f7969782e636f6d\$\$/cp/

NCR VOYIX

Welcome to Customer Portal

Set your Password

John, please enter your password to create your new NCR Voyix account. Not You? [Login Here](#)

Password

Password Requirements

- ✗ at least 8 characters
- ✗ one lower case character
- ✗ one upper case character
- ✗ one number or special character
- ✗ not contain username, first name or last name
- ✗ standard English characters only

1/3 Continue

Annotations:

- "Customer Portal" page will open
- Enter new Password as per the Password Requirements

https://customerportal.ncrvoyix.com/f5-w-68747470733a2f2f706f7274616c2e6e6372766f7969782e636f6d\$\$/cp/

NCR VOYIX

Welcome to Customer Portal

Set your Password

John, please enter your password to create your new NCR Voyix account. Not You? [Login Here](#)

Password

Password Requirements

- ✓ at least 8 characters
- ✓ one lower case character
- ✓ one upper case character
- ✓ one number or special character
- ✓ not contain username, first name or last name
- ✓ standard English characters only

1/3 Continue

Annotation:

- Click on "Continue"

Welcome to Customer Portal

Review the User Terms of Service

I agree to the [Terms of Service](#) & [Privacy Policy](#).

Click here if you Agree to the terms

2/3

Continue

Welcome to Customer Portal

Review the User Terms of Service

I agree to the [Terms of Service](#) & [Privacy Policy](#).

Click on "Continue"

2/3

Continue

APPLICATIONS

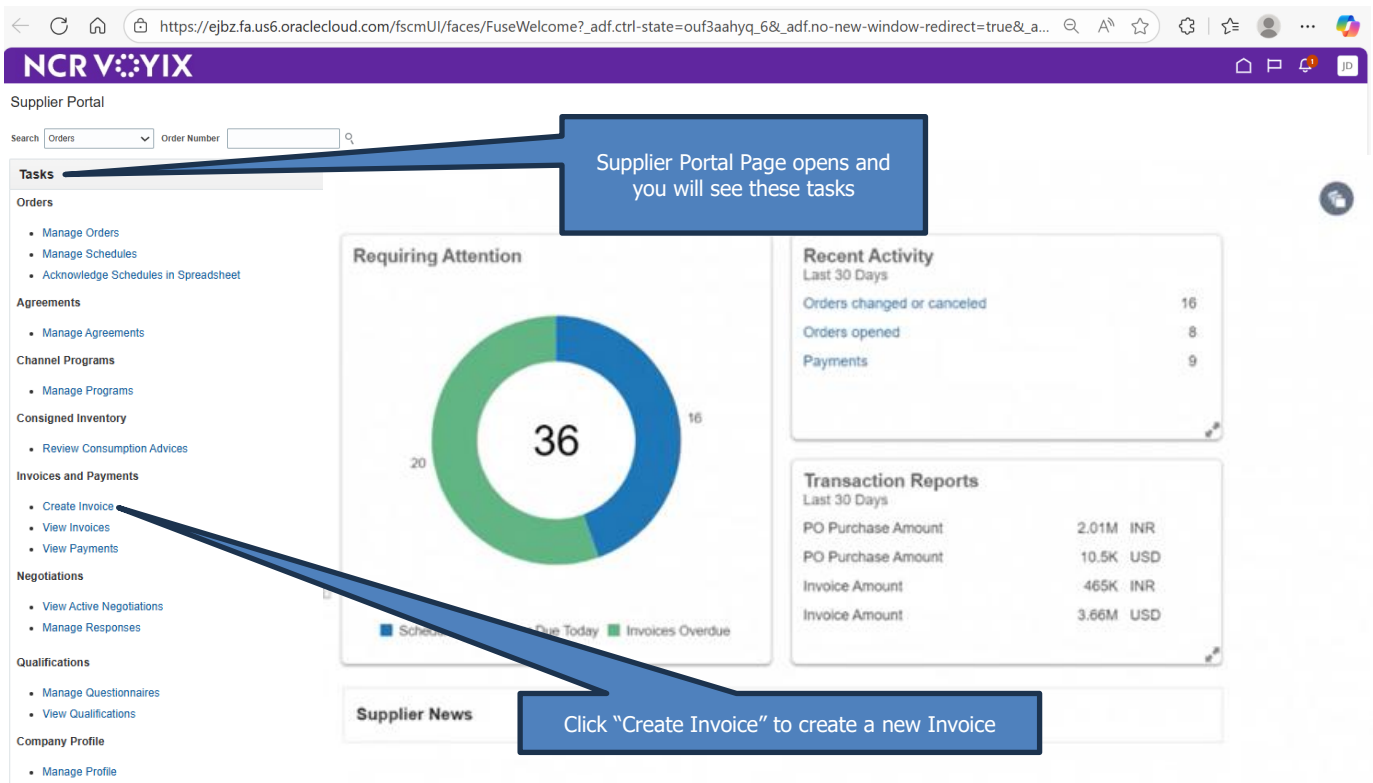
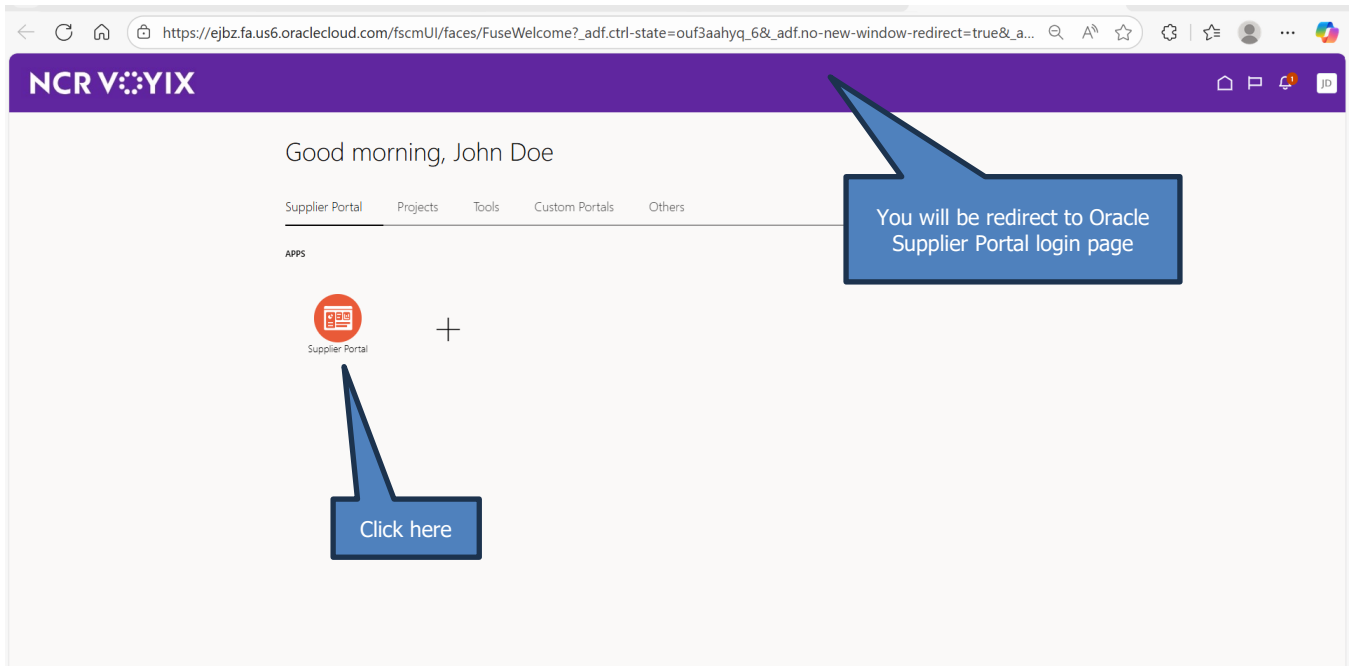
NCR Voyix Cloud SP

Click here

1/1

+ ADD
- REMOVE

NCR VOYIX Supplier Portal



https://ejbz.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=ouf3aahyq_6&_adf.no-new-window-redirect=true&a...

NCR VYIX

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

* Identifying PO 2011780357 Remit-to Bank Account Unique Remittance Identifier * Number
 Supplier ABC Company Taxpayer ID Unique Remittance Identifier Check Digit * Date m/d/yyyy
 * Supplier Site US-01COLUMBUS Address 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235 Invoice Currency USD - US Dollar
 Supplier Tax Registration Number Tax Control Amount Payment Currency USD - US Dollar

Customer * Customer Taxpayer ID 31-0387920

Lines View + X Cancel Line

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

Update the appropriate fields, including required fields noted by asterisk (*).
 Click the Identifying PO dropdown to select or search for a PO.

✓ Once the PO number is selected, applicable fields from the PO will auto-populate on the screen.

https://ejbz.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=ouf3aahyq_6&_adf.no-new-window-redirect=true&a...

NCR VYIX

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

* Identifying PO 2011780357 Remit-to Bank Account Search: Remit-to Bank Account * Number
 Supplier ABC Company Taxpayer ID Unique Remittance Identifier Date m/d/yyyy
 * Supplier Site US-01COLUMBUS Address 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235 Invoice Currency USD - US Dollar
 Supplier Tax Registration Number Tax Control Amount Payment Currency USD - US Dollar

Customer * Customer Taxpayer ID 31-0387920

Lines View + X Cancel Line

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

Click the Remit-to Bank Account dropdown and select the bank.

https://ejbz.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=ouf3aahyq_6&_adf.no-new-window-redirect=true&a...

NCR V:YIX

Create Invoice ⓘ Invoice Actions Save Save and Close Submit Cancel

* Identifying PO 2011780357
 Supplier ABC Company
 Taxpayer ID
 * Supplier Site US-01COLUMBUS
 Address 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235
 Supplier Tax Registration Number

Remit-to Bank Account XXXXX2502
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Description SUPPLIER PORTAL-PO
 Attachments None +
 Tax Control Amount

* Number TESTPO1
 * Date 4/11/22
 * Type Invoice
 Invoice Currency Credit memo
 Invoice Currency Invoice
 Payment Currency Retainage release

Customer
* Customer Taxpayer ID 31-0387920

Lines
View + x Cancel Line

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

In the Lines section, click the Document icon to select the PO lines.

Update the appropriate remaining fields including Invoice Number, Date, Type etc which are required.

Taxpayer ID
 Supplier Site US-01COLUMBUS
 Address 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235
 Supplier Tax Registration Number

Identifier
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Description SUPPLIER PORTAL-PO
 Attachments None +

Date 4/11/22
 Type Invoice
 Invoice Currency USD - US Dollar
 Payment Currency USD - US Dollar

Customer
Customer Taxp

Lines
View + x

Select and Add: Purchase Orders

Search Results

View Detach Select All

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line	Number			
2011780357	1	1				KJB Q4 deliverable...	NCR US 800	19,500.00

Apply OK Cancel

Summary Tax Lines
View

Click the PO Number to view the PO.

Purchase Order: 2011780357

Main

General

Sold-to Legal Entity: NCR CORPORATION
 Supplier Site: US-01COLUMBUS
 Ordered: 19,500.00 USD

Bill-to BU: NCR US BU
 Supplier Contact: NCR US 800
 Description: Source Agreement Supplier Order Reference Number

Order: 2011780357
 Bill-to Location: NCR US 800

Revision: 4
 Status: Closed for Receiving
 Ship-to Location: NCR US 800

Buyer: S, Chandrasekaran
 Creation Date: 2/9/22

Terms Notes and Attachments

Required Acknowledgment: None
 Carrier: — Pay on receipt

Payment Terms: Net 60 Days
 Freight Terms: None
 — Confirming order

FOB: None

The PO details will pop up on the screen.

Status: Closed for Receiving
 Buyer: S, Chandrasekaran
 Creation Date: 2/9/22

Location: NCR US 800
 Ship-to Location: NCR US 800
 Order Reference Number

Terms Notes and Attachments

Required Acknowledgment: None
 Carrier: — Pay on receipt

Payment Terms: Net 60 Days
 Freight Terms: None
 — Confirming order

FOB: None

Lines Schedules

Actions View Detach

Line	Item	Description	Status	Quantity	Pricing UOM	Price	Order
1		KJB Q4 deliverable...	Closed for...				19,500.

Click OK to close the PO window

OK

Select and Add: Purchase Orders

Search Results

View Detach Select All

Purchase Order Number	Line	Schedule	Consumption Advice Line	Supplier Item Number	Item Description	Ship-to Location	Ordered	Receive
2011780357	1	1			KJB Q4 deliverable...	NCR US 800	19,500.00	19,500.

Click Apply to select the PO then OK to close the PO window.

Apply OK Cancel

Customer Taxpayer ID 31-0387920

Adjust the Amount or Quantity of the PO if needed for partial purchases as per the invoice.

Lines

View + X Cancel Line

Assumption Advice Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		KJB Q4 deliverables per att...	NCR US 800						19,500.00
									19,500.00

Summary Tax Lines

View

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

Customer Taxpayer ID 31-0387920

Example of partial invoice application. Applying \$200 of \$19,500 PO (Purchase Order).

Lines

View + X Cancel Line

Assumption Advice Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		KJB Q4 deliverables per att...	NCR US 800						200.00
									200.00

Summary Tax Lines

View

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

Lines

View + X Cancel Line

Click the "+" to add additional lines if needed i.e., freight, miscellaneous, etc.

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
2	Item	2011780...	1	1				KJB Q4 deliverables per att...	NCR US 800	
3	Freight									
1	Miscellaneous									
Total										

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		KJB Q4 deliverables per att...	NCR US 800						200.00

If tax is on the invoice, click the Ship-to Location dropdown to find the delivery location. Then click the Tax Classification dropdown to get the tax code. If the invoice does not contain tax, go to next to next step. The Ship-to Location will determine the tax code.

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	Amount
No data to display.					

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		KJB Q4 deliverables per att...	NCR US 800						200.00

Search and Select: Tax Classification

Search

Name

Code

Search Reset

No rows to display

OK Cancel

Enter the search criteria to perform a Basic search or click Advanced to perform an advanced search for the location code.

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	Amount
No data to display.					

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Retainage	Invoice Amount	Due
200.00	5.00	5.00	0.00	0.00	0.00	210.00	0.00

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		KJB Q4 deliverables per att...	NCR US 800						200.00

Search and Select: Tax Classification

Search

Name Starts with

Code Contains

Search Reset Add Fields Reorder

No rows to display

OK Cancel

Enter the advanced search criteria and the key search information. Then click Search.

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	Amount
No data to display.					

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Retainage	Invoice Amount	Due
200.00	5.00	5.00	0.00	0.00	0.00	210.00	0.00

Item	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount
200.00									200.00

Search and Select: Tax Classification

Search

Name Starts with

Code Contains

Search Reset Add Fields Reorder

Name	Code	DisplaySequence
Us Oh Tax 0%	US OH TAX 0%	
Us Oh Tax 6.750%	US OH TAX 6.750%	
Us Oh Tax 7.250%	US OH TAX 7.250%	
Us Oh Tax 7.500%	US OH TAX 7.500%	
Us Oh Tax 7.800%	US OH TAX 7.800%	

OK Cancel

Enter the advanced search criteria and the key search information. Then click Search.

Create Invoice ?

Supplier Site: US-01COLUMBUS

Address: 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Customer Taxpayer ID: 31-0387920

to Bank Account: XXXXX2502

Description: SUPPLIER PORTAL-PO

* Number: TESTPO1

* Date: 4/11/22

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Invoice Actions

- Calculate Tax (Ctrl+Alt+X)
- Cancel Invoice
- Delete Invoice

Invoice Actions

Select Invoice Actions and click calculate tax (only if you have Tax invoices) Save and Submit.

NCR VOYIX Supplier Portal – Reset Password from expired link in Welcome E-Mail

- ✓ If your password link has expired, then open <https://customerportal.ncrvoyix.com>

Step1:

Login to Customer Portal

Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

Remember me

Login

[Don't have an account? Register](#)

[Need Customer Portal Help?](#) [Instant Incident Status Report](#)

Forgot Password

Please enter your email below to reset your password.

Enter Email Address

I'm not a robot

reCAPTCHA is changing its terms of service. [Take action.](#)

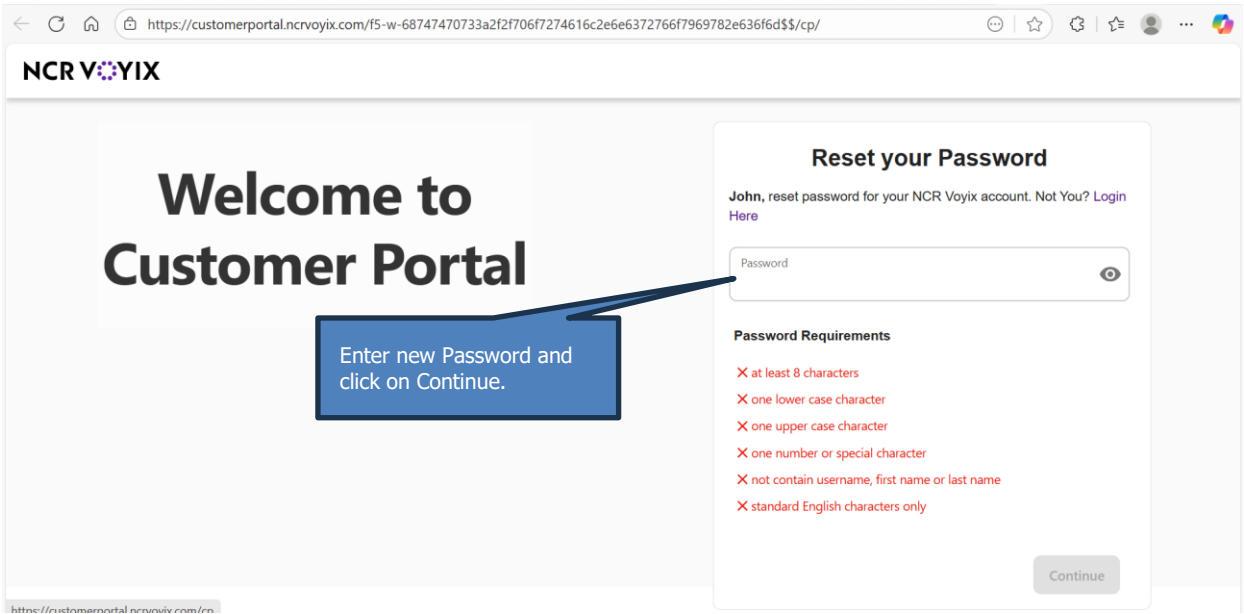
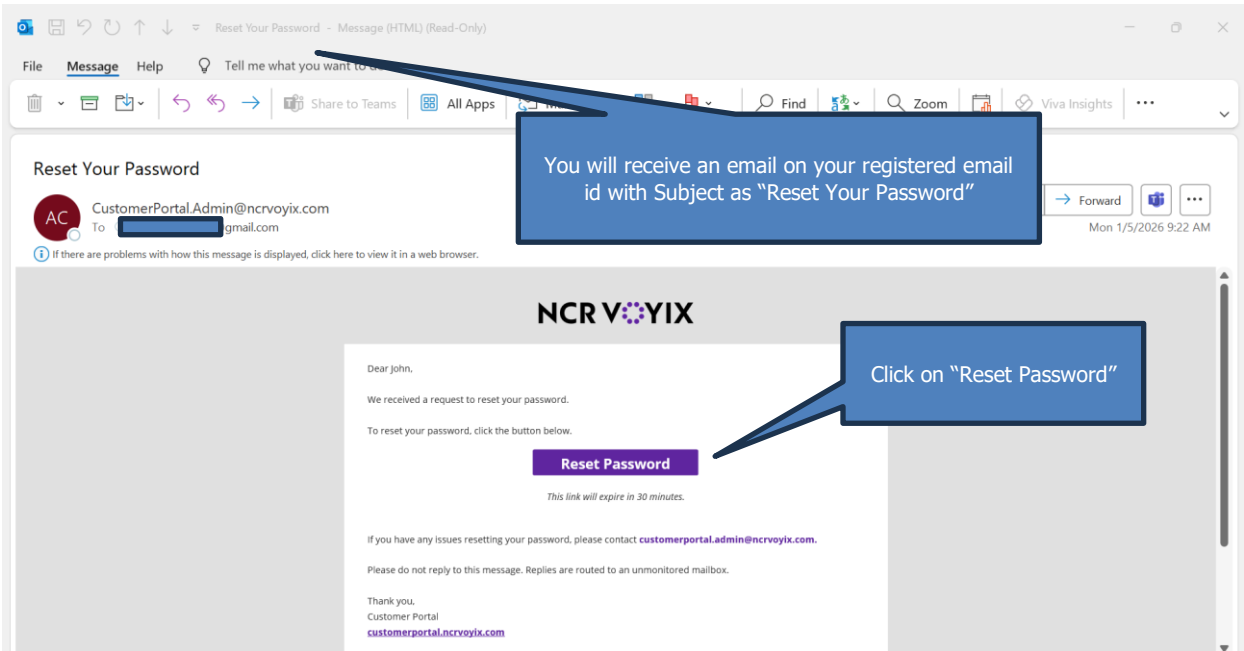
reCAPTCHA Privacy - Terms

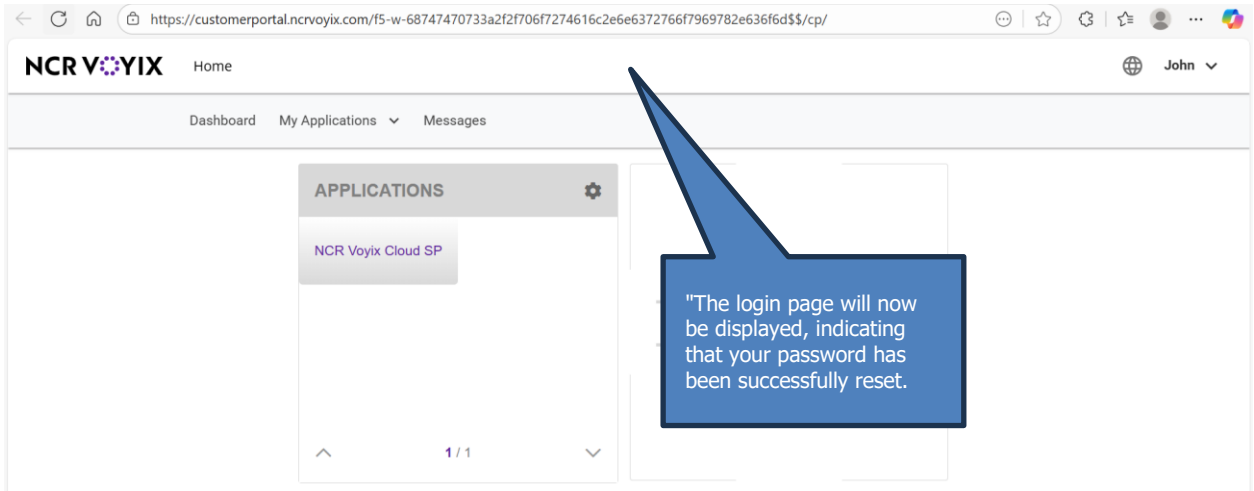
SUBMIT

Forgot Password

An email with your password reset link has been sent to your inbox!

RETURN TO LOGIN





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