



FIAM: Vendor Work Order Invoicing

Job Aid: Vendor Submits Work Order Invoice for Approval

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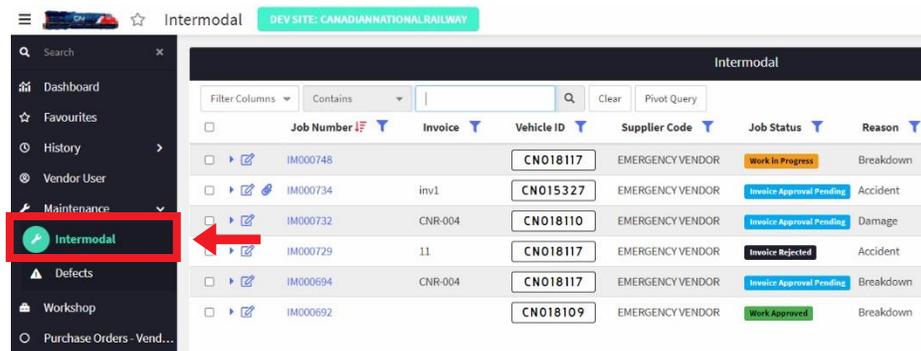
Vendor Submits Work Order Invoice for Approval

Once the Work Order is approved by the Lead Hand, the next step is to validate the information on the Work Order detail lines, raise the invoice and submit the Work Order for invoice approval.

Steps for submitting the Work Order invoice for approval.

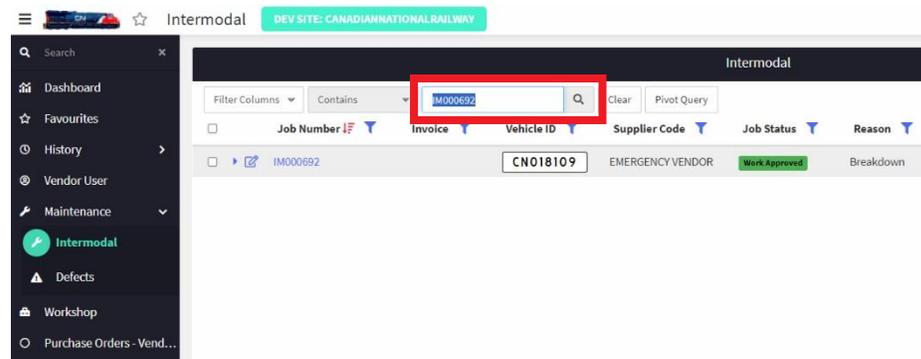
1

Go to **Maintenance > Intermodal** Module in the main menu to access a list of **Work Orders**.



2

Use the search box to search for the specific **Work Order** or unit number. Open the **Work Order** in edit mode by clicking on the paper-pencil icon  next to the job number.



- Ensure that you are in the **Description** tab to see the **Job Details**. Review the detail lines stored against the Work Order.

Job Details - Intermodal

Item Number	Job Detail Status	Internal/External	Supplier Code	Comments	Part Number	Reason	Total Detail Labour (External)
000001	Work Approved	E	50590		external part	Breakdown	176.95

- Open the detail line in edit mode by clicking on the paper-pencil icon.

- Confirm that the values set by the Vendor Mechanic in **Parts Cost** and **Labour Cost** are correct and amend if needed (see [Appendix A](#) to amend incorrect values and [Appendix B](#) if you would like to add additional charges to the Work Order). Save the Job Detail line.

Job Details - Intermodal

VMRS Failure Code: Worn

Comments:

Wheel Removed?: No

Retorque defect:

Part Number	Internal Part?	Parts Cost	Parts Quantity	Total Parts	Purchase order number	Labour
external part	No	100.00	1.00	100.0000		Mechanic: Mechanic_30590 Rate Type: Rate 1 Labour Rate: 0.0000 Date: 17/04/2024 Job detail date: 17/04/2024 End Date: 17/04/2024 Actual Hours: 1.00 Total Labour: 0.0000

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- 6. Click on the **Upload** button and attach the required scanned paper invoice(s), certifications, inspection sheets, etc.

The screenshot shows the 'Uploads' tab in the FIAM system. The 'Upload' button is highlighted with a red box, and a red arrow points to it. Below the button is a dashed box with the text 'or drop your files here'. The interface includes fields for Job Number, Vehicle ID, Reason, Internal/External, Depot, Original Estimate Total Cost, Charge To Costcentre, Operational Status, Days Off Road, Supplier Code, and Supplier Name.

- 7. Navigate to the **Invoicing** tab and enter the **Invoice** number and the **Invoice date**.

The screenshot shows the 'Invoicing' tab in the FIAM system. The 'Invoicing' tab is highlighted with a red box. Below the 'Supplier Name' field, there are two input fields: 'Invoice' with the value 'CNR12345' and 'Invoice date' with the value '29/04/2024', both highlighted with red boxes. The interface includes fields for Job Number, Vehicle ID, Reason, Internal/External, Depot, Original Estimate Total Cost, Charge To Costcentre, Operational Status, Days Off Road, Supplier Code, and Supplier Name.

8 • Add or edit Taxes to the Work Order.

Intermodal **DEV SITE: CANADIANNATIONALRAILWAY**

Source Currency **CAD**

Taxes

Tax State/Province **QUEBEC**

Goods & Services Tax	13.85
Provincial Sales Tax	0.00
Quebec Sales Tax	27.64
Harmonized Sales Tax	0.00
US Sales Tax	0.00

9 • Validate the Total Invoice Labor, Invoice Parts costs, and Total Cost.

Intermodal **DEV SITE: CANADIANNATIONALRAILWAY**

Source Currency **CAD**

Taxes

Tax State/Province **QUEBEC**

Goods & Services Tax	13.85
Provincial Sales Tax	0.00
Quebec Sales Tax	27.64
Harmonized Sales Tax	0.00
US Sales Tax	0.00

Invoice	
Invoice labour	0.00
Invoice parts	150.00
Total Gross	150.00
Invoice Total Tax	41.49
Total Cost	191.49

Job Details - Intermodal [Batch Parts](#) [Model Services](#) +

Job Details - Intermodal

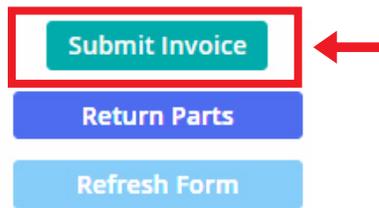


NOTE

Once approved by CN, the **Total Invoice Labor, Invoice Parts** costs and **Total Costs** are pushed for payment.

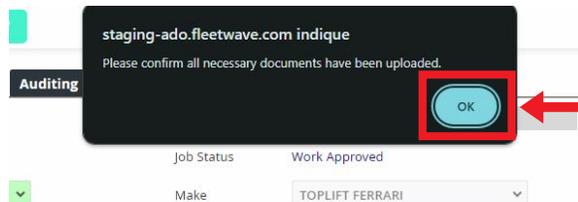
10

Click the **Submit Invoice** button.



11

The System shows a pop-up window to confirm all required documents are uploaded. Click **OK** if all documents are uploaded.



The System updates the Work Order Header status to **Invoice Approval Pending**. The Work Order will move to CN's queue for approval.

12

Save the record.

Appendix A

Amend Incorrect Values on a Work Order Detail

In the case where the Vendor Mechanic has entered information that is incorrect, such as labour hours (start and end date), part number, part costs, and/or part quantity:

1. Update the information that is incorrect:
 - a. **Total Labour Costs:**
 - i. You can amend the labor information by changing the **Mechanic, Rate Type, Job Detail (job start) Date and Time, and End Date and Time**. The **Hours** and **Total Labor** will calculate automatically based on your selections.
 - b. **Total Parts Costs:**
 - i. You can amend the **Part Number:**
 1. If the part number is incomplete or unknown, a search pop-up window will appear which can be used to search for the appropriate part.
 2. If you are adding a non-CN part number, enter the part number and description then close the parts search pop-up window.
 - ii. The **Parts Quantity** can be amended.
 - iii. The **Parts Cost** can be amended for external (non-CN) parts only.

Job Details - Intermodal DEV SITE: CANADIANNATIONALRAILWAY

Parts:		Labour:	
Part Number	<input style="width: 100%;" type="text" value="external part"/>	Mechanic	<input style="width: 100%;" type="text" value="Mechanic_50590"/>
Internal Part?	<input style="width: 100%;" type="text" value="No"/>	Rate Type	<input style="width: 100%;" type="text" value="Rate 1"/>
Parts Cost	<input style="width: 100%;" type="text" value="100.00"/>	Labour Rate	<input style="width: 100%;" type="text" value="0.0000"/>
Parts Quantity	<input style="width: 100%;" type="text" value="1.00"/>	Date	Time
Total Parts	<input style="width: 100%;" type="text" value="100.0000"/>	Job detail date	<input style="width: 50%;" type="text" value="17/04/2024"/>
Purchase order number	<input style="width: 100%;" type="text" value=""/>	End Date	<input style="width: 50%;" type="text" value="17/04/2024"/>
		Actual Hours	<input style="width: 50%;" type="text" value="1.00"/>
		Total Labour	<input style="width: 100%;" type="text" value="0.0000"/>

2. Save the Work Order Detail line.



NOTE

The System updates read only fields which show a summary of the difference between the approved and invoiced parts and labour costs.

Appendix B

Additional Charges to a Work Order

If additional charges for labour or parts should be added after the Lead Hand approved the Work Order:

1. Click on the '+' icon in Job Details to add an additional invoice charge for labour or parts.



2. On the **Job Details** screen, add the work that was completed (see **Add a Work Order Detail** job aid for more details on how to add a detail line to a Work Order).
3. Save the Work Order detail.
4. After the **Work Order** is saved, the System will display a warning banner on the Work Order Header to indicate to the CN approver that an additional charge was added after the job-approval.

