Hoping these quick tips will be helpful to vendors.
There is a portal manual on the left sidebar with much more information.

1. Go to web address: https://milliken.invoiceinfo.com
2. Enter their vendor number if you want to provide that to them (remember to use the 'pay-to' number as opposed to the 'order-from' number; if that's unfamiliar, I would not suggest giving them the number at all)
3. Enter a total of 2 pieces of data

Notes:
✓ The dashes don't matter <u>on the front screen</u>. If we don't use them, the invoice number will still pull up in the search <u>with the dash</u>
✓ Once you pull up the first search, you will see a Date Range Search on the front screen (see screenshot)
✓ This will allow you to see all the posted (whether paid or not) invoices within a stated time period
✓ You can download the results by hovering over the "Download Results in CSV Format" line (underlined on the screenshot)

I think this will get vendors into the search feature. There are some simple-to-follow instructions on the left sidebar, should they not be able to find an invoice in their search.
(See second screenshot)



1. Click "Contact Us" on the bottom of the left sidebar
2. From the dropdown in the top-middle, select the "Direct/Raw Materials" option
   a. The screenshot below is showing the Raw Material choice
3. Add the email address from the vendor, which will be the address to which we respond

4. Type message
5. Optional feature: attached an image for additional info
6. Check the box, "I'm not a robot"
7. Click "Send"

That will send an email inquiry to the appropriate team for review.

## Contact Form

**Please Fill Out the Information Below:**

Invoice Inquiry Home

Registration Home Page

Statement Reconciliation

Statement Reconciliation Instructions

Upload Invoice

How to Use This Portal

Tips to Successful Invoice Submission

Contact Us

What team? : Direct/Raw Materials

Your email address:

Attach File (optional)    Select csv, txt, pdf, xls, doc or image only

Message: (Enter Your Question Below)

I'm not a robot
reCAPTCHA
Privacy - Terms

Send My Question    Reset