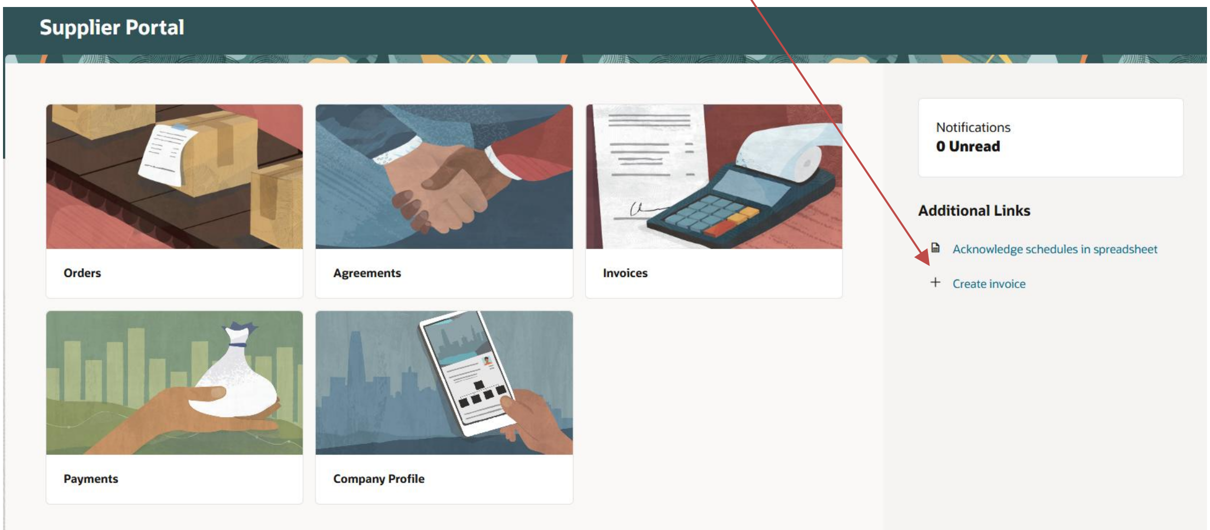
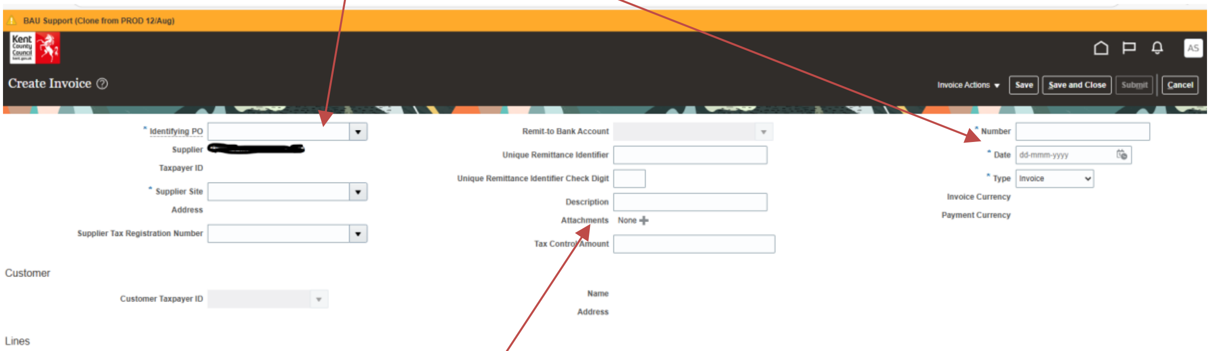
Creating an invoice from the Supplier Portal

Once you have logged into the system if you click on Create invoice on the right hand side of the screen

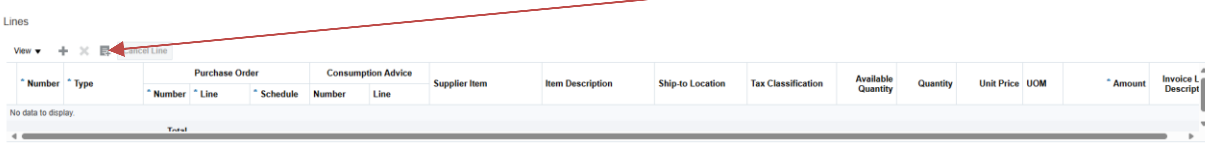


Select the correct purchase order you need to create the invoice for from the drop down list, enter the invoice number and date of the invoice

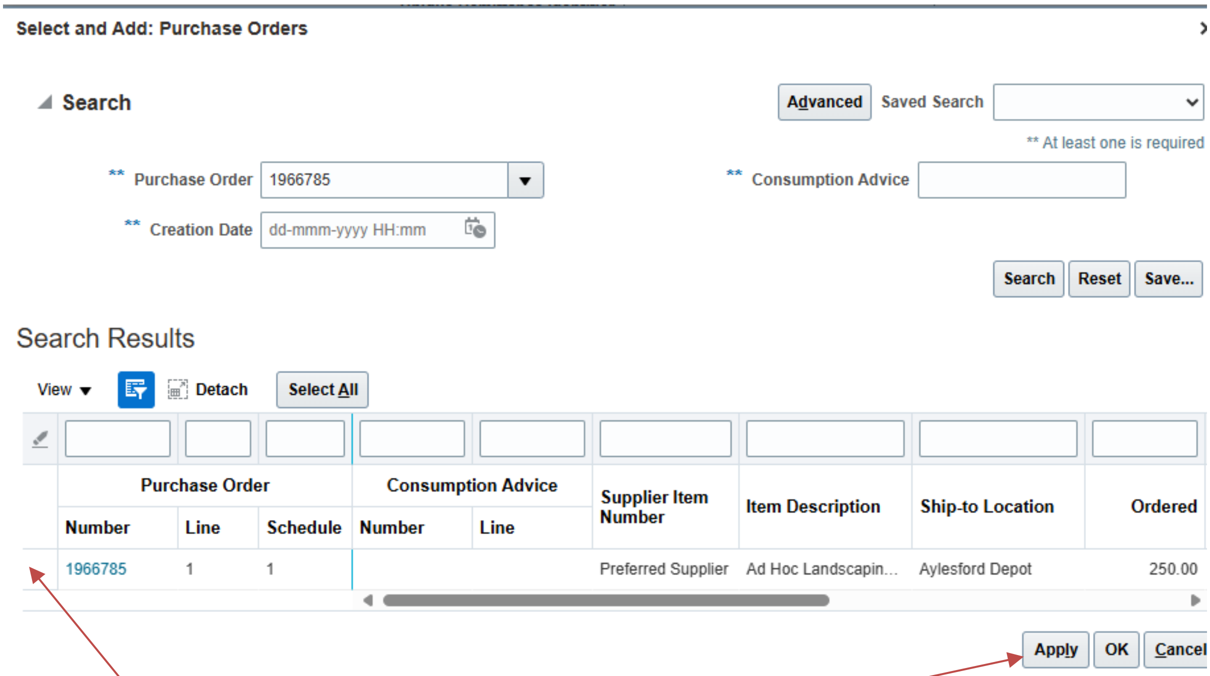


Also include a copy of the invoice via the attachment option

You then need to select the line details for the invoice. Click on the select & add option

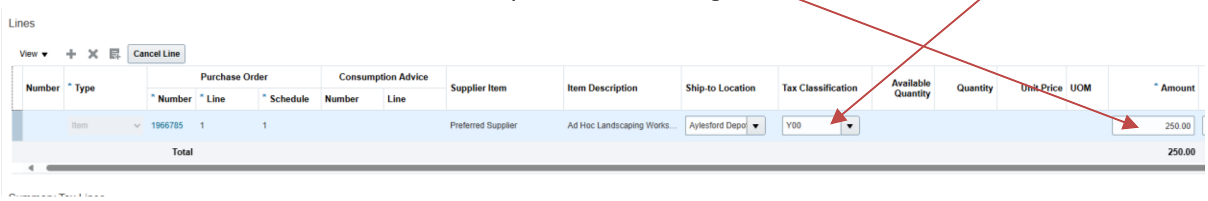


The available lines to bill against will show



Select the line that needs to be added by clicking on the left of the order number and then click on apply

The line will then be added in the screen behind. Click cancel on the pop up screen. Amend the tax classification as needed and the amount if you are not billing in full.



Then click on save and then submit to submit your invoice.