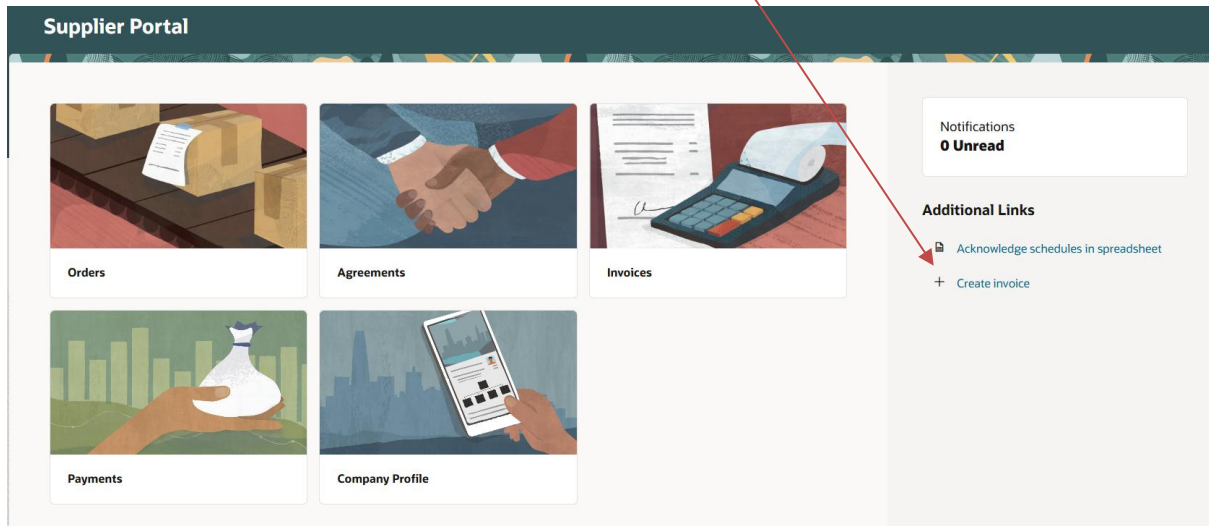


Creating an invoice from the Supplier Portal

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

The screenshot shows the 'Create Invoice' form. It has several sections: 'Supplier' information (Identifying PO, Supplier, Taxpayer ID, Supplier Site, Address, Supplier Tax Registration Number), 'Customer' information (Customer, Customer Taxpayer ID), 'Remit to Bank Account' (Remit to Bank Account, Unique Remittance Identifier, Unique Remittance Identifier Check Digit), 'Description' (Description, Attachments, Tax Control Account), and 'Invoice Details' (Number, Date, Type, Invoice Currency, Payment Currency). A red arrow points from the text above to the 'Identifying PO' dropdown menu. Another red arrow points from the text above to the 'Number' field. A third red arrow points from the text above to the 'Date' field.

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 screenshot shows the 'Lines' section of the form. It has a 'View' dropdown and a 'Select Line' button. Below is a table with columns: 'Number', 'Type', 'Purchase Order', 'Consumption Advice', 'Supplier Item', 'Item Description', 'Ship-to Location', 'Tax Classification', 'Available Quantity', 'Quantity', 'Unit Price', 'UOM', 'Amount', and 'Invoice L. Descript'. The table is currently empty, with a message 'No data to display.' at the bottom.

The available lines to bill against will show

Select and Add: Purchase Orders

Search

Advanced

Saved Search

▼

** At least one is required

** Purchase Order 1966785 ▼

** Consumption Advice

** Creation Date dd-mmm-yyyy HH:mm

Search

Reset

Save...

Search Results

View ▼



Detach

Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
1966785	1	1			Preferred Supplier	Ad Hoc Landscapin...	Aylesford Depot	250.00

Apply

OK

Cancel

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.

Lines

Number		Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line		* Number	* Line	* Schedule	Number	Line									
Item	1966785	1	1	1				Preferred Supplier	Ad Hoc Landscaping Works...	Aylesford Depot	Y00					250.00
Total																250.00

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