iSupplier Order Create Invoice

Step	Action
1.	Click the HRSD iSupplier Responsibility link.
	▶ □ HRSD iSupplier
2.	The iSupplier Portal Home Page displays.
	Click the Finance tab.
	Finance
3.	The Invoice Actions page displays.
	To create an invoice against a PO,
	Click the Go button.
	GO TIL COLLEGE TO A COLLEGE TO
4.	The Create Invoice: Purchase Orders page displays.
	Click in the Organization field.
5.	Enter the name of the organization into the Organization field.
	Enter a valid value e.g. "HRSD".
	This search will return all PO's eligible for Invoicing. Optionally, a search by specific Purchase Order Number can be done.
6.	"HRSD" will automatically display in the Organization Name list.
	Click the HRSD Organization object.
	HRSD
7.	Click the Go button.
8.	Select each of the PO Lines to Invoice.
	Select the PO 6150028 option for Line 1.
9.	Select the PO 6150028 option for Line 2.
10.	Click the Next button.
	Ne <u>x</u> t

11.	The Create Invoice: Details page displays.
	Click in the Invoice Number field.
12.	Enter your Invoice Number.
	Enter a valid value e.g. "INV-1234".
13.	Press [Tab].
14.	Click in the Invoice Description field.
15.	Enter the detailed invoice information into the Invoice Description field.
	Enter a valid value e.g. "Invoice for motors".
16.	Press [Tab].
17.	To Attach an Invoice Image
	Click the Attachment Type list.
	Short Text
18.	Click the File list item.
	File
19.	Click in the File field.
	Attachment Type File
20.	Attach your Invoice PDF or Image document.
	Click the ABC Invoice iSupplier list item.
	ABC Invoice iSupplier
21.	Once the File has been attached,
	Click the Apply button.
	Apply
22.	A Confirmation window displays.
	Click the Close button.
	Close
23.	Review the Quantities to be invoiced and adjust as needed for partial invoicing.
24.	You may need to scroll down to see all of the line items.
	Press [Page Down].
25.	Click the Next button.
	Ne <u>x</u> t
26.	The Create Invoice: Manage Tax page displays.

	Press [Page Down].
27.	Review the Invoice and click the Submit button.
	Sub <u>m</u> it
28.	A Confirmation message displays.
	The Invoice has been submitted.
29.	This topic covered:
	- Submitting an invoice against a Purchase Order in iSupplier Portal End of Procedure.