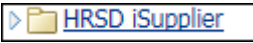










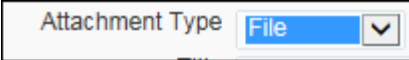
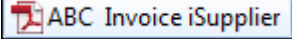
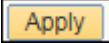
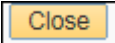

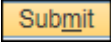


iSupplier Order Create Invoice

Step	Action
1.	Click the HRSD iSupplier Responsibility link. 
2.	The <i>iSupplier Portal Home Page</i> displays. Click the Finance tab. 
3.	The <i>Invoice Actions</i> page displays. To create an invoice against a PO, Click the Go button. 
4.	The <i>Create Invoice: Purchase Orders</i> 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 <i>Organization Name</i> list. Click the HRSD Organization object. 
7.	Click the Go button. 
8.	Select each of the PO Lines to Invoice. Select the PO 6150028 option for Line 1. <input type="checkbox"/>
9.	Select the PO 6150028 option for Line 2. <input type="checkbox"/>
10.	Click the Next button. 

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

	Press [Page Down].
27.	Review the Invoice and click the Submit button. 
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.