Navigation Information for Supplier Portal

5. Create Invoice With a PO

Step	Action
1.	From the Finance Tab, click on the Create Invoices link.
2.	Make sure the Create Invoice List of Values shows "With a PO", type in either the PO number or the Buyer's Name in the appropriate field then click Go.
3.	Check the box next to the PO number that is to be invoiced, click Add to Invoice then Next.
4.	All fields with an asterisk are required fields. A copy of the invoice should be uploaded via the Add button next to Attachment. Fill in the quantity and click Next. (For additional charges, see page 49 in the Supplier Manual.)
5.	There are no requirements on Step 3 so click Next to go to Step 4 or click Submit. A confirmation note will appear at the top of the page once the invoice is correctly submitted.