

This job aid will provide the navigation for suppliers to create an invoice or a credit Memo against a Purchase Order. This will include searching a purchase order and submitting the invoice or credit memo.

Step 1. In iSupplier, click the **Finance** Tab and the **Create Invoices** sub-tab.

Step 2. Select **With a PO** from the dropdown menu. Click **Go**.

Home | Orders | Shipments | Product | Admin | **Finance**

Create Invoices | View Invoices | View Payments

Create Invoice: **With a PO** Go

Supplier: **UPK SUPPLIER**

Invoice Number: _____

Invoice Date From: _____ (example: 2017-05-23)

Invoice Status: _____

Purchase Order Number: _____

Invoice Amount: _____

Invoice Date To: _____

Currency: _____

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Purchase Amount	Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice: **With a PO** Go

Step 3. Enter in the PO Number. Click **GO**.

Step 4. Select the PO lines and Click **Add to Invoice**.

Step 5. Click **Next**.

Home | Orders | Shipments | Product | Admin | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Note that the search is case insensitive

Purchase Order Number: **2101061054**

Purchase Order Date: _____ (example: 2017-05-23)

Buyer: _____

Organization: _____

Advances and Financing: Excluded

Go Clear

Select Items: **Add to Invoice**

Select	PO Number	Line	Ship	Advances or Item	Item Description	Item Number	Supplier Item	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organiza
<input checked="" type="checkbox"/>	2101061054	1	1	ADAPTOR, NAME, FOR	2201010		3	0	0	0	EACH	545.4	USD	AUR AURORA	AUR OU

Cancel Step 1 of 4 Next

* Indicates required field

Step 6. Enter the Invoice details. Note that all the fields with an asterisk are mandatory.

If you are entering a credit memo, the Invoice Type should be set to Credit Memo.

Supplier

* Supplier **UPK SUPPLIER**
Tax Payer ID **222-22-2222**
* Remit To **MAIN OFFICE**
Address : **123 MAIN STREET KALAMAZOO MI 49001**
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number **87654**
* Invoice Date **2017-05-23**
(example: 2017-05-23)
Invoice Type **Invoice**
Currency **USD**
Invoice Description
Attachment [Attachment List...](#) **Add...**

Invoice Type **Credit Memo**

Customer

* Customer Tax Payer ID **SYS11981**
Customer Name **USD**
Address **POTASHCORP NORTHBROOK 60062-4123 US**

Step 7. You must attach an invoice PDF. You can add the attachment by clicking **Add**. Once you have added an attachment, there will be an **Attachment List** link you can click to view all attached items.

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
2101061054	1	1	2201010	ADAPTOR, FRAME, FOR		AUR AURORA	3		3 545.4	EACH	1636.2

Note: The amount displayed is the maximum amount you are able to bill for; if you are billing us for something that is not displayed, please contact your buyer contact.

If you are entering a credit memo, the quantity must be negative and it shouldn't bring the total amount you have invoiced us to be less than 0.

Shipping and Handling

Charge Type
No results found.
Add Row

Cancel **Back** Step 2 of 4 **Next**

Step 8. Click Next.

Supplier

* Supplier **UPK SUPPLIER**
 Tax Payer ID **222-22-2222**
 * Remit To **MAIN OFFICE**
 Address : **123 MAIN STREET KALAMAZOO MI 49001**

Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number **87654**
 * Invoice Date **2017-05-23**
 Invoice Type **Standard**
 * Currency **USD**
 Invoice Description

MRO Search Criteria
 Invoice Sequence Number
 MRO PO Number
 Invoice Number
 Electronic Approver
 Attachment [Attachment List](#)

Step 9. Review or change the tax details & Click Next.

Customer

* Customer Tax Payer ID **SYS11981**
 Customer Name **USD**
 Address **POTASHCORP NORTHBROOK 60062-4123 US**

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	US_SALES_TAX_EAM	US NC STATE TAX	US NC STATE TAX STD	US NC STATE TAX JURIS	US NC STATE TAX	6.75	110.44	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
2101061054	1	1	ADAPTOR, FRAME, FOR		AUR AURORA	3	3.00 EACH	545.40	1,636.20

Supplier

* Supplier **UPK SUPPLIER**
 Tax Payer ID **222-22-2222**
 * Remit To **MAIN OFFICE**
 Address : **123 MAIN STREET KALAMAZOO MI 49001**

Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number **87654**
 * Invoice Date **2017-05-23**
 Invoice Type **Standard**
 * Currency **USD**
 Invoice Description

MRO Search Criteria
 Invoice Sequence Number
 MRO PO Number
 Invoice Number
 Electronic Approver
 Attachment [Attachment List...](#)

Step 11. Review and Click Submit.

Customer

* Customer Tax Payer ID **SYS11981**
 Customer Name **USD**
 Address **POTASHCORP NORTHBROOK 60062-4123 US**

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
2101061054	1	1	ADAPTOR, FRAME, FOR		AUR AURORA	3	3.00 EACH	545.40	1,636.20

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
US_SALES_TAX_EAM	US NC STATE TAX	US NC STATE TAX STD	US NC STATE TAX JURIS	US NC STATE TAX	6.75	110.44

Confirmation
 Invoice 87654 was submitted to our Accounts Payable department on 2017-05-23. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

SUCCESS!! You have now submitted an invoice / credit memo with a PO for Approval. You will be notified once the Invoice is approved.