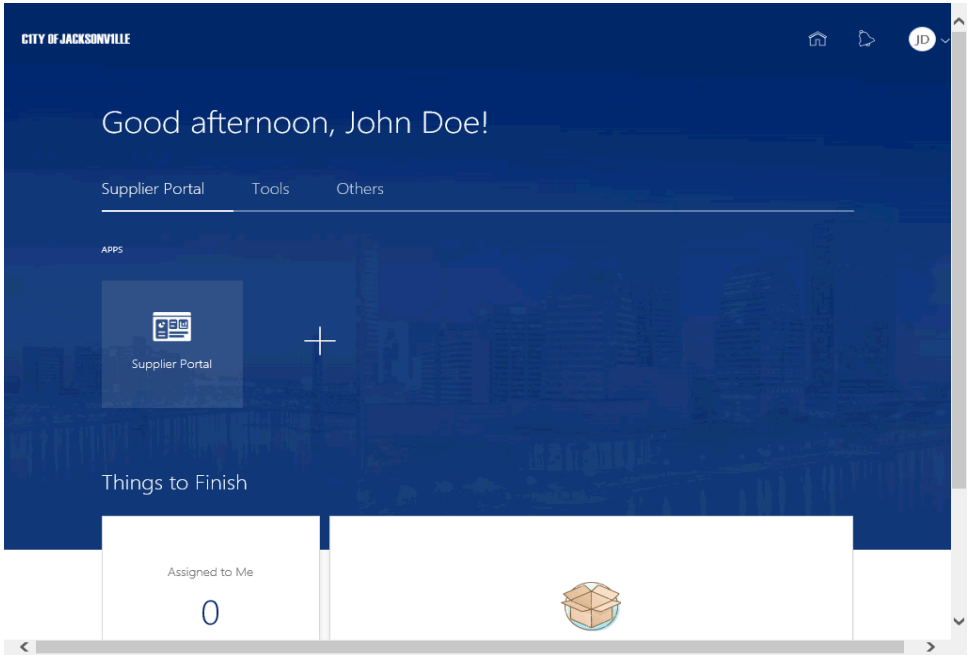
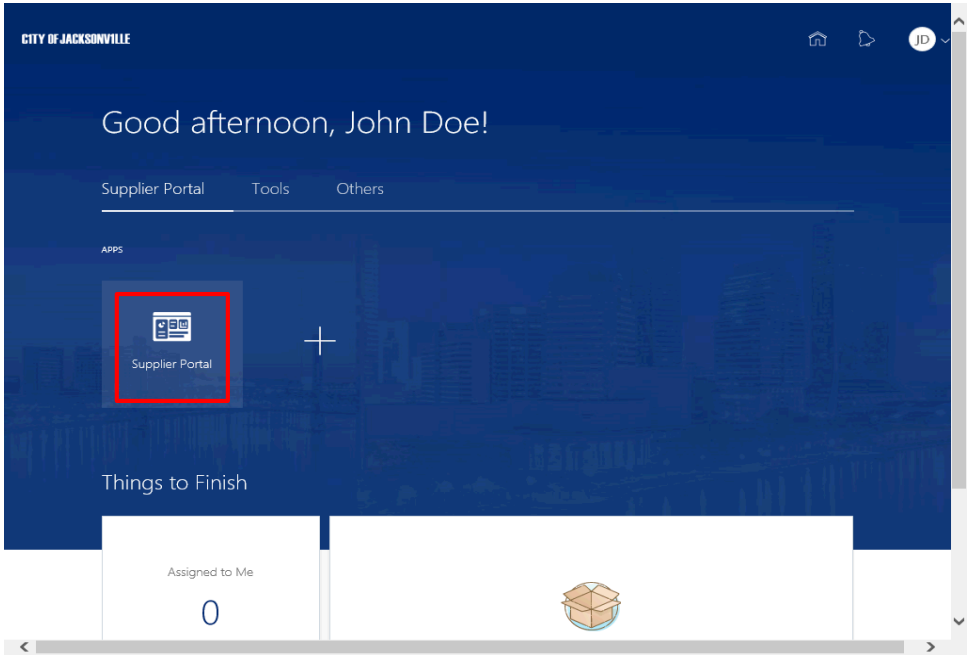
Create and Submit PO Matched Invoices in Supplier Portal

Create and Submit PO Matched Invoices in Supplier Portal



By completing this topic, you will be able to Create and Submit PO Matched Invoices in the Supplier Portal.

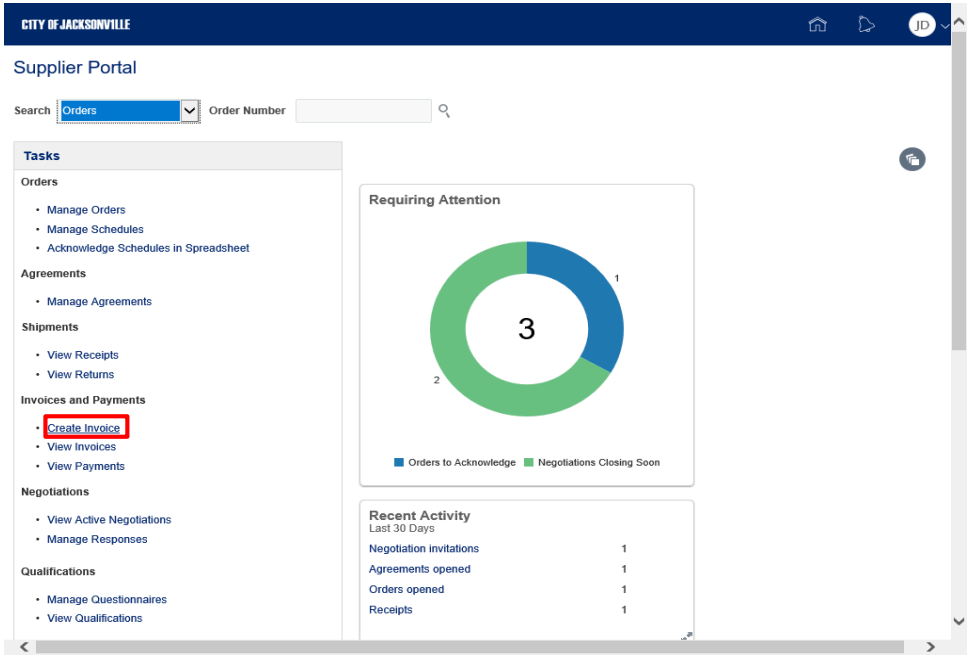
Create and Submit PO Matched Invoices in Supplier Portal



Step 1

Click the **Supplier Portal** tile.

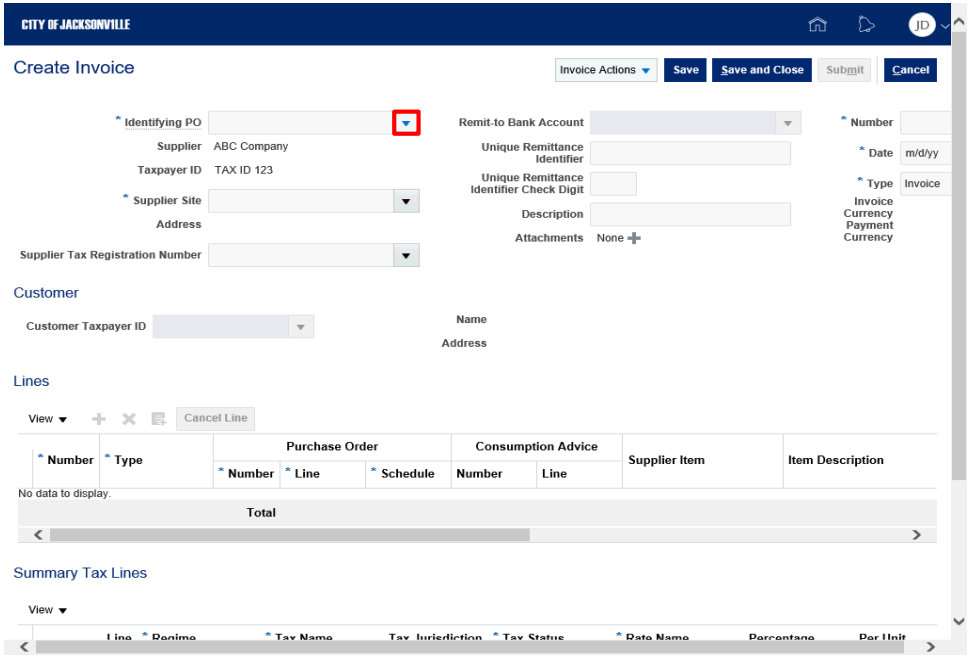
Create and Submit PO Matched Invoices in Supplier Portal



Step 2

Click the **Create Invoice** link.

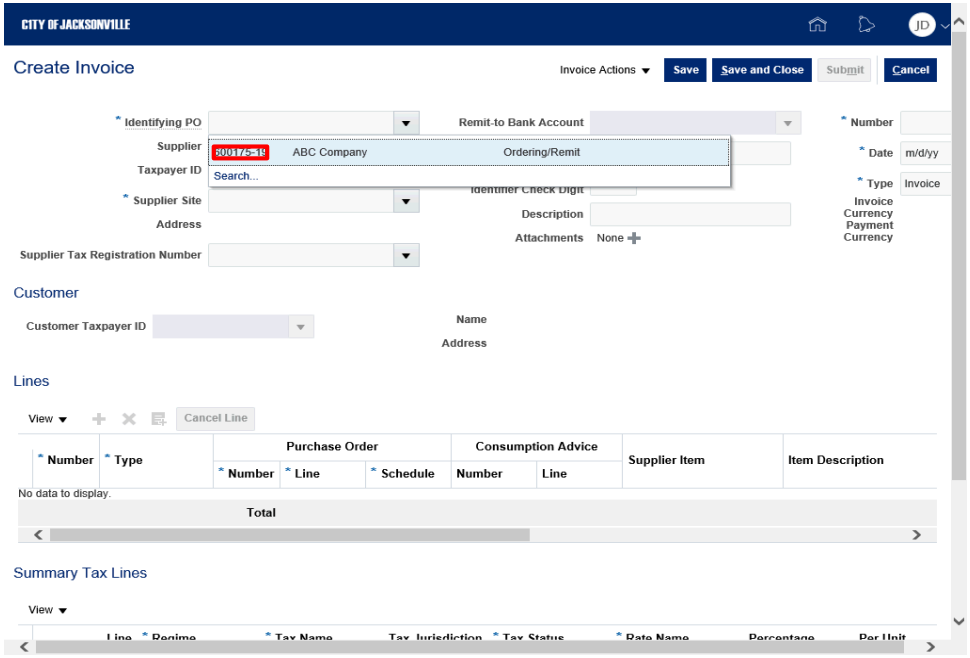
Create and Submit PO Matched Invoices in Supplier Portal



Step 3

Click the **Identifying PO** list.

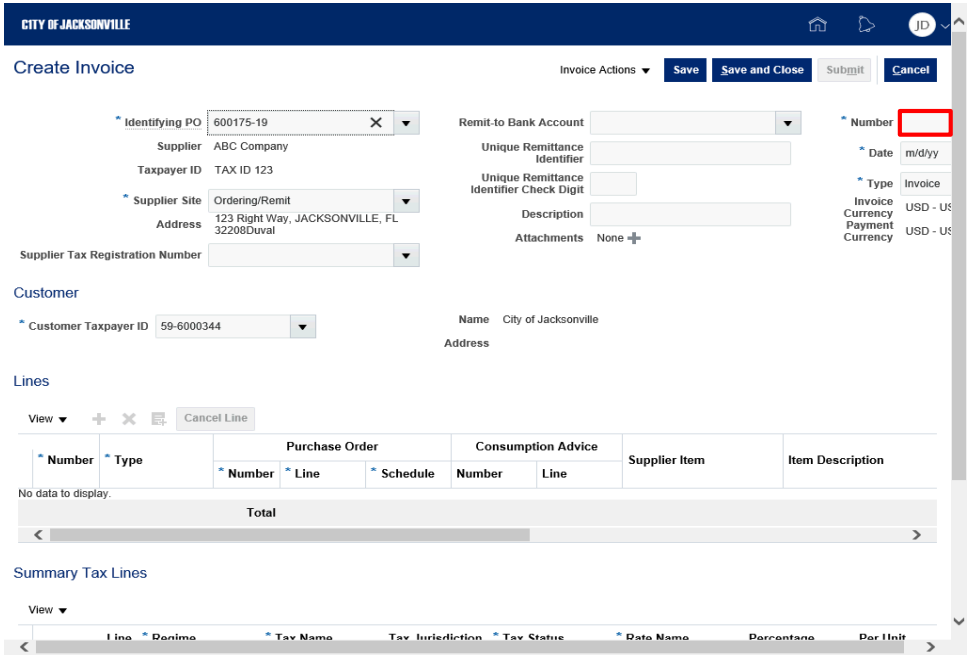
Create and Submit PO Matched Invoices in Supplier Portal



Step 4

Click the **600175-19** list item.

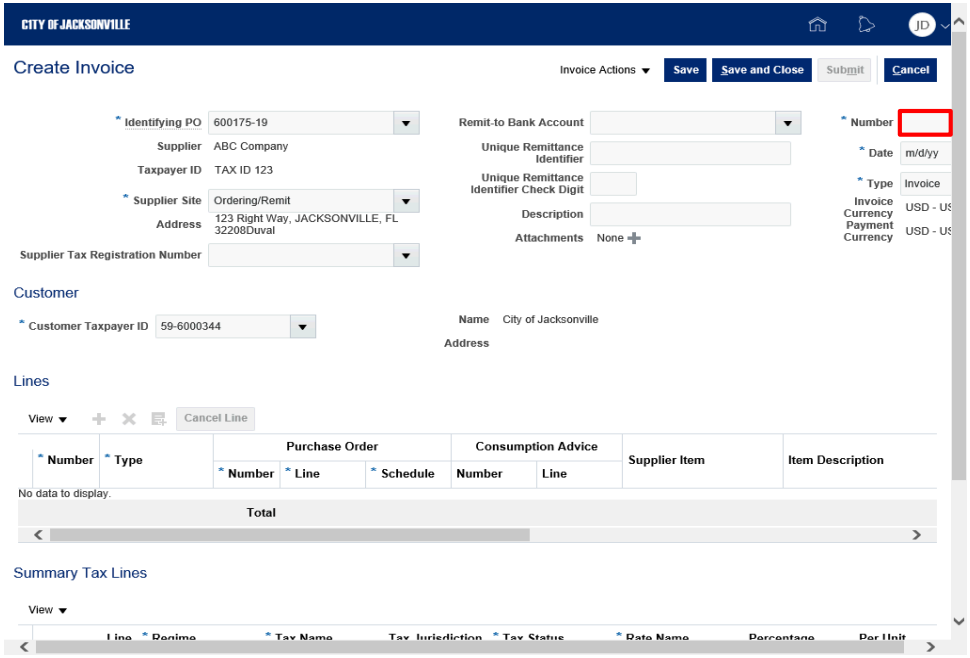
Create and Submit PO Matched Invoices in Supplier Portal



Step 5

Click in the **Number** field.

Create and Submit PO Matched Invoices in Supplier Portal

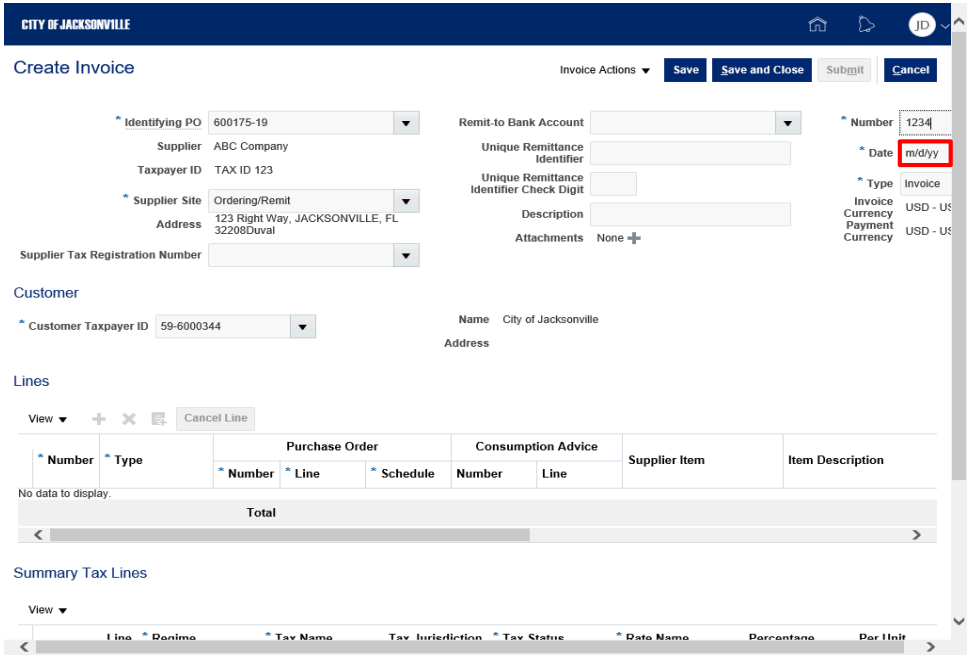


Step 6

Enter your Invoice number.

Enter the desired information into the **Number** field. Enter "**1234**".

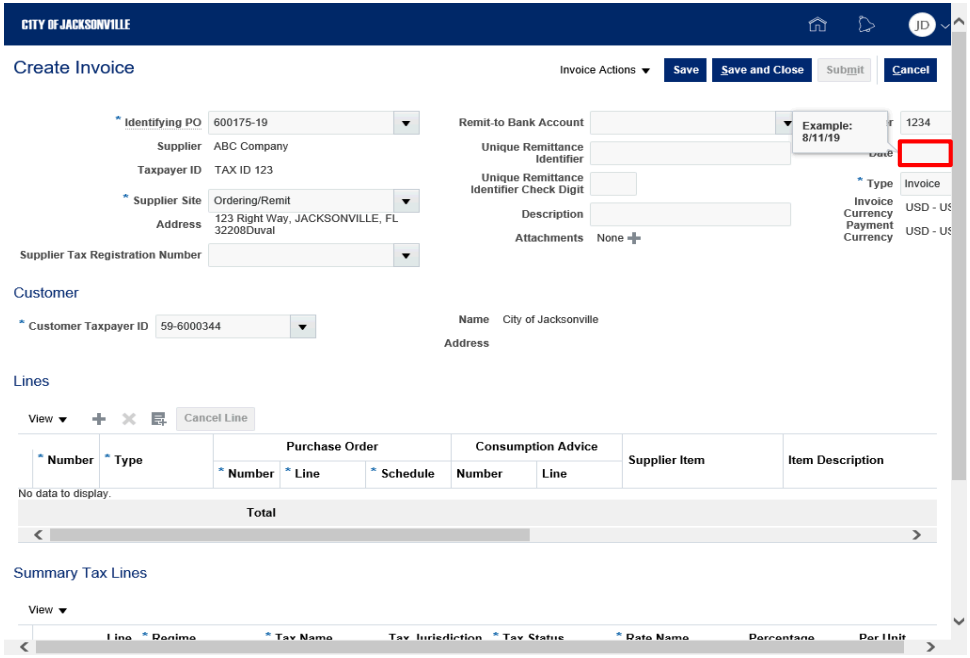
Create and Submit PO Matched Invoices in Supplier Portal



Step 7

Click in the **Date** field.

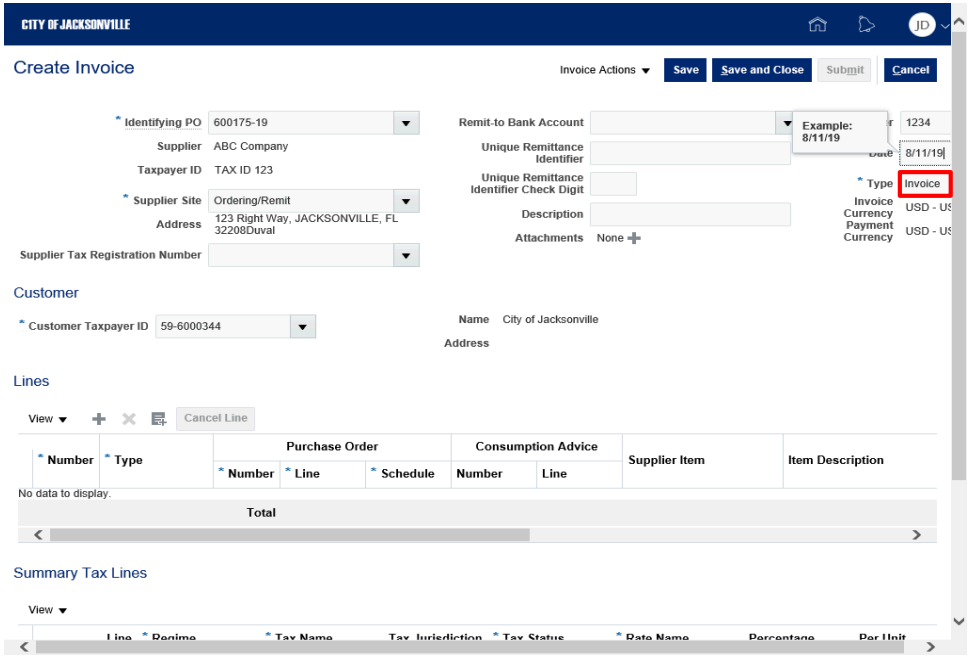
Create and Submit PO Matched Invoices in Supplier Portal



Step 8

Enter the desired information into the **Date** field. Enter "**8/11/19**".

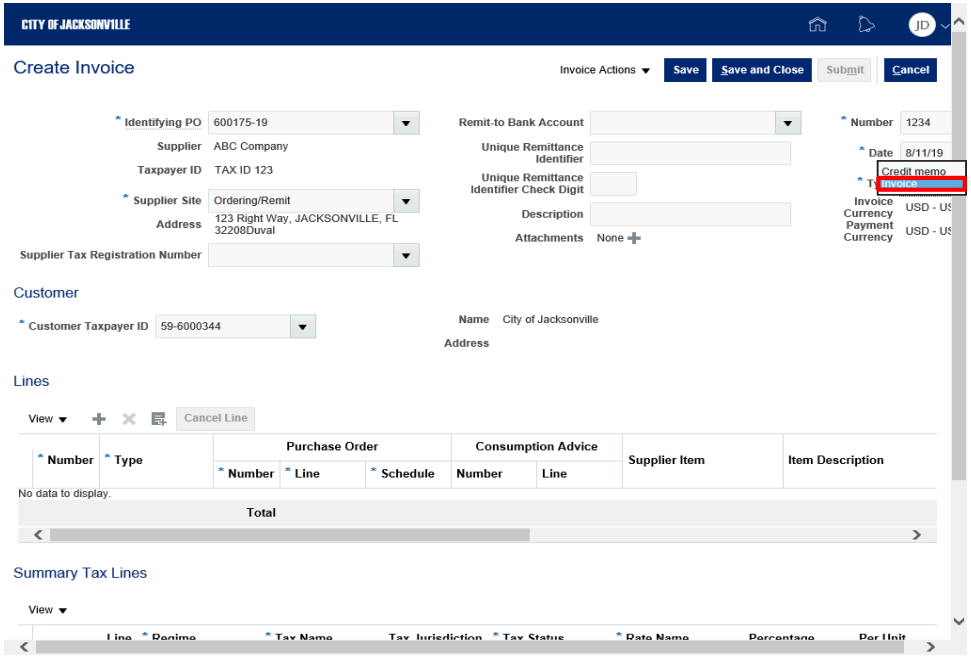
Create and Submit PO Matched Invoices in Supplier Portal



Step 9

Click the **Type** list.

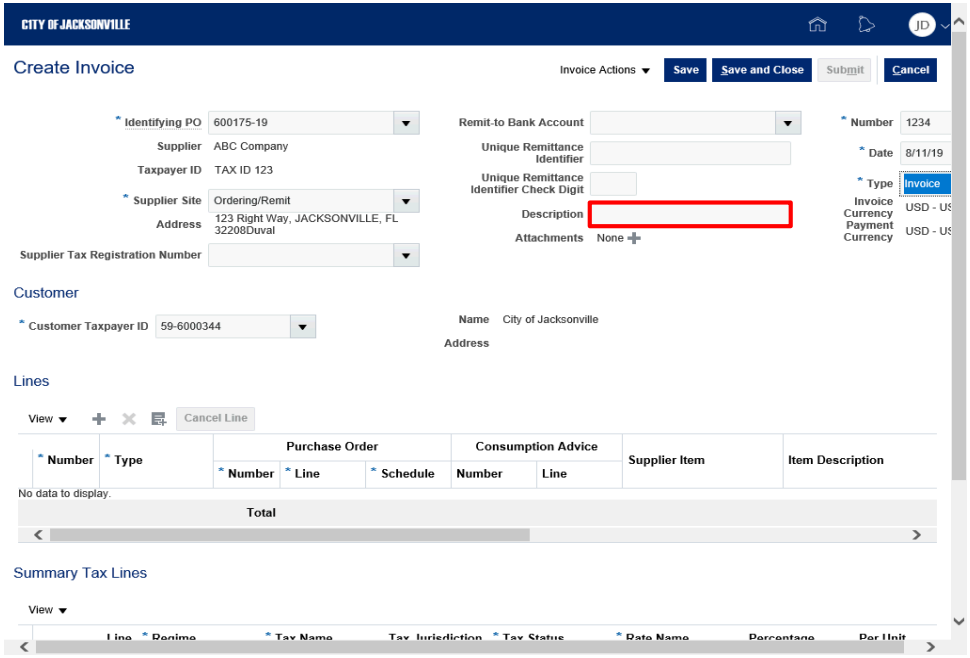
Create and Submit PO Matched Invoices in Supplier Portal



Step 10

Click the **Invoice** list item.

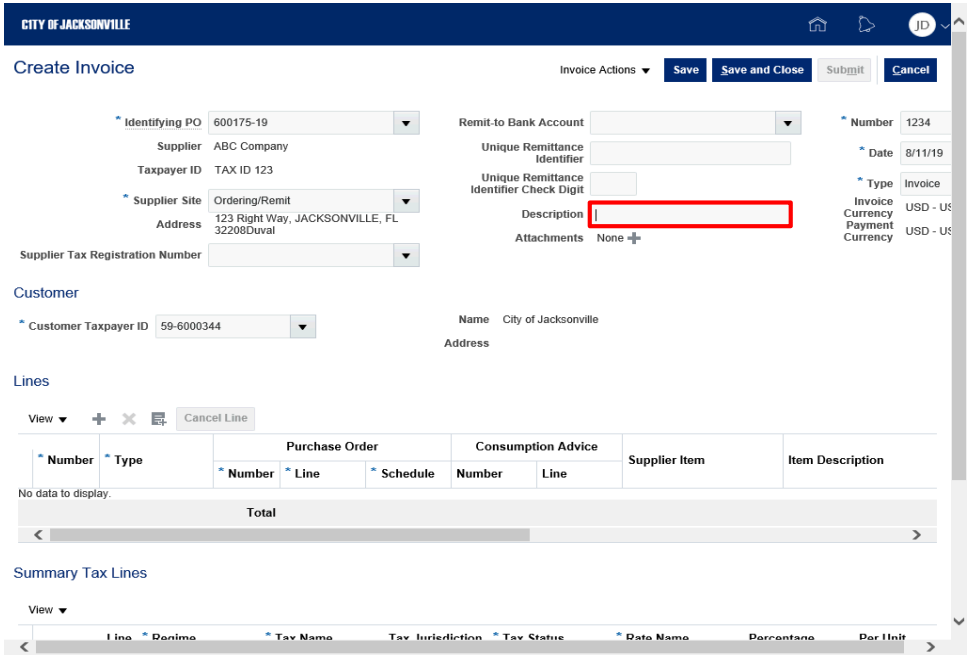
Create and Submit PO Matched Invoices in Supplier Portal



Step 11

Click in the **Description** field.

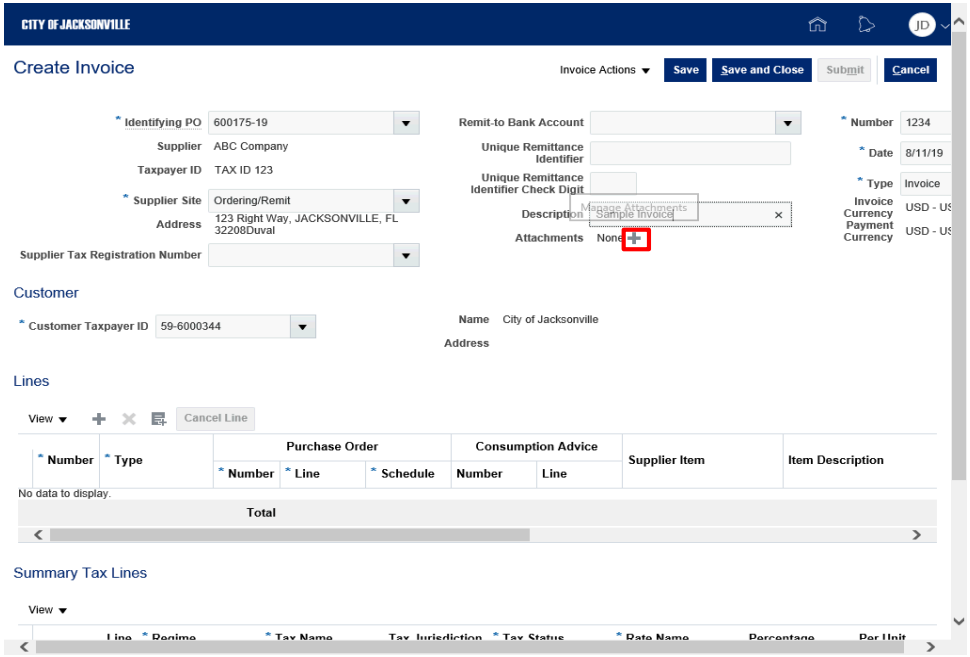
Create and Submit PO Matched Invoices in Supplier Portal



Step 12

Enter the desired information into the **Description** field. Enter "**Sample Invoice**".

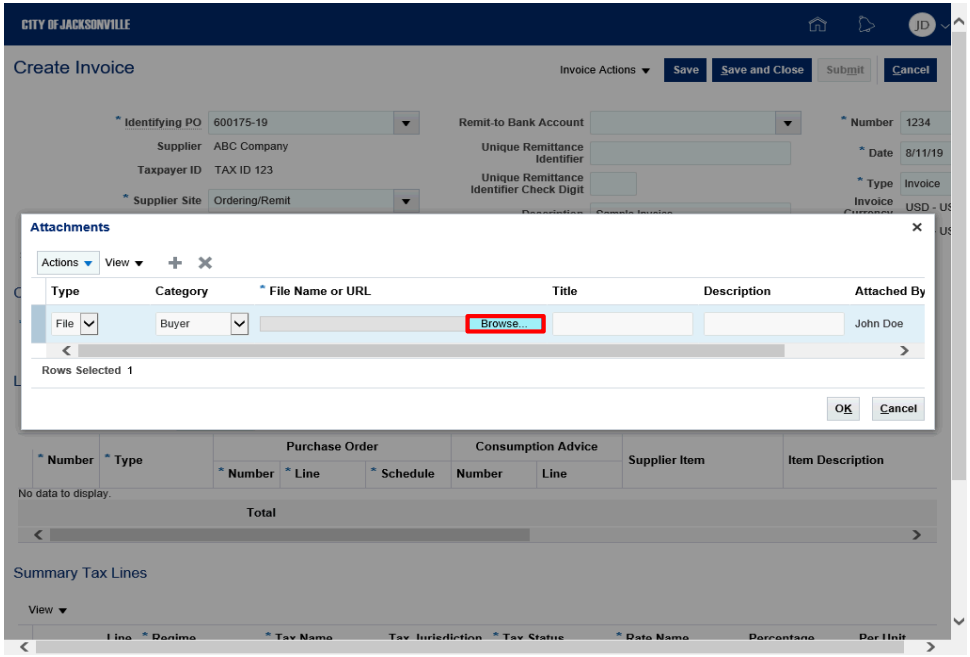
Create and Submit PO Matched Invoices in Supplier Portal



Step 13

Click the **Manage Attachments** button.

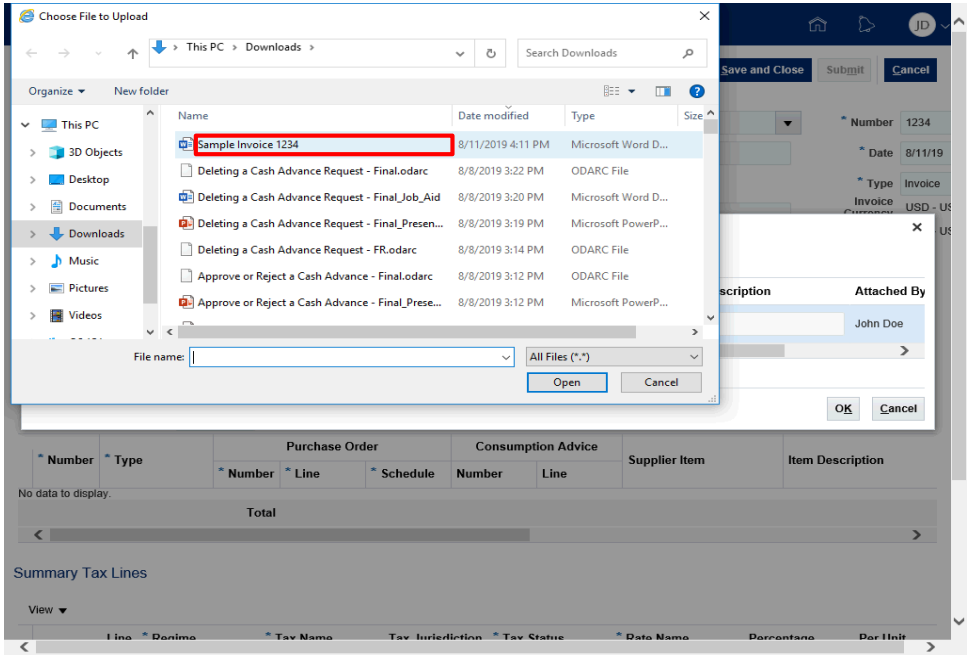
Create and Submit PO Matched Invoices in Supplier Portal



Step 14

Click in the **Browse...** button.

Create and Submit PO Matched Invoices in Supplier Portal

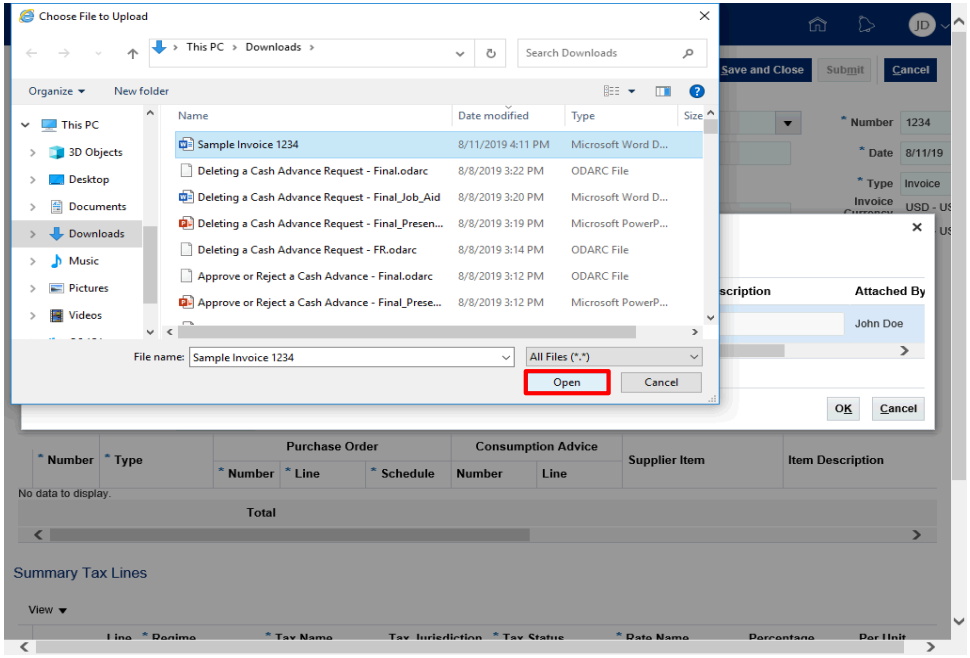


Step 15

Choose your invoice to attach.

In this example, click the **Sample Invoice 1234** file.

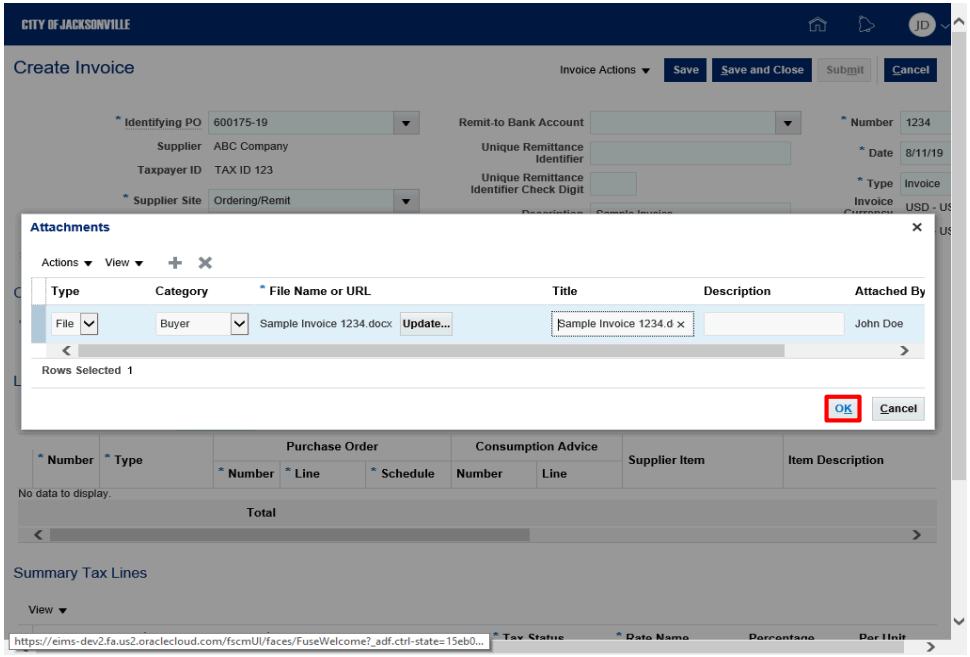
Create and Submit PO Matched Invoices in Supplier Portal



Step 16

Click the **Open** button.

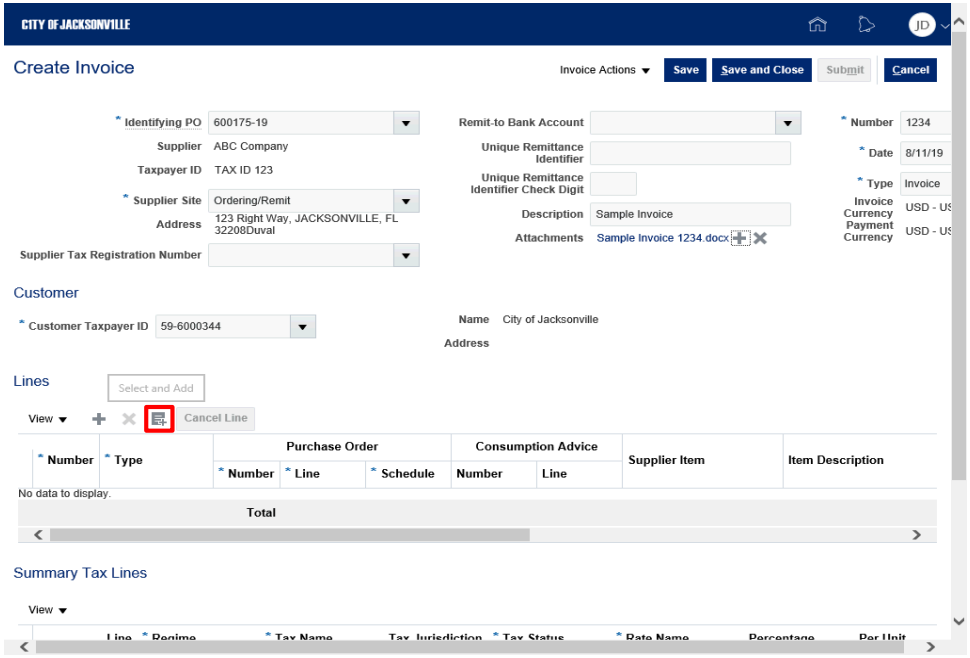
Create and Submit PO Matched Invoices in Supplier Portal



Step 17

Click the **OK** button.

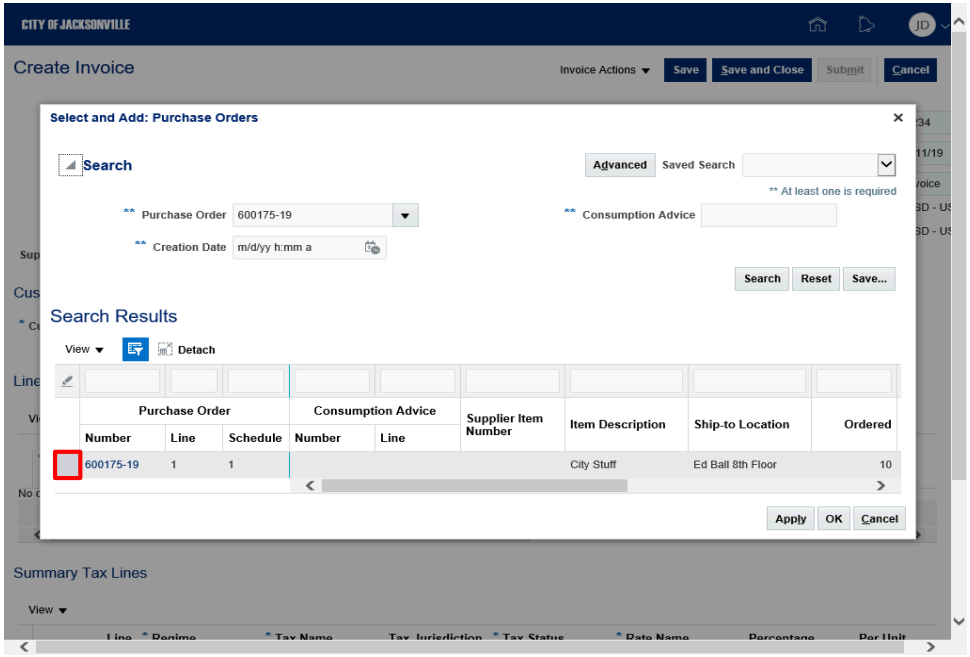
Create and Submit PO Matched Invoices in Supplier Portal



Step 18

Click the **Select and Add** button.

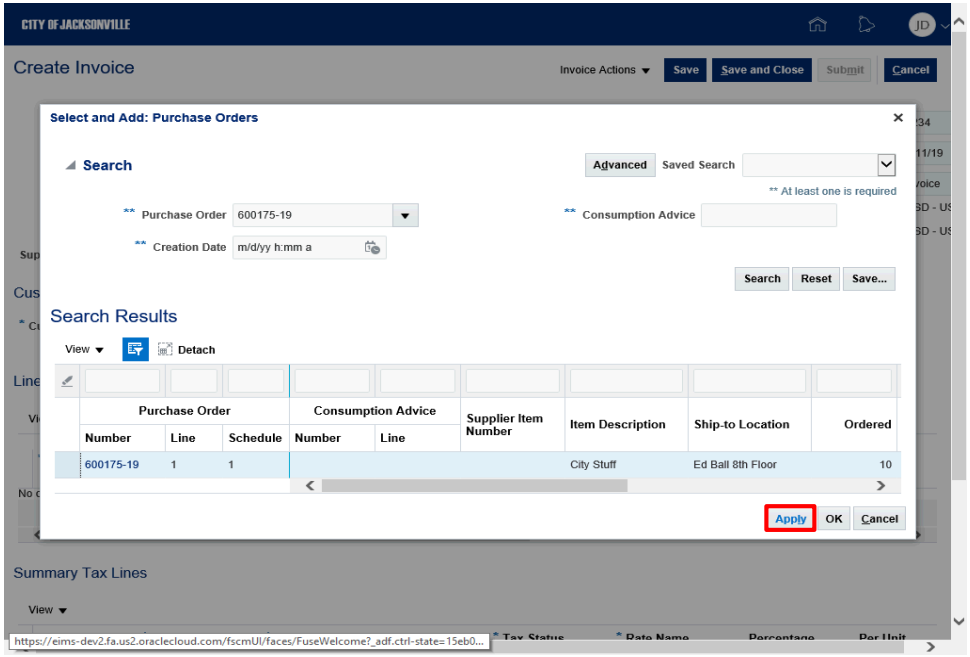
Create and Submit PO Matched Invoices in Supplier Portal



Step 19

To highlight the line, click the empty cell to the left of the **600175-19** cell.

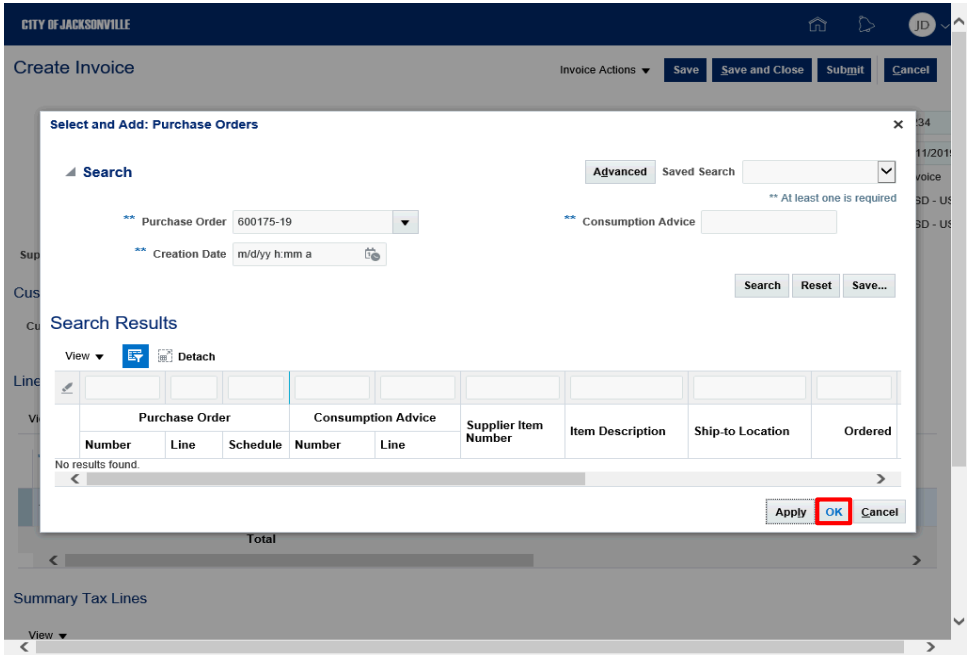
Create and Submit PO Matched Invoices in Supplier Portal



Step 20

Click the **Apply** button.

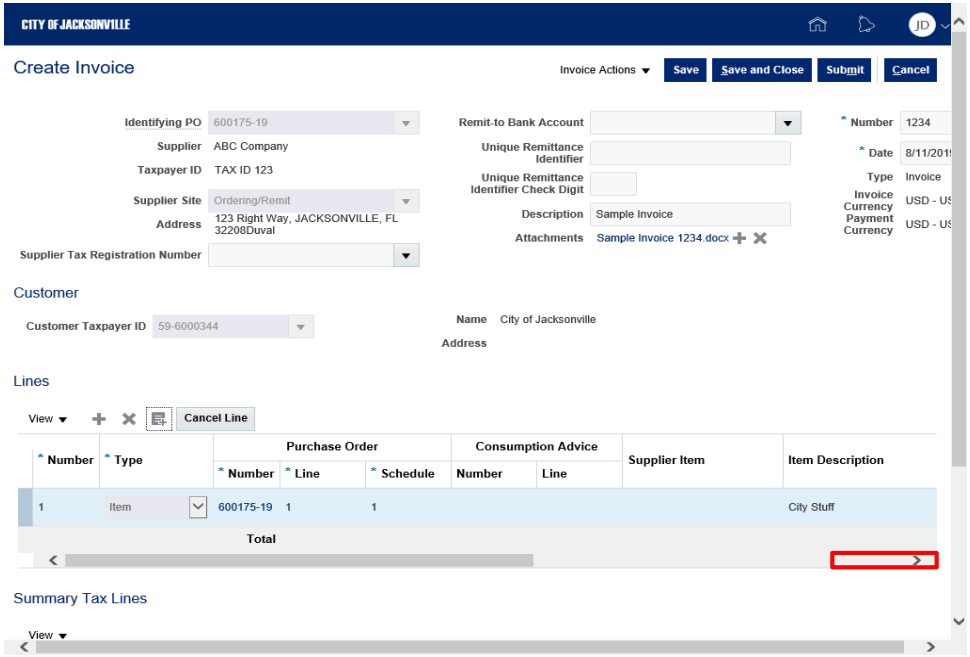
Create and Submit PO Matched Invoices in Supplier Portal



Step 21

Click the **OK** button.

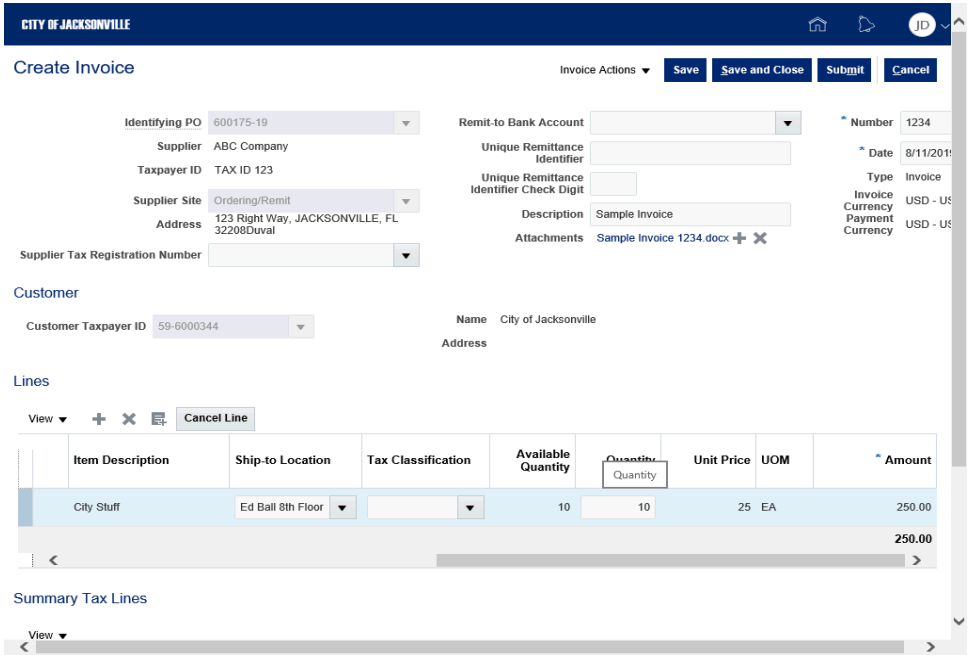
Create and Submit PO Matched Invoices in Supplier Portal



Step 22

Click the **Scrollbar** right arrow.

Create and Submit PO Matched Invoices in Supplier Portal

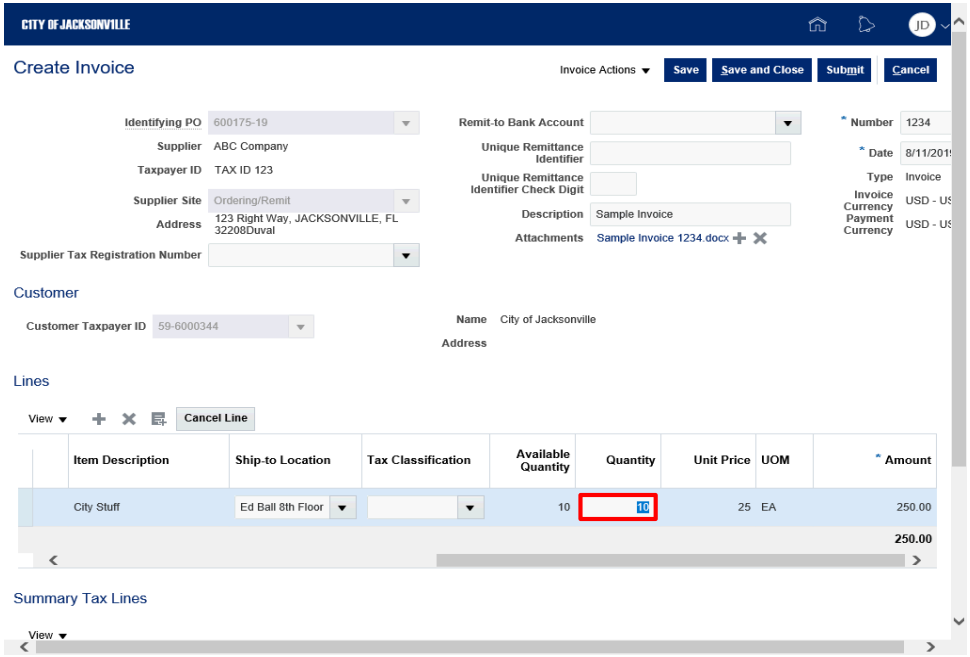


Step 23

Note: You can change the quantity.

Click in the **Quantity** field to highlight the current quantity.

Create and Submit PO Matched Invoices in Supplier Portal

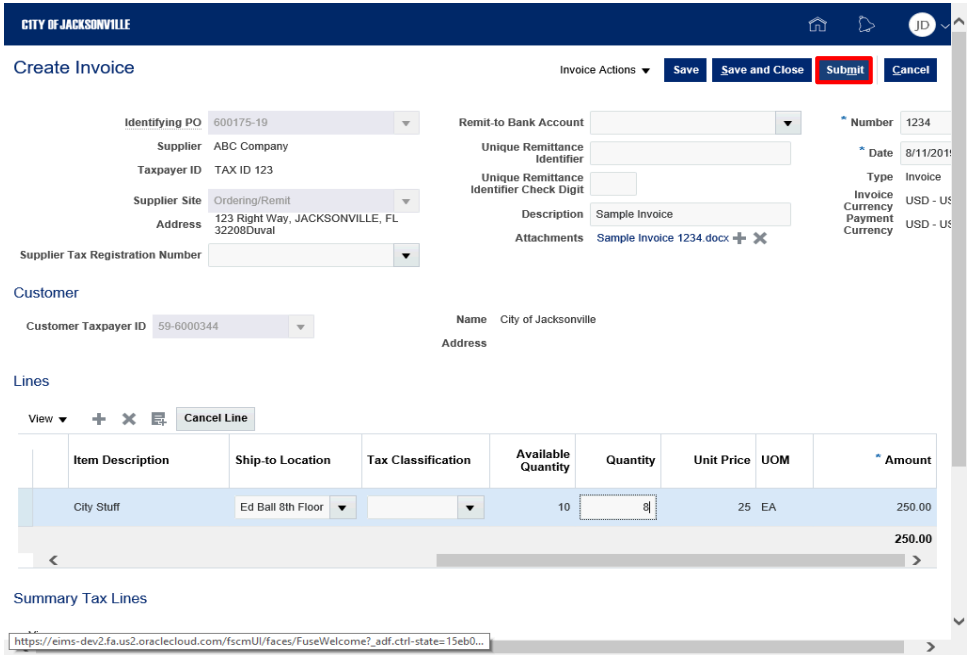


Step 24

In this example, you will reduce the quantity.

Enter the desired information into the **Quantity** field. Enter "**8**".

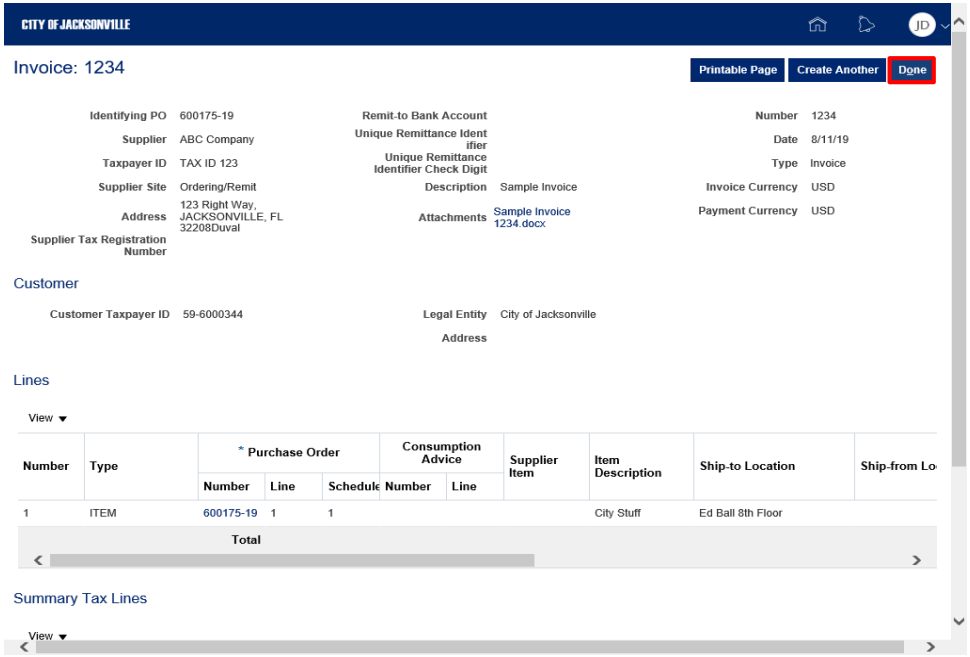
Create and Submit PO Matched Invoices in Supplier Portal



Step 25

Click the **Submit** button.

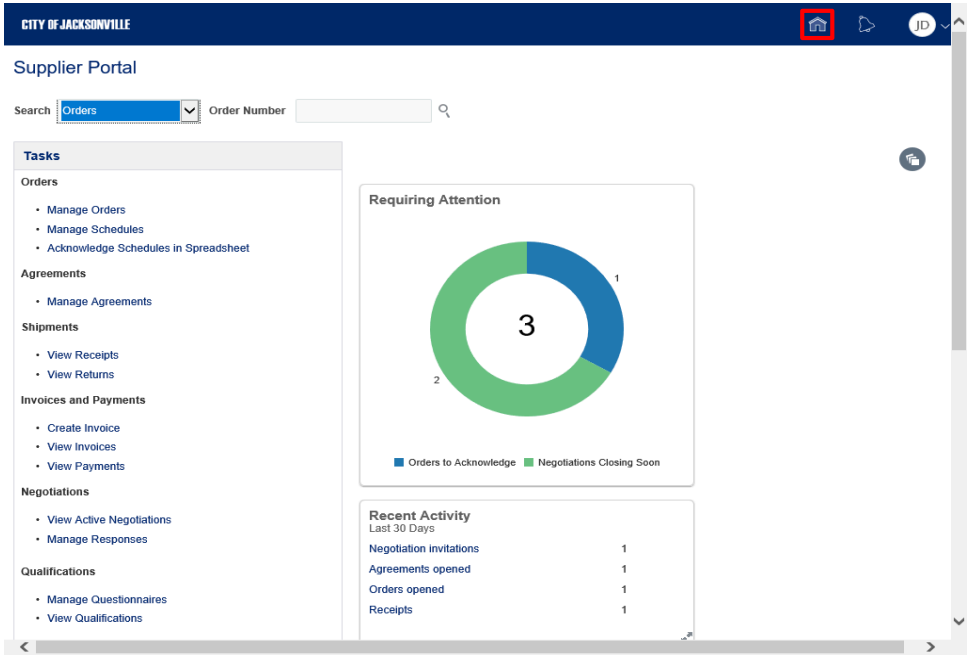
Create and Submit PO Matched Invoices in Supplier Portal



Step 26

Click the **Done** button.

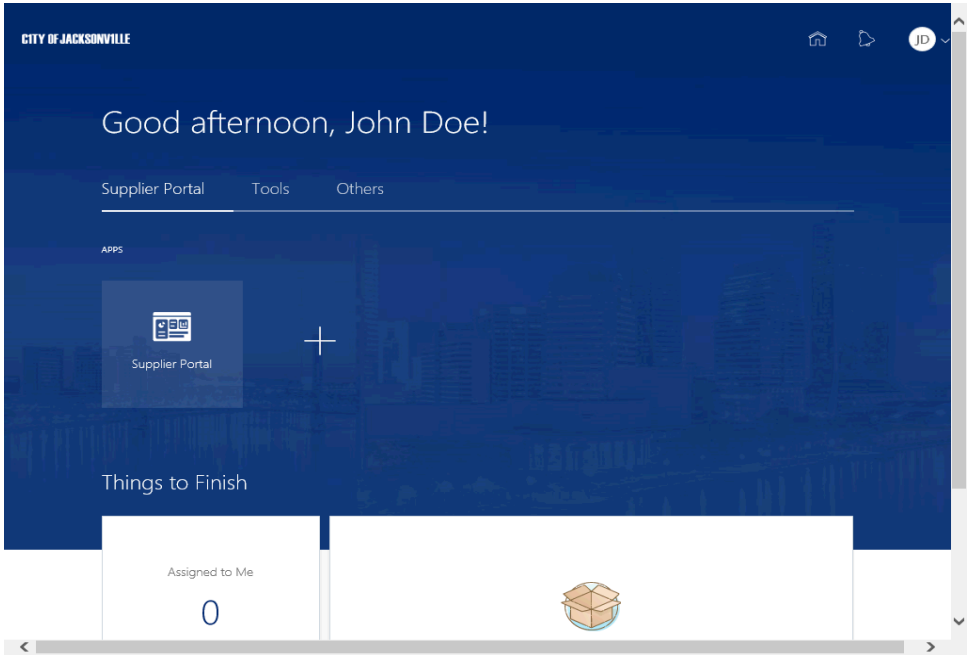
Create and Submit PO Matched Invoices in Supplier Portal



Step 27

Click the **Home** icon.

Create and Submit PO Matched Invoices in Supplier Portal



Step 28

End of Procedure.