

# Submit an Invoice for Payment

1. To submit and invoice for payment, click on Create Invoice.
2. In the top section, select the PO number from the drop-down menu for the invoice (as you type the number, a list should appear from which to select), the invoice number and date. Add your attachment (pdf copy of invoice is required).
3. Click the Select & Add icon only (never use the + sign or your invoice will be rejected).
4. In the Search Results highlight the line(s) you are invoicing and click Apply until you have all your lines selected. If all PO lines are on your invoice, you can use Select All. Click OK and the lines will be available for editing.

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Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

2

Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO  Remit-to Bank Account

Supplier  Unique Remittance Identifier

Taxpayer ID  Unique Remittance Identifier Check Digit

\* Supplier Site  Description

Address  Attachments None +

Supplier Tax Registration Number  Tax Control Amount

Number

\* Date m/d/yy


\* Type Invoice

Invoice Currency

Payment Currency

3



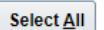
Lines

View + ×  Cancel Line

4

Select and Add: Purchase Orders

Search Results

View   Detach  Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
22105-3	1	1				Newmont-Musselw...	900005 - Main War...	2,500.00

Apply OK Cancel

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5. Edit the quantities on Goods POs or dollars on Service POs to match your invoice (ensure the **Tax Classification** box is empty)
6. Click Invoice Actions and select Calculate Tax (you will see the Summary Tax line populate). Your invoice should balance to the Invoice Amount in the bottom corner. Click Submit. The invoice is now submitted, and you will see a green confirmation message.

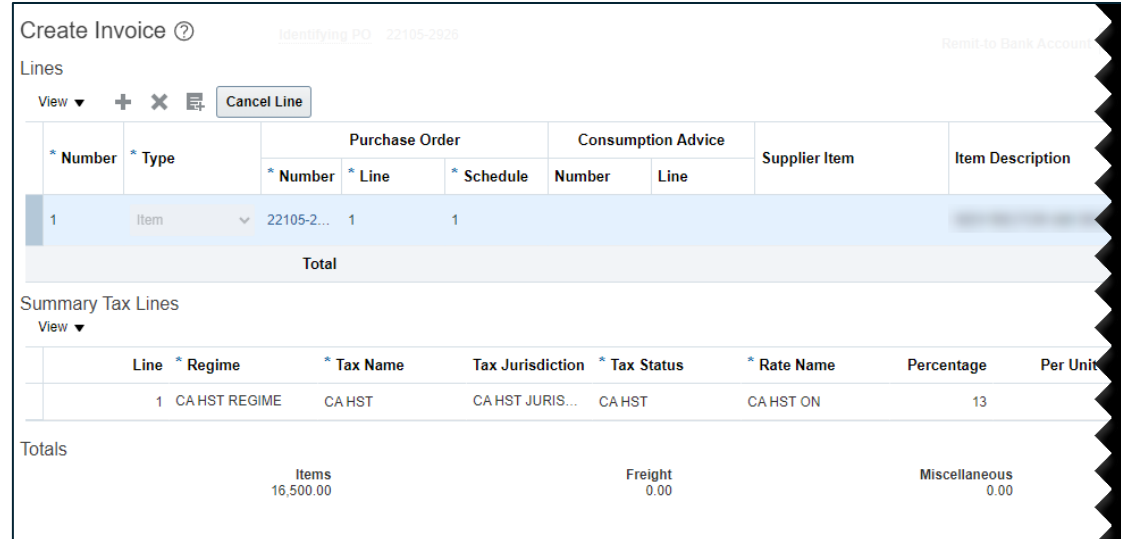
## NOTE:

If your invoice is not matching the purchase order, please reach out to the buyer for instructions on how to proceed.

For Incomplete (unsubmitted) invoices you can perform the following actions:

- Edit
- Delete/cancel the invoice
- Delete/cancel a line in the invoice

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Create Invoice ② Identifying PO: 22105-2920 Remit to Bank Account

Lines

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
1	Item	22105-2...	1	1				
Total								

Summary Tax Lines

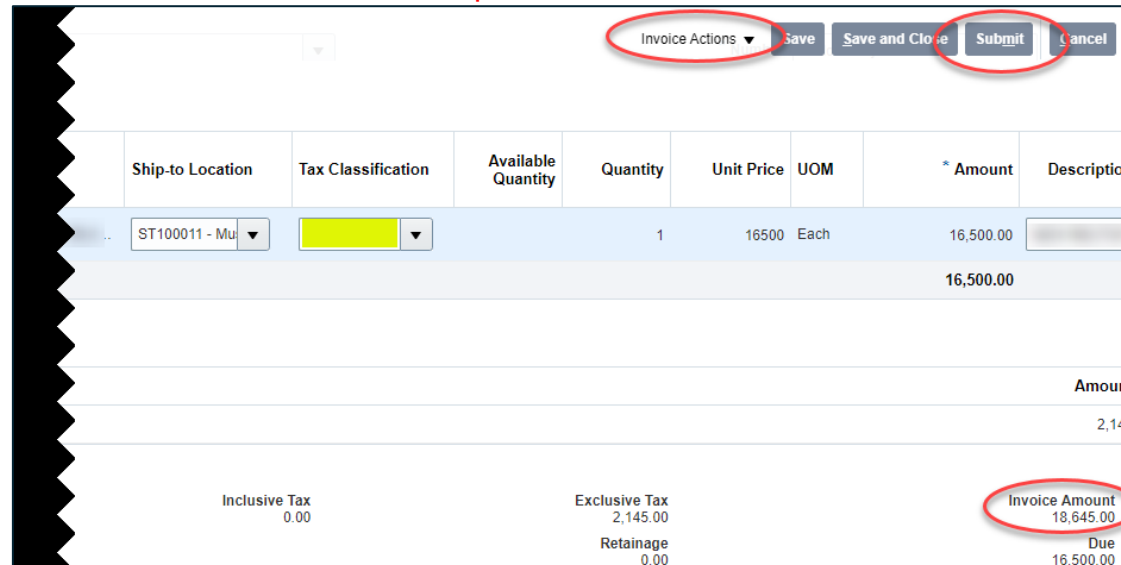
Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit
1	CA HST REGIME	CA HST	CA HST JURIS...	CA HST	CA HST ON	13	

Totals

Items	16,500.00	Freight	0.00	Miscellaneous	0.00
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This is a split screen view

6



Invoice Actions Save Save and Close Submit Cancel

Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
ST100011 - Mu			1	16500	Each	16,500.00	
						16,500.00	

Amount 2,145

Inclusive Tax	0.00	Exclusive Tax	2,145.00	Invoice Amount	18,645.00
		Retainage	0.00	Due	16,500.00