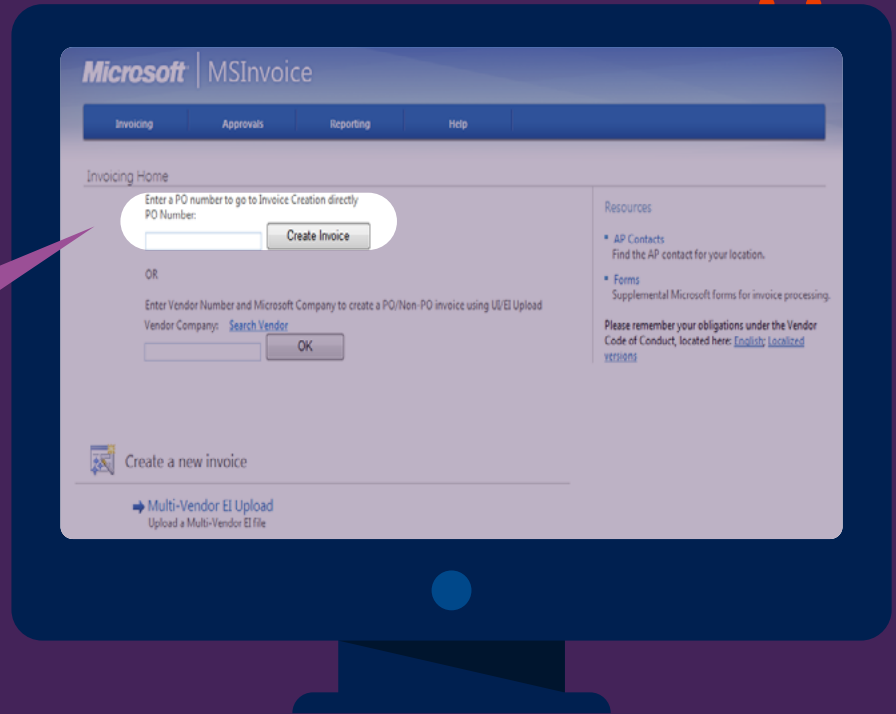
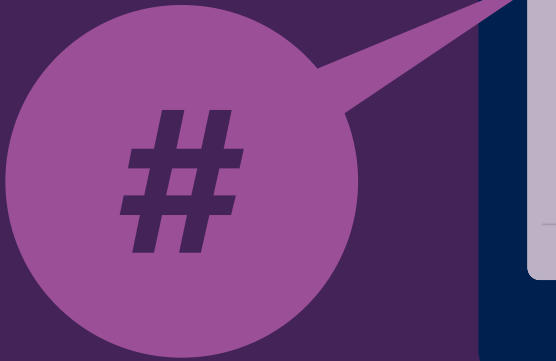


Submitting a PO-based invoice



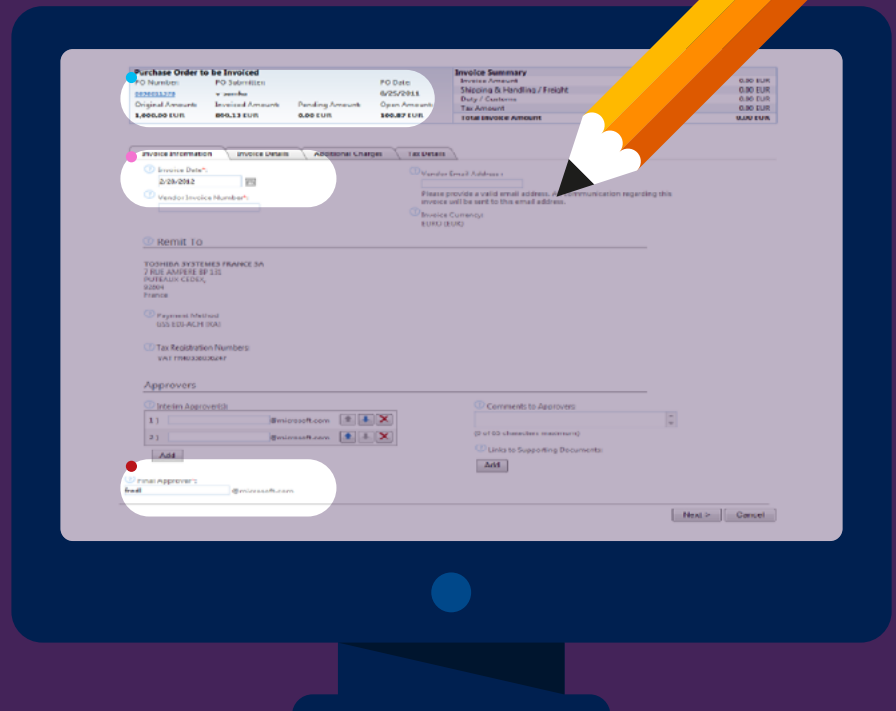
How to book a PO-based invoice?

Start by entering the PO number.



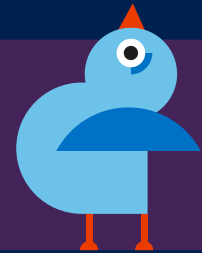
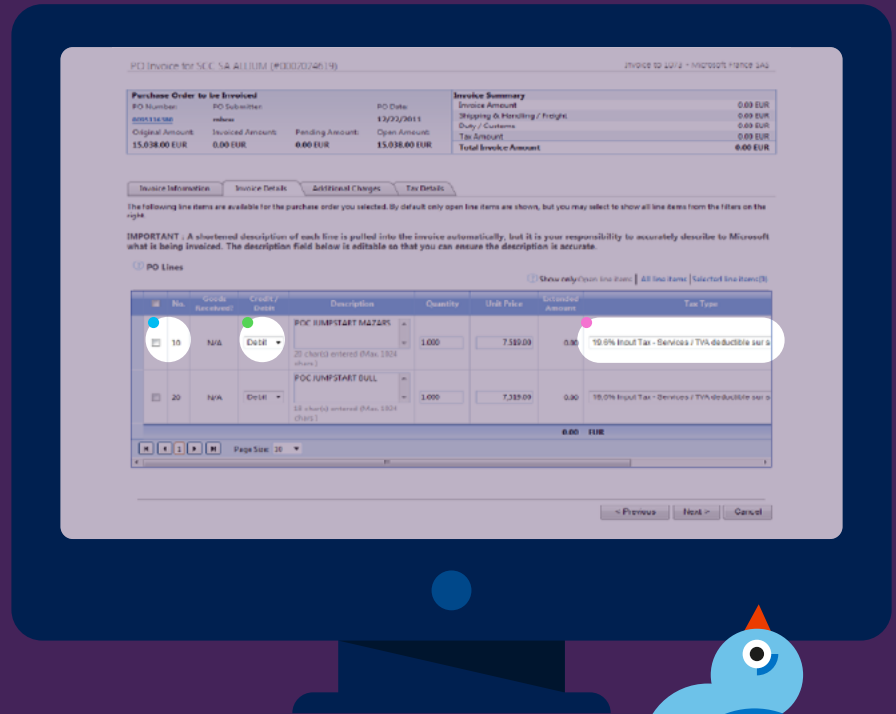
Enter and verify invoice details

- Invoice date
- Vendor invoice number
- Final approver (populated automatically)



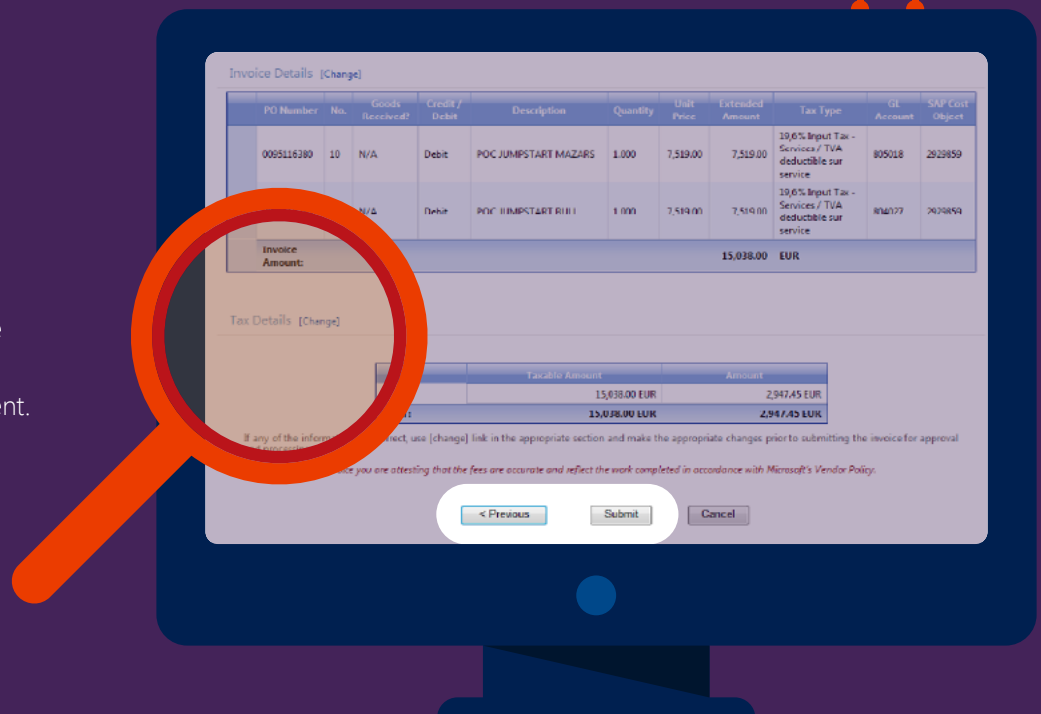
Submitting a PO-based invoice

- Click on the “checkbox(s)” to the left of the PO line(s) that are to be invoiced.
- The “Credit/Debit” column defaults to Debit.
- Verify or select the “Tax Type”. Possible tax types are to be chosen accordingly to the invoice.



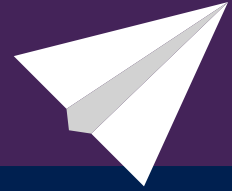
Review invoice information

Verify one more time all the information: date, invoice number, amount, tax value. In case of any problems, choose “Previous” to change the details. If not, choose “Submit” to post the document.



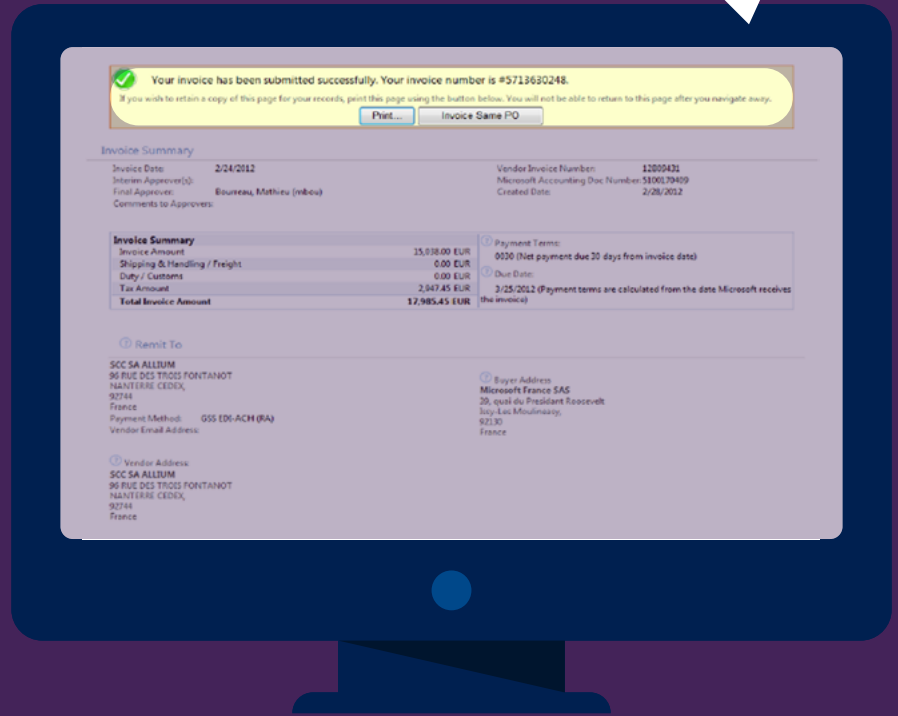


Submitting a PO-based invoice



Submit invoice

This is the final confirmation before submitting the document.



Done!

Once approved, the PDF image is available for review.

