

Submit an Invoice for Payment – US only



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). Enter the tax amount from your invoice in the Tax Control Amount field (if no tax is charged, leave blank).
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.

1 Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

2 Create Invoice

Identifying PO: SUPPLIER TRAINING

Supplier: SUPPLIER TRAINING

Remit-to Bank Account: [dropdown]

Unique Remittance Identifier: [input]

Unique Remittance Identifier Check Digit: [input]

Description: [input]

Attachments: None

Tax Control Amount: [input]

Invoice Number: [input]

Date: m/d/yy

Type: Invoice

Invoice Currency: [input]

Payment Currency: [input]

3 Lines

View [dropdown] + [icon] [icon] Cancel Line

4 Select and Add: Purchase Orders

Search Results

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. As necessary, edit the quantities on Goods or Rate Based Service POs or dollars on Fixed Price Service POs to match your invoice.
6. 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

View ▾ + × [Cancel Line]

| * 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

View ▾

| 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 |
|-------|-----------|---------|------|---------------|------|

This is a split screen view

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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 | |
| Retainage | | | | | | 0.00 | |
| | | | | | | Invoice Amount | 18,645.00 |
| | | | | | | Due | 16,500.00 |