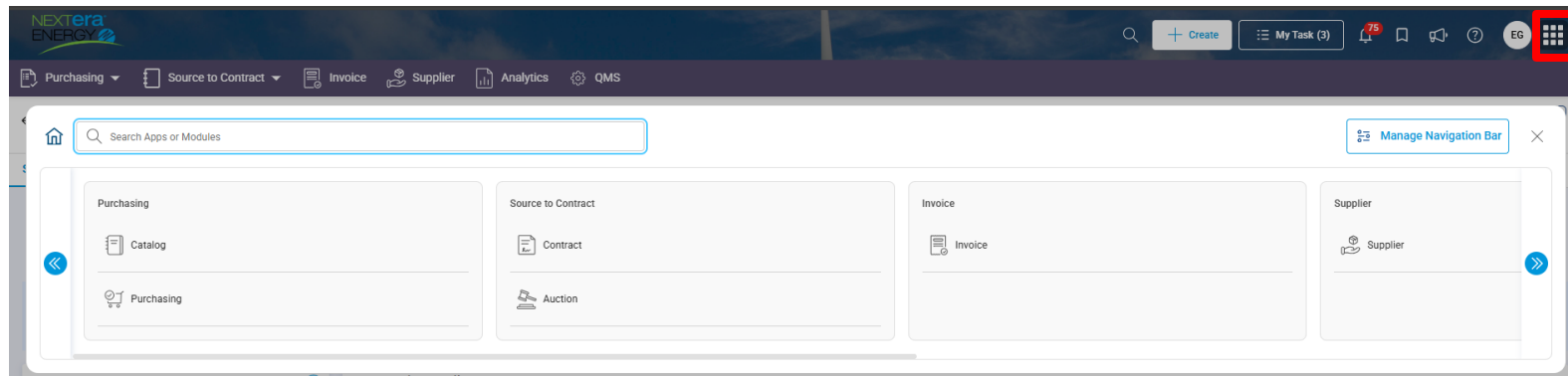# How to Create an Invoice for U.S. Indirect-Service / Non-Inventory

# Invoice Creation – Supplier View

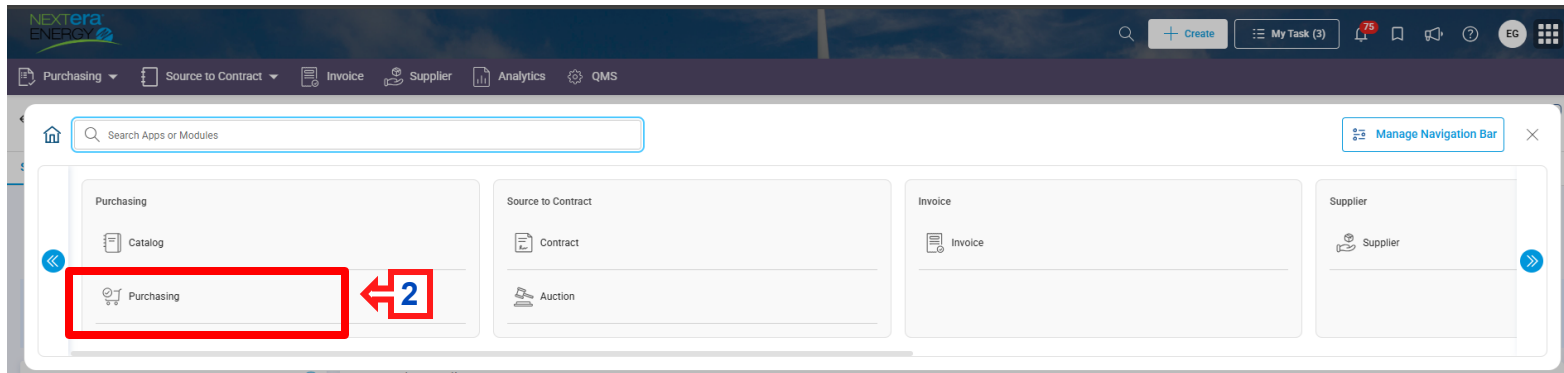Select Your Purchase Order → Create your Service Confirmation → **Perform SC PO-Flip to e-Invoice**



**1** Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher' in the upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Invoice Creation – Supplier View

**Select Your Purchase Order** → **Create your Service Confirmation** → **Perform SC PO-Flip to e-Invoice**



**2** Then, select **'Purchasing'** from the menu. This will direct you to the Purchasing Section.

# Invoice Creation – Supplier View

Select Your Purchase Order → Create your Service Confirmation → Perform SC PO-Flip to e-Invoice



**3** Click on the **Service Confirmation** tab.

**4** To locate your **Service Confirmation**, enter the **Service Confirmation number** into the search box.

**5** Click on the specific **Service Confirmation number** to continue.

# Purchase Order Flip to e-Invoice

**Select Your Purchase Order** → **Create your Service Confirmation** → **Perform SC PO-Flip to e-Invoice**



**6** — In the opened **Service Confirmation**, go to **Line Details** Section. Select the line items from the **Line Details** section, which you wish to flip to e-Invoice

**7** — Click on the "**Create Invoice**" button on top-right corner of screen.

# Invoice Inputs - Supplier

**Select Your Purchase Order** → **Create your Service Confirmation** → **Perform SC PO-Flip to e-Invoice**



**8** Fill in all the mandatory fields of the **Basic Details** section: **Invoice Name, Invoice Amount, Supplier Invoice Number and Supplier Invoice Date**

# Invoice Inputs - Supplier

**Select Your Purchase Order** → **Create your Service Confirmation** → **Perform SC PO-Flip to e-Invoice**



**9** In **"Supplier Details"**, Enter the **"Tax Identification Country"**.

In **"Tax Details"** Click on the hyperlink to View Tax Identification Details

**10** A slider opens where you can verify your **"Tax Identification Details"** such as **"TIN Number"**.

# Invoice Inputs - Supplier

Select Your Purchase Order → Create your Service Confirmation → Perform SC PO-Flip to e-Invoice



**11** Similarly, fill in all the mandatory fields of **Supplier Details** section: **Account Number, Routing Number and Bank Name**

# Invoice Inputs - Supplier

Select Your Purchase Order → Create your Service Confirmation → Perform SC PO-Flip to e-Invoice



**12** In the line details section, scroll right to Taxes column and enter your tax amount.

**13** Enter **Taxes**, **Special Handling** and **Freight** as applicable for the line.

You can view the **"Total Amount"** on top added along with tax and freight charges.

# Invoice Inputs - Supplier

**Select Your Purchase Order** ▶ **Create your Service Confirmation** ▶ **Perform SC PO-Flip to e-Invoice**



**14** Verify and "**Submit**" to confirm the line items to be invoiced.

**15** Click on "**Yes**" on the confirmation pop-up to proceed.

# Invoice Inputs - Supplier

**Select Your Purchase Order** → **Create your Service Confirmation** → **Perform SC PO-Flip to e-Invoice**



**16** The submitted invoice appears with the status **"Sending to ERP in Progress"**.

# E-invoice Status – Supplier

| Select Your Purchase Order | Create your Service Confirmation | Perform SC PO-Flip to e-Invoice |

| Invoice Statuses | Explanation |
|---|---|
| Unprocessed | The electronic invoice (e-Invoice) has been created and successfully submitted. |
| Sending to ERP In Progress | The e-invoice is not yet approved. |
| Exception | The e-invoice has an exception error. |
| Rejected | The e-invoice has been rejected; supplier should send email to AP service desk. |
| Ready for Payment | The e-invoice will be paid once the payment terms are met. |
| Paid with Remittance | The invoice has been paid, and remittance details are visible . |