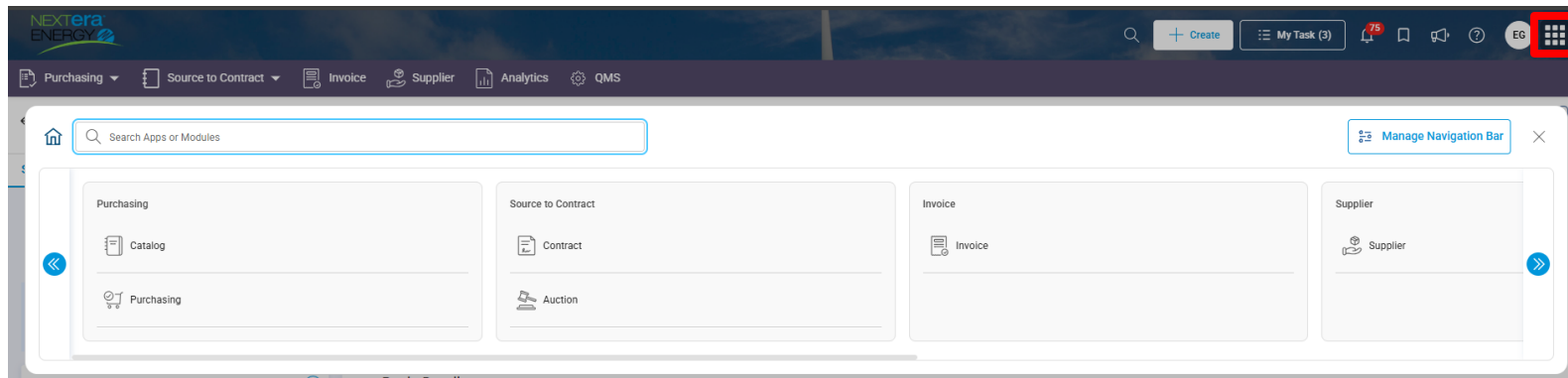# How to Create an Invoice for U.S Direct-Standard

Invoice Creation – Supplier View

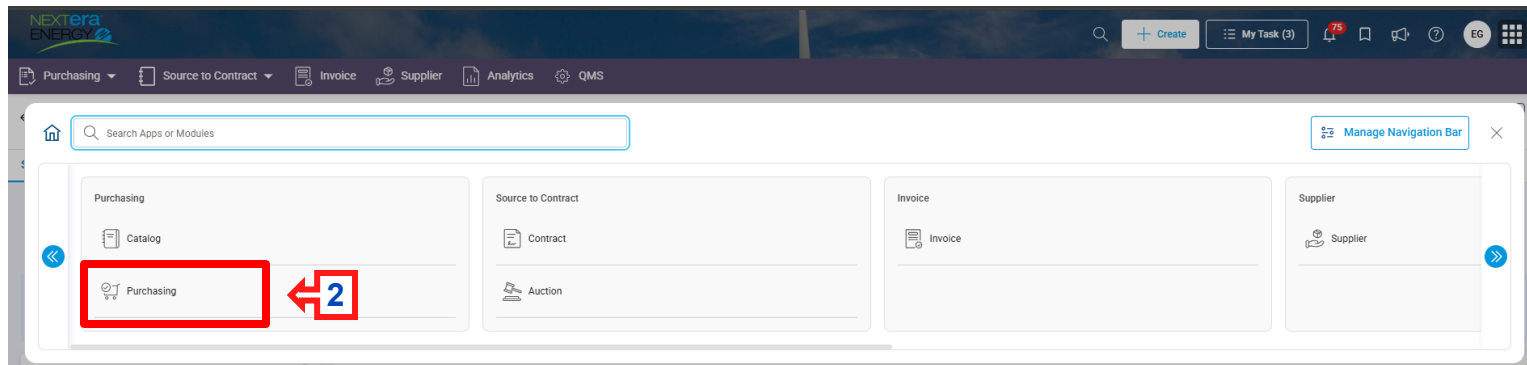**Select Your Purchase Order** → **Create your Invoice** → **Invoice Status**

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 Invoice** → **Invoice Status**

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 Invoice** | **Invoice Status**

3 Click on the **Purchase Order** tab.

4 To locate your **Purchase Oder**, enter the **Purchase Order number** into the search box.

5 Click on the specific **Purchase Order number** to continue.

Purchase Order Flip to e-Invoice

Select Your Purchase Order → **Create your Invoice** → **Invoice Status**

6 In the opened **Purchase Order**, 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 Invoice** → Invoice Status

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 Invoice** → Invoice Status

Supplier Details

* Indicates Required Fields

Order Location 0000259781	**Order Location Address** 11322 54TH,ROYAL PALM BEACH,Florida,United States,33411

Remit To Location

Remit To Address -

Remit To Location Phone

Supplier Contact Jane Doe Doe

Supplier Email Dharun.CR@gep.com

Supplier Phone No. -

Ship From -

Ship From Address -

Tax Identification Country United States

Tax Details View Tax Identification Details ← 9

SWIFT Number

* **Account Number** ⓘ

* **Routing Number** ⓘ

* **Bank Name**

SECTIONS
- Scanned Invoice
- *Basic Details
- *Supplier Details
- *Payment and Delivery Details
- Stakeholder Details
- Line Details

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**".

Purchasing ▾ Source to Contract ▾ Invoice Supplier Analytics QMS

Invoice Workbench / Invoice

← **ZCDPInventory Material** Draft

SECTIONS
- Scanned Invoice
- *Basic Details
- *Supplier Details
- *Payment and Delivery Details

Supplier Details

* Indicates Required Fields

Order Location 0000259781

Order Location Address 11322 54TH,ROYAL PALM BEACH,Flori...

Remit To Location

Remit To Address -

Tax Identification Details ✕

▲ Tax Identification Type	↓↑ ≡	Tax Identification Number
TIN Number		4325434566

← **10**

Invoice Inputs - Supplier

Select Your Purchase Order → **Create your Invoice** → **Invoice Status**

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 Invoice** → Invoice Status

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 Invoice** → Invoice Status

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 Invoice** ▶ **Invoice Status**

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

E-invoice Status – Supplier

| Select Your Purchase Order | Create your Invoice | Invoice Status |

Invoice Statuses	Explanation
Unprocessed	The electronic invoice (e-Invoice) has been created and successfully submitted.
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 .