# How to Create an Invoice for Canada Indirect-Service / Non-Inventory

Invoice Creation – Supplier View

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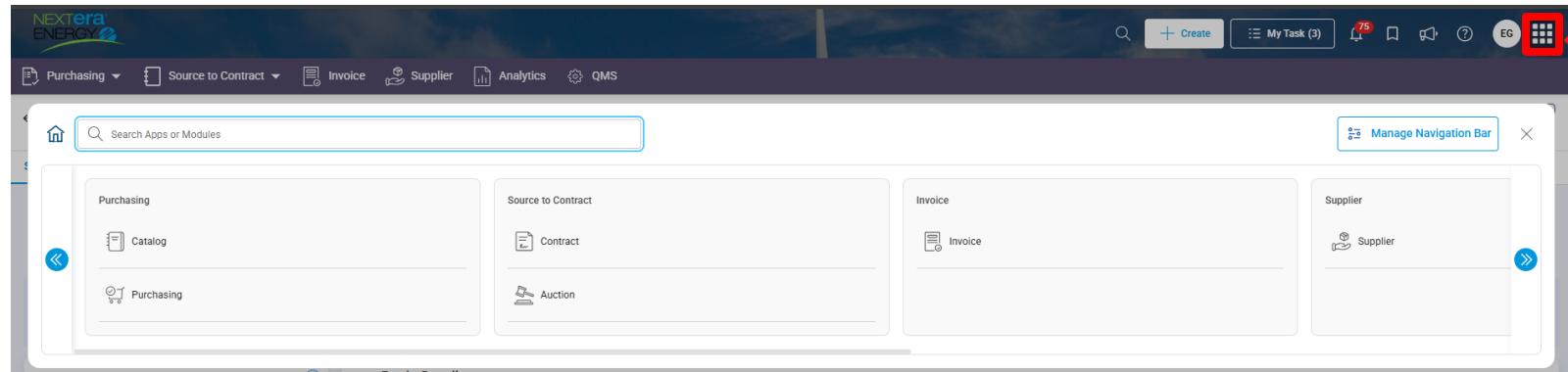

1 Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher' in the upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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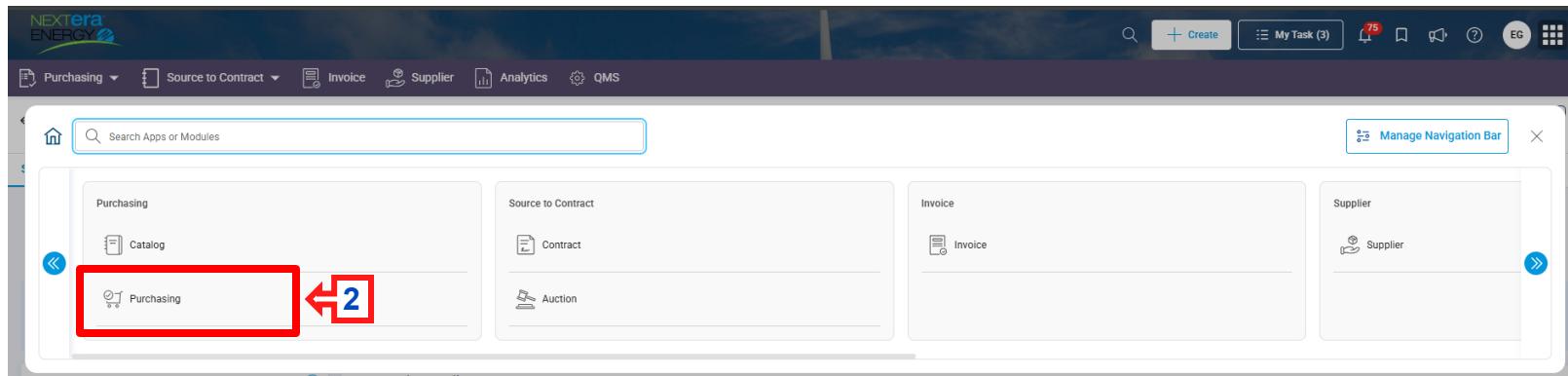
2 Then, select **'Purchasing'** from the menu. This will direct you to the Purchasing Section.

Invoice Creation – Supplier View

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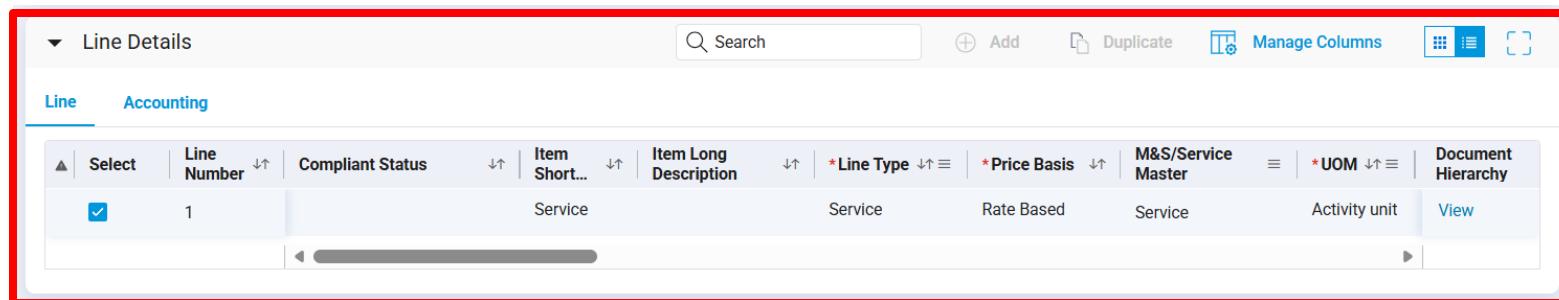
7 Click on the "**Create Invoice**" button on top-right corner of screen.

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

SECTIONS

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

Supplier Details

* Indicates Required Fields

Order Location
60002ABCDE

Order Location Address
123 TEST ST,FORT PIERCE,Canada,Canada,34982-6537

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
Canada

Tax Details
View Tax Identification Details

9

*SWIFT Number

*Account Number ⓘ

*Routing Number ⓘ

*Bank Name

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

Catalog
Purchasing

Invoice
/24/2025 2:48:20 PM Draft

SECTIONS

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

Supplier Details

* Indicates Required Fields

Order Location
60002ABCDE

Order Location Address
123 TEST ST,FORT PIERCE,Canada,Can

Remit To Location

Remit To Address

Tax Identification Details   ✕

▲ Tax Identification Type	↓↑ ≡	Tax Identification Number
TIN Number		1234567890

10

Invoice Inputs - Supplier

Select Your Purchase Order → Create your Service Confirmation → Perform SC PO-Flip to e-Invoice
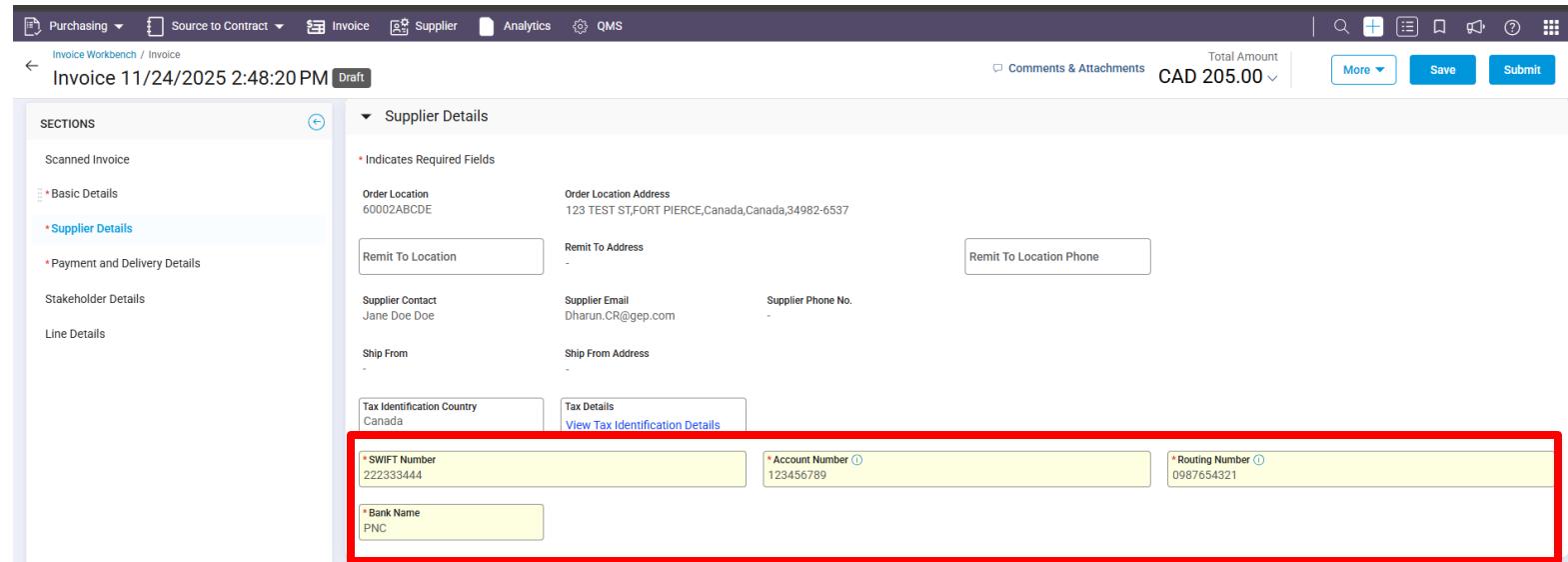
11 Similarly, fill in all the mandatory fields of **Supplier Details** section: **SWIFT Number, Account Number, Routing Number and Bank Name.**

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. Click on **"Add Taxes"** Hyperlink to view the tax code details.

Invoice Inputs - Supplier

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

13

After clicking on hyperlink, a slider will open. Click **"Add"** button to enter the tax code details.

Invoice Inputs - Supplier

Select Your Purchase Order → **Create your Service Confirmation** → **Perform SC PO-Flip to e-Invoice**
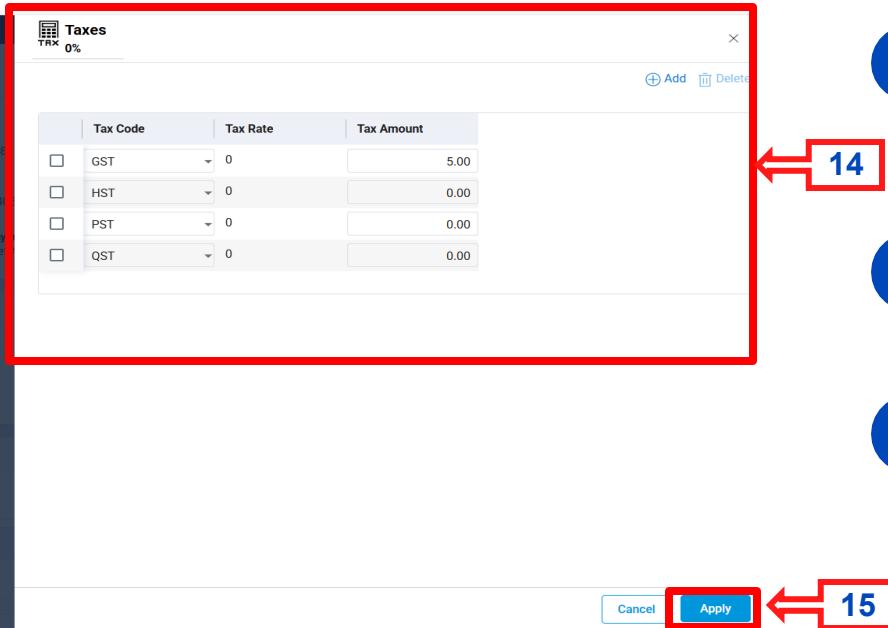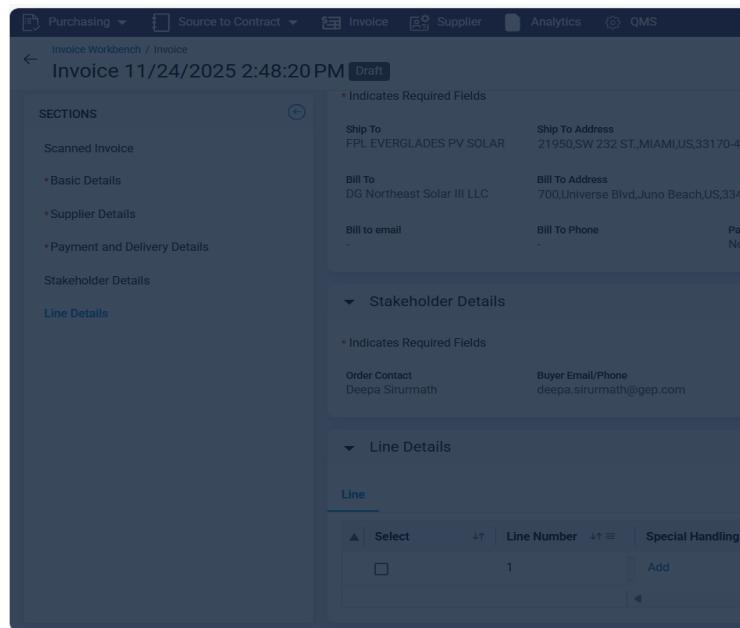
14 You may add the appropriate tax code types to the corresponding lines required.
(GST, HST, PST, QST)

15 Click the **"Apply"** button to confirm the added tax code.

16 You can verify the entered tax amount in the line details section.

Invoice Inputs - Supplier

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

17 Enter the total invoice amount along with **"Tax Amount"** and **"Special handling Charges"** (If Applicable) in the **"Invoice Amount"** under the basic details section.

Invoice Inputs - Supplier

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

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

19 Click on "**Yes**" on the confirmation pop-up to proceed.
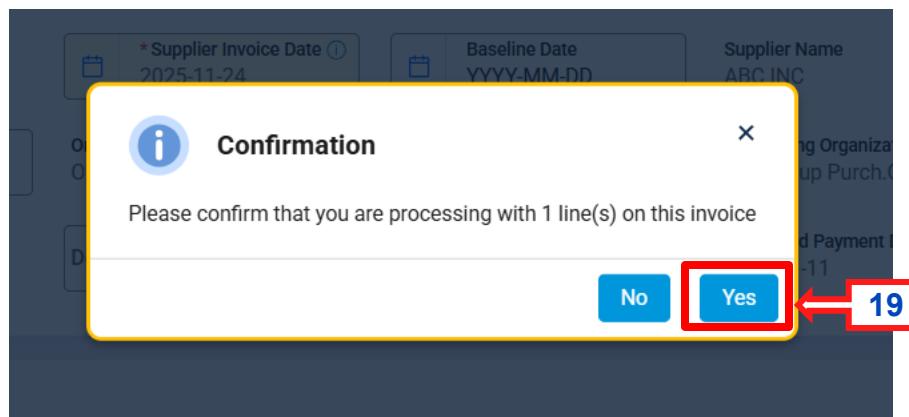
Invoice Inputs - Supplier

Select Your Purchase Order ➤ **Perform SC PO-Flip to e-Invoice** ➤ **E-Invoice Status**
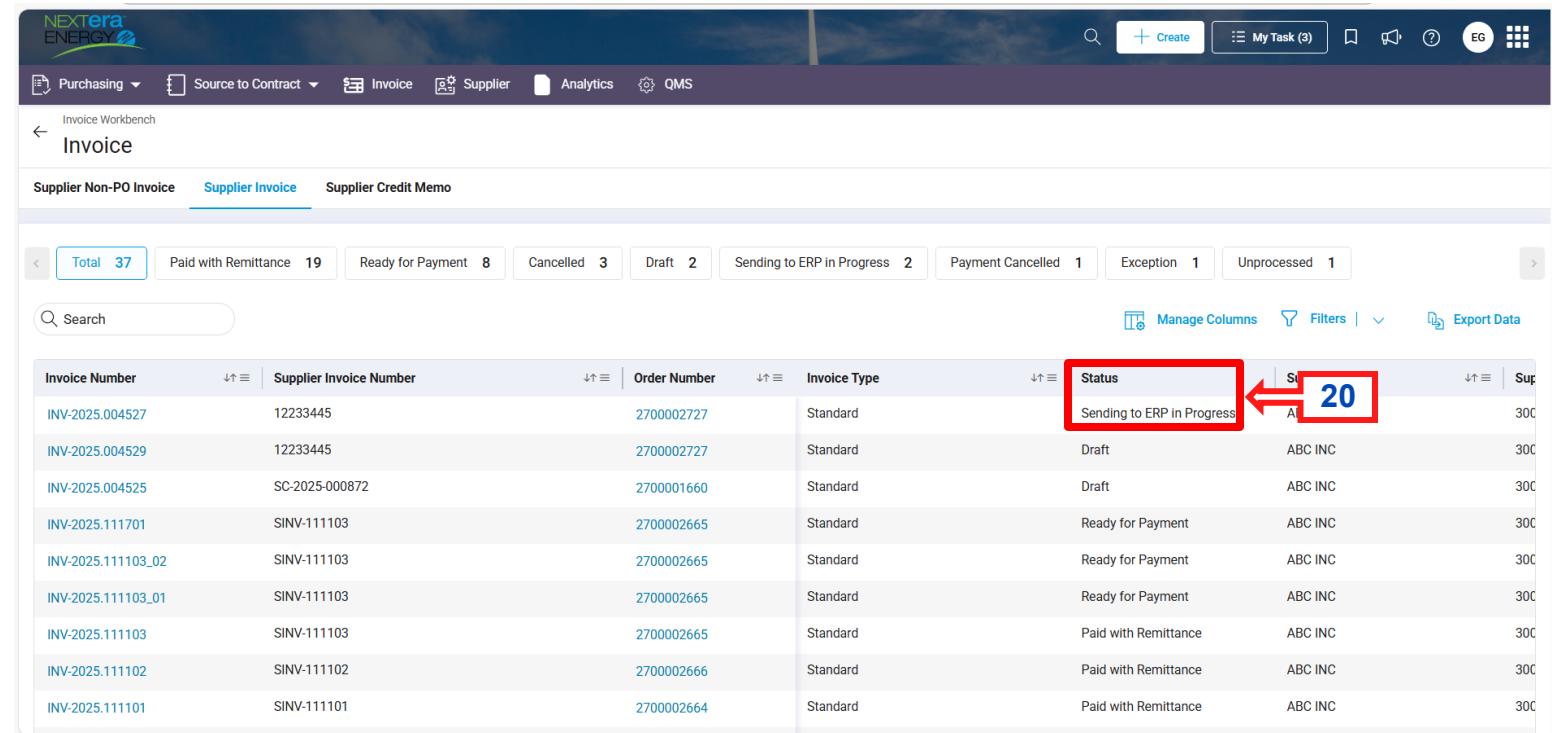
20 The submitted invoice appears with the status **"Sending to ERP in Progress"**.

E-invoice Status – Supplier

| Select Your Purchase Order | Perform SC PO-Flip to e-Invoice | E-Invoice Status |

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 .