

WOI Enabling - invoice

How to create an invoice from a PO and create a manual invoice from scratch

Create an Invoice from a Purchase order

This function is located on the **Purchase orders** screen or **Purchase orders - details** screen. To create an invoice from a new Purchase Order you must first accept the Purchase Order. The 'Purchase Order' view shows the different views associated to the purchase orders. To view line items within the Purchase order you must select open the purchase order. The image below shows the 'Create invoice from purchase order' button. If it is an existing purchase order that you have already accepted it is not necessary to open it, select the purchase order number and click the radio button beside it, then click 'Create invoice from purchase order'. This opens the **Invoices and Credits** view.

Image 1

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

Search on: Buying company name | Search for: IBM US General Procurement | Go Help

→ Open | → View printer friendly Help | → Create invoice from purchase order | → Delete

Purchase order search results									
	Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status	Mark for deletion
<input type="radio"/>	4600002851	1000070405	IBM US General Procurement	Jul/23/01 at 9:00 PM	Jul/31/01 at 9:27 AM	Viewed	3 item(s) accepted of 3 Item total		<input type="checkbox"/>

Invoices and credits - Initial definitions screen

This is the page where you will begin creating your invoice. Since you are creating an invoice from a Purchase Order, most of the fields will be populated with information taken from the Purchase Order. However, you will still need to select the type of document (invoice or credit document).

Make sure all the fields are filled in correctly and select, **Continue**.

Image 2

Invoices and credits

Initial definitions (US)

Note - This browser session will be terminated if there is no activity within 30 minutes.

The fields indicated with an asterisk (*) are required.

[Help](#)

Bill to name	IBM US General Procurement
Purchase order number	4600002889
Purchase order date	August 8, 2001
Supplier invoice date*	April / 1 / 2008
Invoice type*	Invoice

[Continue](#) [Cancel](#) [Help](#)

Invoices and credits - Processing options screen

This is the page where you will be creating your invoice. Since you are creating an invoice from a Purchase Order, most of the fields will be populated with information taken from the Purchase Order. However, there are a couple of fields that you will need to fill out.

Supplier invoice date: This will default to today's date. You can change the date if needed but payment terms will begin from the time IBM receives the invoice. However, if the purchase order is for Goods Receipt or Invoice Verification then the invoice will not post until goods are received and terms will begin the later of the goods receipt or invoice receipt.

Supplier invoice number: This field is your invoice number and must be manually filled in by the supplier. If your invoice is rejected and needs to be re-submitted, please make sure that you do not re-submit it using the same invoice number or it will be rejected again as a duplicate invoice. To avoid the invoice being rejected make a slight change to the invoice number by adding an alpha or numeric character to the suffix.

Supplier number: Most suppliers have only one supplier Remit to number and it will be filled in by default. If you have more than one supplier number, please select the correct Remit to Supplier Number from the drop down menu.

Copy purchase order item text to invoice items: As an optional feature, by selecting the box beside this function, the system copies all the detailed information from the purchase order to the invoice for all line items.

Example two (2) has multiple line items, and you have the option to create a single invoice for all the items on a purchase order, or select specific lines items and create different invoices for each line item. Any or all of the line items you are invoicing should be selected with a check mark in the first column.

The next two columns **Purchase order item number** and **Brief description** will be filled

out. The **Invoice item number** is a required field that must be filled out, even though it is not marked with an asterisk [*]. You must enter the purchase order item number in that field. You may have a different line number assigned to these line items in your system, and you may opt to use your reference number in that field.

Invoice quantity: This field will be filled in but can be edited. For partial invoicing, there is a quantity of two (2) for the second line item. If you have shipped out a quantity of one (1) and want to create an invoice for the one (1) item, then change the quantity field to one(1) and proceed to create the invoice. The next time you access the system to create an invoice, it will show that you have invoiced for a quantity of one(1) item out of the two (2) items.

The fields **Unit of measure** and **Basis of unit price** will be filled upon creating the Invoice.

Unit price: This field will be filled in, but can be edited. If the buyer has created this purchase order for a total value of \$ 10,000.00, and you want to create a partial invoice for \$2000.00, you may change the field to \$2000.00 and proceed to create the invoice. The remaining \$8000.00 balance will be available to create future invoices.

Number of invoice items will be filled out with a one (1). Suppliers may change it if they need to invoice each unit separately, as some regulations require.

Make sure all the fields are filled in correctly and select, '**Continue**'.

Image 3

Invoices and credits

Processing options (US)

Note - This browser session will be terminated if there is no activity within 30 minutes.

The fields indicated with an asterisk (*) are required.

[Help](#)

Bill to name IBM US General Procurement
Purchase order number 4600002889
Purchase order date August 8, 2001
Supplier invoice date April 1, 2008
Invoice type Invoice

Supplier invoice number*
Currency USD
Exchange rate 1.00000 USD
Supplier number 1000070406 WOI US Test Supplier 2 166 N. Broad St.
 Copy purchase order items text to invoice items

Tax amount

[Help](#)

Acceptable purchase order items. Mark to copy the purchase order item to the invoice.

	Purchase order item number	Brief description	Invoice item number	Invoice quantity	Unit of measure	Basis of unit price	Unit price	WOI quantity/amount invoiced to date	Number of invoice items
<input type="checkbox"/>	00001	Ice Cream Cones	<input type="text"/>	1.00	Unitless (UL)	1.00	8,797.959	1/9,900.00	<input type="text" value="1"/>
<input type="checkbox"/>	00002	Colored Sprinkles	<input type="text"/>	0.00	Box (BX)	1.00	20.000	49.00/1,078.00	<input type="text" value="1"/>

[Help](#)

[Help](#)

Image 4

Invoices and credits

Create from PO (US)

Note - This browser session will be terminated if there is no activity within 30 minutes.

The fields indicated with an asterisk (*) are required.

[Help](#)

Bill to name IBM US General Procurement
Purchase order number 4600002889
Purchase order date August 8, 2001
Supplier invoice date April 1, 2008
Invoice type Invoice

Supplier invoice number TESTINVOICE
Currency USD
Exchange rate 1.00000 USD
Supplier number 1000070406 WOI US Test Supplier 2 166 N. Broad St.

Invoice items (1)

[Help](#)
Currency (USD)

Invoice item number	Purchase order item number	Brief description	Invoice quantity	Unit of measure	Basis of unit price	Unit price	Item total
00001	00001	Ice Cream Cones	1.00	Unitless (UL)	1.00	8,797.959	8,797.96

[→ Edit items](#)

[Help](#)

Invoice page after selecting 'Continue'

(Image 5) [See invoice page after selecting Continue image.](#)

Invoice page after selecting 'Edit items'

(Image 6) [See invoice page after selecting edit items image.](#)

(Image 7) [See the bottom part of the invoice image.](#)

Confirm submission

This page may bring up some warning messages. Please read the messages and if no action is required, select **OK**. **OK and Print** enables you to print the invoice after it is submitted. The invoice is now being processed by the system and will return to your purchase order. You will not see another confirmation message. To ensure that the invoice has been submitted, click **Invoices and Credits** from the blue navigation bar.

Image 8

Invoices and credits

Confirm submission (US)

Note - This browser session will be terminated if there is no activity within 30 minutes.

As a reminder, you are responsible for storing a copy of the invoice for audit purposes. Please print a copy of the invoice, or download an electronic copy of the invoice for future reference.

Purchase order number	4600002889
Supplier invoice date	April 1, 2008
Supplier invoice number	TESTINVOICE
Invoice total	8,797.96 (USD)

Warning messages :

Message 1: The item text for item 00001 has not been edited.

Message 2: The ship to address was not modified.

   

Invoices and credits

This is the **Invoices and credits** View. From the drop down menu on the **Search on** field, click **Select all** and **Go**. This will bring up all of your invoices. The status for the invoice that was just submitted should say **Submitted**. This indicates that the invoice was submitted successfully. Within 24 hours, this status will change to **Arrived**, indicating the invoice has been received by Accounts Payable.

Image 9

Invoices and credits

This Web page supports the creation of new invoices or credits to the buying company. In addition, previously created invoices and credits may be viewed by identifying the appropriate search criteria.

The fields indicated with an asterisk (*) are required.

Bill to name	<input type="text" value="--Select one--"/>
Supplier number	<input type="text" value="--Select one--"/>

To create an invoice for a purchase order, go to: [Purchase orders](#)

[➔ Create invoice from scratch](#) [Help](#)

Search on	Search for	
<input type="text" value="Supplier invoice number"/>	<input type="text" value="TESTINVOICE"/>	Go Help

-
- [➔ View printer friendly](#)
 - [➔ Edit](#)
 - [➔ Copy to new invoice](#)
 - [➔ Download signed/stored invoice](#) [Help](#)

[Help](#)

Invoice and credit search results						
	Supplier invoice number	Supplier invoice date	Supplier invoice submitted date	Purchase order number	Buying company name	Status
<input type="radio"/>	TESTINVOICE	Apr/01/08	Apr/01/08 at 4:19 AM	4600002889	IBM US General Procurement	Submitted

Creating manual invoice from scratch

The following images illustrate the steps in creating a manual invoice from scratch. We do not recommend creating manual invoices from scratch, because if one manually entered data element does not match the original purchase order then the entire invoice will be rejected. However, if you experience technical difficulties creating an invoice from a purchase order, please contact the help desk for assistance creating a manual invoice.