Supplier Portal

Create Invoice
Click **Supplier Portal**
Click Create Invoice
Create Invoice page is displayed

Click the drop down for your purchase order
Create Invoice

1. Enter the Invoice Number

2. Enter the Invoice Date

NOTE: User will be able to create back dated invoice by entering the date in past. Ensure the invoice date matches what is on the invoice copy.
Click “+” to upload documents (copy of invoice)
Create Invoice

1. Click to upload file (copy of invoice)

2. Click OK

All file types are acceptable
Create Invoice

1. Click **Save**

2. Click the **Select and add** icon
Create Invoice

1. Select the line

2. Click **Apply**

3. Click **OK**

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<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Consumption Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO100408</td>
<td>Clipping Video</td>
</tr>
<tr>
<td>1</td>
<td>MH_US_Dollar_Cor...</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
</tr>
</tbody>
</table>
**Create Invoice**

Scroll to the right to enter the Invoice **Amount**.

**NOTE**: The portal does not support invoicing above the PO quantity and amount.
To add Tax:
1. Choose **US-SALES TAX** from the Tax Classification drop down

2. Click Save

3. Drop down Invoice Actions and choose Calculate Tax
To add Tax:
4. Choose your Rate Name from the drop down

To add Tax:
5. Enter a Percentage OR Amount

To add Tax:
6. Click Save

To add Tax:
7. Drop down Invoice Actions and choose Calculate Tax, again, to recalculate the tax
1. Click **Save**

2. Click **Submit**
Create Invoice

### Invoice: P12345

- **Identifying PO**: PO100408
- **Supplier**: XYZ Supplier
- **Taxpayer ID**: 444555666
- **Supplier Site**: 0050
- **Address**: 123, West St., San Jose, CA 95000
- **Supplier Tax Registration Number**: Sample docx
- **Remit-to Bank Account**: Number: P12345, Date: 10/29/21, Type: Invoice, Invoice Currency: USD, Payment Currency: USD
- **Attachments**: Sample.docx
- **Tax Control Amount**

### Customer
- **Customer Taxpayer ID**: 46-0872435
- **Legal Entity**: McGraw Hill LLC
- **Address**

### Lines

<table>
<thead>
<tr>
<th>Number</th>
<th>Type</th>
<th>* Purchase Order</th>
<th>Number</th>
<th>Line</th>
<th>Schedule</th>
<th>Consumption Advice</th>
<th>Supplier Item</th>
<th>Item Description</th>
<th>Ship-to Location</th>
<th>Ship-from Location</th>
<th>Tax Classification</th>
<th>Location of Final Discharge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ITEM</td>
<td></td>
<td>PO100408</td>
<td>1</td>
<td>1</td>
<td>Clipping Video</td>
<td>MH_US_USD_CORP_LOC</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total

- **Invoice gets created**

Click **Done**
End of Create Invoice