Supplier Portal

Create Invoice
Good afternoon, XYZ Supplier

Click Supplier Portal

Things to Finish
Create Invoice

Supplier Portal

Search

Tasks

Orders
- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements
- Manage Agreements

Shipments
- Manage Shipments
- Create ASN
- Create ASN
- View ASN or ASN
- View Receipts
- View Returns

Contracts and Deliverables

Requiring Attention

18

Recent Activity
Last 30 Days
- Agreements changed or canceled 2
- Agreements opened 3
- Orders changed or canceled 1
- Orders opened 21

Transaction Reports
Last 30 Days
- PO Purchase Amount 195974 USD
- Invoice Amount 119098 USD
- Invoice Price Variance Amount 1100 USD

Scroll Down
Click Create Invoice
Create Invoice page is displayed

Click the drop down for your purchase order
Create Invoice

- **Supplier**: XYZ Supplier
- **Taxpayer ID**: 444555665
- **Supplier Site**: 0050
- **Address**: 123, West St., San Jose, CA 95000
- **Customer Taxpayer ID**: 46-087245
- **Invoice Currency**: USD - US Dollar
- **Payment Currency**: USD - US Dollar
- **Name**: McGraw Hill LLC
- **Address**: Gets Auto Filled
- **Customer**:
  - Gets Auto Filled
- **Lines**:
  - Gets Auto Filled
  - Gets Auto Filled
  - Gets Auto Filled
  - Gets Auto Filled
  - Gets Auto Filled
1. Enter the Invoice Number

2. Enter Invoice Date

User will be able to create back dated invoice by entering the date in past.
Click “+” to upload documents.
Create Invoice

1. Click to upload file
2. Click OK

All file types are acceptable
Create Invoice

1. Click **Save**

2. Click the **Select and add** icon
1. Select the line

2. Click Apply

3. Click OK
Create Invoice

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifying PO</td>
<td>PO100803</td>
</tr>
<tr>
<td>Supplier</td>
<td>TEST P2P US SUPPLIER (DO NOT SELECT)</td>
</tr>
<tr>
<td>Taxpayer ID</td>
<td></td>
</tr>
<tr>
<td>Supplier Site</td>
<td>0000</td>
</tr>
<tr>
<td>Address</td>
<td>MCGRASS-HILL EDUCATION, 104 WINDSOR CENTER DRIVE, EAST WINDSOR, MERGENJ 08520</td>
</tr>
<tr>
<td>Supplier Tax Registration Number</td>
<td></td>
</tr>
<tr>
<td>Customer</td>
<td></td>
</tr>
<tr>
<td>Customer Taxpayer ID</td>
<td>80-0885860</td>
</tr>
<tr>
<td>Lines</td>
<td></td>
</tr>
<tr>
<td>Consumption Advice Number</td>
<td></td>
</tr>
<tr>
<td>Consumption Advice Line</td>
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</tr>
<tr>
<td>Supplier Item</td>
<td></td>
</tr>
<tr>
<td>Item Description</td>
<td></td>
</tr>
<tr>
<td>Ship-to Location</td>
<td></td>
</tr>
<tr>
<td>Tax Classification</td>
<td></td>
</tr>
<tr>
<td>Available Quantity</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>Unit Price</td>
<td></td>
</tr>
<tr>
<td>UOM</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>250.00</td>
</tr>
</tbody>
</table>

NOTE: 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

3. Drop down Invoice Actions and choose Calculate Tax

To add Tax:
2. Click Save
Create Invoice

**To add Tax:**
4. Choose your **Rate Name** from the drop down
5. Enter a **Percentage** or **Amount**
7. Drop down **Invoice Actions** and choose **Calculate Tax**, again, to recalculate the tax

**To add Tax:**
6. Click Save
1. Click Save

2. Click Submit
Create Invoice

### Invoice: P12345

<table>
<thead>
<tr>
<th>Number</th>
<th>Type</th>
<th>Purchase Order</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>PO100408</td>
<td>1</td>
<td></td>
<td>Clipping Video</td>
<td>MH_US_USD_CORP_LOC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Lines**

**Remit-to Bank Account**
- Number: P12345
- Date: 10/29/21
- Type: Invoice
- Invoice Currency: USD
- Payment Currency: USD

**Attachments**
- Sample.docx

**Tax Control Amount**

Click **Done** to create the Invoice.
End of Create Invoice