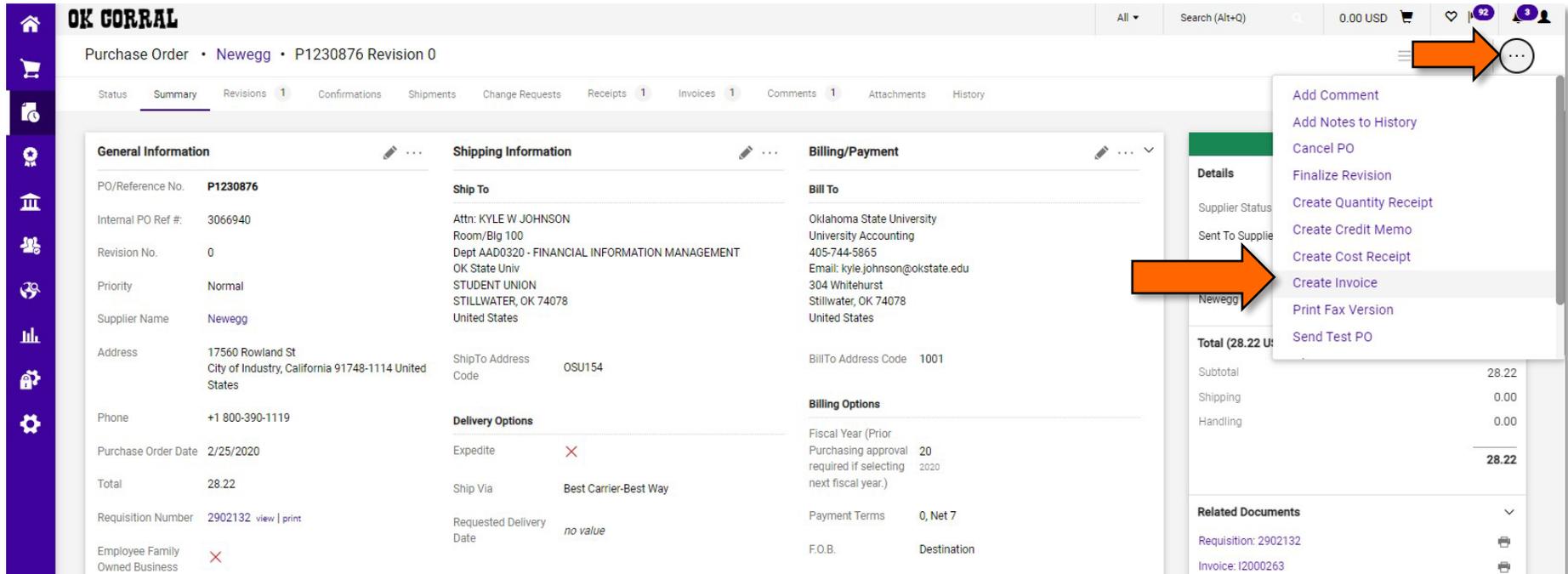


Creating an Invoice

1. From the summary screen of your purchase order, click the 3 dots, "...", in the top right-hand corner of the screen. Choose "Create Invoice" from the available actions drop down menu that appears.



The screenshot shows the 'OK CORRAL' purchase order summary screen for PO P1230876 Revision 0. The interface includes a top navigation bar with search and user information, a breadcrumb trail, and a main content area divided into three columns: General Information, Shipping Information, and Billing/Payment. A dropdown menu is open in the top right corner, listing various actions. An orange arrow points to the three-dot menu icon, and another orange arrow points to the 'Create Invoice' option in the dropdown menu.

General Information

PO/Reference No.	P1230876
Internal PO Ref #:	3066940
Revision No.	0
Priority	Normal
Supplier Name	Newegg
Address	17560 Rowland St City of Industry, California 91748-1114 United States
Phone	+1 800-390-1119
Purchase Order Date	2/25/2020
Total	28.22
Requisition Number	2902132 view print
Employee Family Owned Business	<input checked="" type="checkbox"/>

Shipping Information

Ship To	Attn: KYLE W JOHNSON Room/Blg 100 Dept AAD0320 - FINANCIAL INFORMATION MANAGEMENT OK State Univ STUDENT UNION STILLWATER, OK 74078 United States
ShipTo Address Code	OSU154
Delivery Options	Expedite <input checked="" type="checkbox"/> Ship Via Best Carrier-Best Way Requested Delivery Date <i>no value</i>

Billing/Payment

Bill To	Oklahoma State University University Accounting 405-744-5865 Email: kyle.johnson@okstate.edu 304 Whitehurst Stillwater, OK 74078 United States
BillTo Address Code	1001
Billing Options	Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.) 2020
Payment Terms	0, Net 7
F.O.B.	Destination

Details

Supplier Status	
Sent To Supplier	
Newegg	
Total (28.22 USD)	
Subtotal	28.22
Shipping	0.00
Handling	0.00
	28.22

Related Documents

- Requisition: 2902132 [print](#)
- Invoice: I2000263 [print](#)

2. Enter the invoice date and the supplier invoice number in the left hand column.

OK CORRAL All Search (Alt+Q) 0.00 USD Logout Save Complete

Invoice • 2009758

Entry Summary Matching Supplier Messages Comments Attachments History

Invoice Number *no value*

Invoice Date * 11/11/2021  

Due Date 11/18/2021 Override

Invoice Owner Kyle Johnson

Supplier Name **Newegg**

Supplier Account No.

Supplier Invoice No. * 5698357 
Required

Currency US Dollar

Allocation Weighted

Remit To
Rowland St.
Industry, California 91748-1114
United States
Phone 1-800-3901119-
Address Id AP Accounts Payable 1

Shipping address
Attn: KYLE W JOHNSON
Room/Big 100
Dept AAD0320 - FINANCIAL INFORMATION MANAGEMENT
OK State Univ
STUDENT UNION
WATER, OK 74078
United States

	Header-level
Discount	0.00
Tax 1	0.00
Shipping	0.00
Handling	0.00

Draft

Correct these issues.
You are unable to proceed until addressed.
Required: Supplier Invoice No.

Newegg

Total (28.22 USD)

Subtotal	28.22
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
Total	28.22

Related Documents

Purchase Order: P1230876
Requisitions: 2902132

What's next?

Next Step OK to Pay
Approvers Automatically calculated by system

Workflow  

Show skipped steps

Draft
Active
Matthew Wessel

OK to Pay

3. At the bottom of the screen remove any lines that are not on the hard copy invoice you are submitting using the  button, or adjust the amount if the invoice is not for the full line amount.

Supplier Invoice No. * ✖ Required

Currency US Dollar

Allocation

OK State Univ
STUDENT UNION
STILLWATER, OK 74078
United States

	Header-level
Discount	<input type="text" value="0.00"/>
Tax 1	<input type="text" value="0.00"/>
Shipping	<input type="text" value="0.00"/>
Handling	<input type="text" value="0.00"/>

2 Lines

P1230876

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	...
1	✓	1 Western Digital Blue WD2500AAKX 250GB 7200 RPM 16MB Cache SATA 6.0Gb/s 3.5" Internal Hard Drive...	9SIV0AHAB13291	EA 	<input type="text" value="22.00"/>	<input type="text" value="1"/>	22.00	 
2	✓	2 Belkin A3L791-14-BLU 14 ft. Cat 5E Blue Network Cable	9SIV15862N9707	EA	<input type="text" value="6.22"/>	<input type="text" value="1"/>	6.22	

4. Click save in the upper right corner.

OK CORRAL

Invoice • 2009758

Search (Alt+Q) 0.00 USD

Simple **Save** **Complete**

Entry Summary Matching Supplier Messages Comments Attachments History

Invoice Number *no value*

Invoice Date * 11/11/2021

Due Date 11/18/2021 Override

Invoice Owner Kyle Johnson

Supplier Name **Newegg**

Supplier Account No.

Supplier Invoice No. * 5698357 Required

Currency US Dollar

Allocation Weighted

Remit To

17560 Rowland St.
City of Industry, California 91748-1114

United States
Phone 1-800-3901119-
Address Id AP Accounts Payable 1

Shipping address

Attn: KYLE W JOHNSON
Room/Big 100
Dept AAD0320 - FINANCIAL INFORMATION MANAGEMENT
OK State Univ
STUDENT UNION
STILLWATER, OK 74078
United States

Draft

Correct these issues.
You are unable to proceed until addressed.
Required: Supplier Invoice No.

Newegg

Total (28.22 USD)

Subtotal	28.22
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
Total	28.22

Related Documents

Purchase Order: P1230876

Requisitions: 2902132

What's next?

Next Step OK to Pay

Approvers Automatically calculated by system

Workflow

Show skipped steps

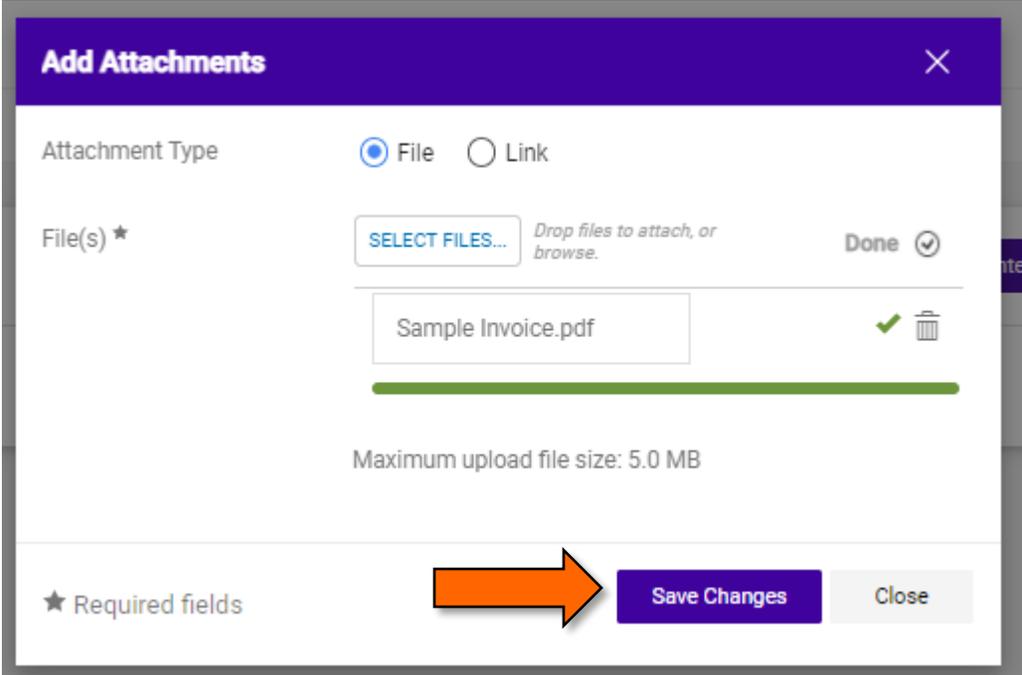
Draft
Active
Matthew Wessel

OK to Pay

5. To attach your invoice, click the "Summary" tab at the top of the screen, then

The screenshot displays the 'OK CORRAL' invoice system interface. At the top, the header shows 'Invoice • 2009760' and navigation options like 'Entry', 'Summary', 'Pages', 'Comments', 'Attachments', and 'History'. The 'Summary' tab is highlighted with an orange arrow. The main content area is divided into several sections: 'General', 'Addresses', 'Note/Attachments', 'Payment Information', and 'Discount, Tax, Shipping & Handling'. The 'General' section includes fields for Invoice Type, Invoice Number, Supplier Invoice No., Supplier Name (Newegg), FRS Vendor Number, Invoice Date, Discount Date, Due Date, Terms (0, Net 7), Terms Discount (0.00 USD), Invoice Name (2021-11-11 wesselm 04), Invoiced By (Matthew Wessel), Match Status (Do Not Match), Invoice Source (Manual), Contains substituted item(s) (marked with a red X), Original Bid or Contract # (no value), and Campus Code (1 - General University). The 'Addresses' section shows 'Remit To' information: 17560 Rowland St., City of Industry, California 91748-1114, United States, Phone 1-800-3901119, and Address Id AP Accounts Payable 1. The 'Note/Attachments' section has fields for External Note, Internal Note, Internal Attachments (with an 'Add' button highlighted by an orange arrow), and External Attachments (with an 'Add' button). The 'Payment Information' section includes Accounting Date (11/11/2021), Fiscal Year (2020), and Grouping Indicator (no value). The 'Discount, Tax, Shipping & Handling' section features a table with columns for Allocation, Weighted, and Header-level, showing values for Discount, Tax 1, Shipping, and Handling, all totaling 0.00 USD. On the right side, a 'Draft' status panel shows a warning: 'Correct these issues. You are unable to proceed until addressed. Invoice must contain one or more lines to Complete'. Below this, it lists 'Newegg' as the supplier with invoice number 5698358. A 'What's next?' section indicates the next step is 'OK to Pay' and that approvers are automatically calculated by the system. A workflow diagram shows the current status as 'Draft' (Active, Matthew Wessel) and the next step as 'OK to Pay' (Future).

6. Select your file. Then click “Save Changes”



The screenshot shows a dialog box titled "Add Attachments" with a close button (X) in the top right corner. The "Attachment Type" section has two radio buttons: "File" (selected) and "Link". Below this is a "File(s) ★" section with a "SELECT FILES..." button and the instruction "Drop files to attach, or browse.". To the right of this section is a "Done" button with a checkmark icon. A file named "Sample Invoice.pdf" is shown in a list with a green checkmark and a trash icon to its right. A green progress bar is visible below the file name. Below the progress bar, it says "Maximum upload file size: 5.0 MB". At the bottom left, there is a "★ Required fields" label. At the bottom right, there are two buttons: "Save Changes" (highlighted in purple) and "Close" (grey). An orange arrow points to the "Save Changes" button.

7. After verifying everything is correct and attaching your hard copy invoice, click complete in the upper right corner. This will complete your invoice, submit it into workflow and give you a link back to the PO.

OK CORRAL Invoice • 2009754

0.00 USD

Complete

Entry Summary Matching Supplier Messages Comments Attachments 1 History

General	Addresses	Note/Attachments
Invoice Type: Invoice	Remit To 17560 Rowland St. City of Industry, California 91748-1114 United States Phone 1-800-3901119- Address Id AP Accounts Payable 1	External Note: no value Internal Note: no value Internal Attachments: Date: 11/11/2021 Add: Sample Invoice.pdf

Draft	
Newegg	
Supplier Invoice No.	5698357
Total (28.22 USD)	
Subtotal	28.22
Discount	0.00
Tax1	0.00
Shipping	0.00

invoice Submitted

Summary Create New

Invoice number	I2000263
Invoice Status	Pending
Supplier Invoice No.	5698357
Invoice name	2021-11-11 wesselm 03
Invoice date	11/11/2021
Invoice total	28.22 USD
Number of line items	2
Created for the PO No(s)	P1230876

IMPORTANT NOTE***

If a valid invoice is not received, do not create a buyer invoice or a duplicate payment could occur. Staples and other punch-out vendors may send electronic invoices, so you do not need to create an invoice. A packing slip or order confirmation is not a valid invoice.