

Creating an Invoice

1. From the summary screen of your purchase order, click the down arrow, “▼”, next to the purchase order number in the top left 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 'Create Invoice' option is highlighted in the dropdown menu. Two orange arrows point to the dropdown arrow and the 'Create Invoice' option.

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
ShipTo Address Code	OSU154

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

Completed

Details

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



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 *  **Remit To**  Rowland St.
City of Industry, California 91748-1114

Due Date 11/18/2021 Override United States
Phone 1-800-3901119-
Address Id AP Accounts Payable 1

Invoice Owner Kyle Johnson

Supplier Name **Newegg** Shipping address

Supplier Account No.

Supplier Invoice No. *  **Required** Attn: KYLE W JOHNSON
Room/Big 100
Dept AAD0320 - FINANCIAL INFORMATION MANAGEMENT
OK State Univ
STUDENT UNION
WATER, OK 74078
United States

Currency US Dollar

Allocation

	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"/>

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 | All | Search (Alt+Q) | 0.00 USD | 85 | 16

Invoice • 2009758

Simple | **Save** | Complete

Entry | Summary | Matching | Supplier Messages | Comments | Attachments | History

Invoice Number: *no value*

Invoice Date *: 11/11/2021 (mm/dd/yyyy)

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
Tax 1	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

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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 "OK CORRAL" on the left, and navigation options like "All", "Search (Alt+Q)", "0.00 USD", "Logout", and "Complete" on the right. Below the header, the invoice number "2009760" is displayed, and the "Summary" tab is selected, indicated by 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, Terms Discount, Invoice Name, Invoiced By, Match Status, Invoice Source, Contains substituted item(s), Original Bid or Contract #, and Campus Code. The "Addresses" section includes Remit To information (17560 Rowland St., City of Industry, California 91748-1114, United States, Phone 1-800-3901119, Address Id AP Accounts Payable 1) and Payment Information (Accounting Date, Fiscal Year, Grouping Indicator, Payment Method, Check Number, Check Date, FRS Vendor Number). The "Note/Attachments" section includes External Note, Internal Note, Internal Attachments (Add), and External Attachments (Add). The "Discount, Tax, Shipping & Handling" section includes a table for Allocation and Weighted values, and a Total of 0.00 USD. The right sidebar shows the invoice status as "Draft" and includes a "Correct these issues" message, a "Newegg" section with Supplier Invoice No. 5698358, a "Total (0.00 USD)" section with Subtotal, Discount, Tax1, Shipping, and Handling all at 0.00, and a "What's next?" section with Next Step "OK to Pay" and Approvers "Automatically calculated by system".

General

Invoice Type	Invoice
Invoice Number	no value
Supplier Invoice No.	5698358
Supplier Name	Newegg
FRS Vendor Number	no value
Invoice Date	11/11/2021
Discount Date	no value
Due Date	11/18/2021
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)	✗
Original Bid or Contract #	no value
Campus Code	1 General University

Addresses

Remit To

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

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

Payment Information

Accounting Date	11/11/2021
Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.)	20 2020
Grouping Indicator	no value
Payment Method	Unknown
Check Number	no value
Check Date	no value
FRS Vendor Number	no value

Note/Attachments

External Note	no value
Internal Note	no value
Internal Attachments	Add
External Attachments	Add

Discount, Tax, Shipping & Handling

Allocation	Weighted	Header-level
Discount		0.00 USD
Tax 1		0.00 USD
Shipping		0.00 USD
Handling		0.00 USD
Total	0.00 USD	

Draft

✗ **Correct these issues.**
You are unable to proceed until addressed.
Invoice must contain one or more lines to Complete

Newegg

Supplier Invoice No.	5698358
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Total (0.00 USD)

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

What's next?

Next Step **OK to Pay**

Approvers **Automatically calculated by system**

Workflow

Show skipped steps

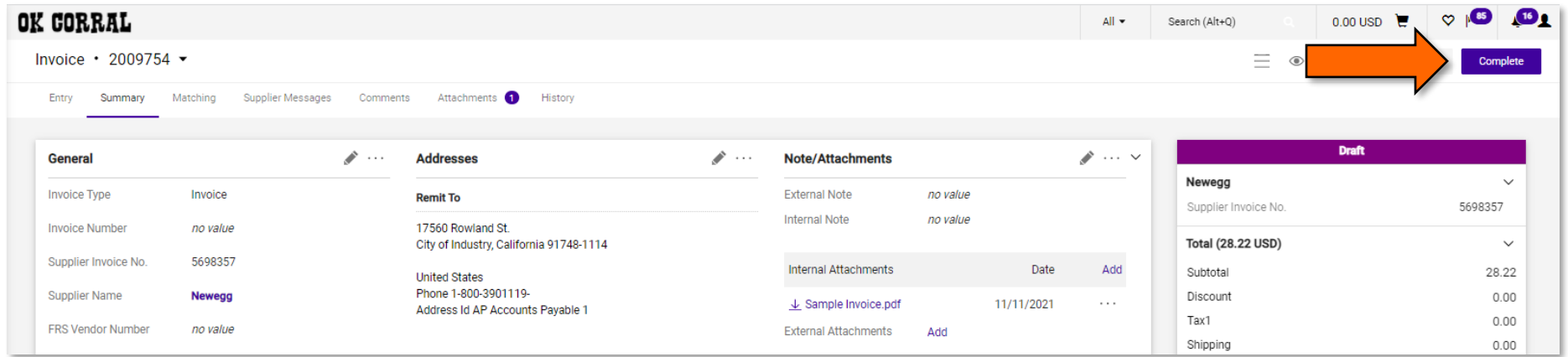
Draft
Active
Matthew Wessel

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 a "Done" button with a checkmark. A file named "Sample Invoice.pdf" is shown in a list with a green checkmark and a trash icon. 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 with an orange arrow) and "Close".

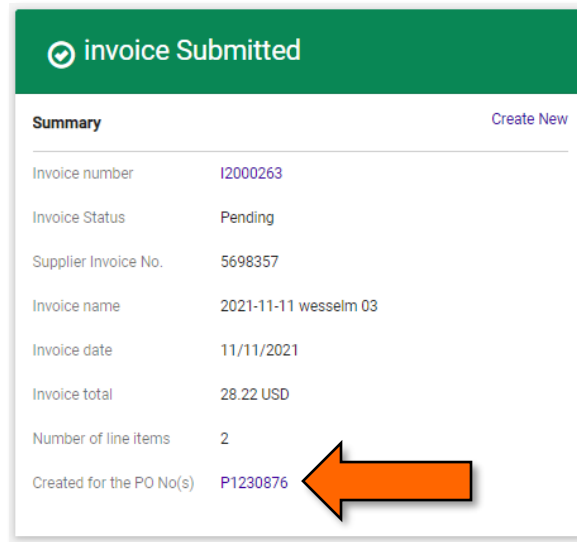
7. After verifying everything is correct and attaching your hard copy invoice, click complete in the upper right corner. This will complete your invoice, submit it into workflow and give you a link back to the PO.



The screenshot shows the OK CORRAL invoice management interface. The top navigation bar includes the logo, a search bar, and a balance of 0.00 USD. The main content area is divided into several sections: General, Addresses, Note/Attachments, and a Draft summary. The 'Complete' button in the top right corner is highlighted with an orange arrow.

General	Addresses	Note/Attachments
Invoice Type: Invoice	Remit To: 17560 Rowland St. City of Industry, California 91748-1114	External Note: no value
Invoice Number: no value	United States	Internal Note: no value
Supplier Invoice No.: 5698357	Phone 1-800-3901119-	Internal Attachments: Sample Invoice.pdf (11/11/2021)
Supplier Name: Newegg	Address Id AP Accounts Payable 1	External Attachments: Add
FRS Vendor Number: no value		

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



The screenshot shows a confirmation screen titled 'invoice Submitted'. It displays a summary of the invoice details, including the invoice number, status, supplier invoice number, invoice name, date, total, and the PO number. The PO number 'P1230876' is highlighted with an orange arrow.

Summary	
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.