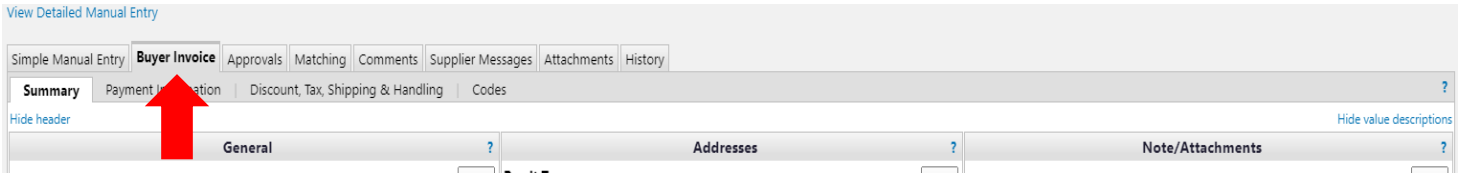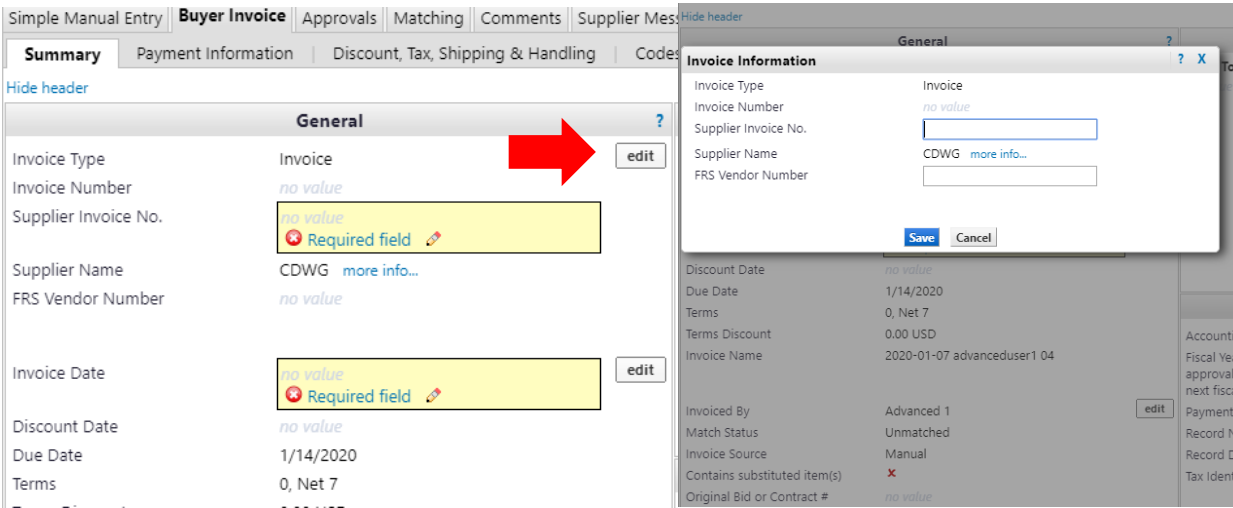1. From the Available Actions on the purchase order – choose Create Invoice
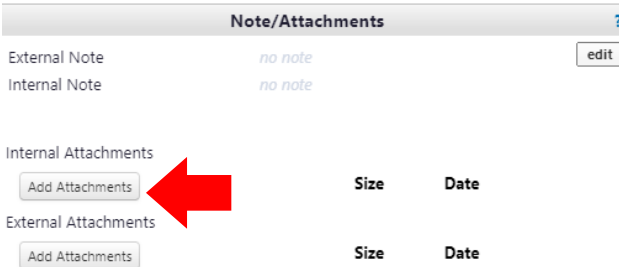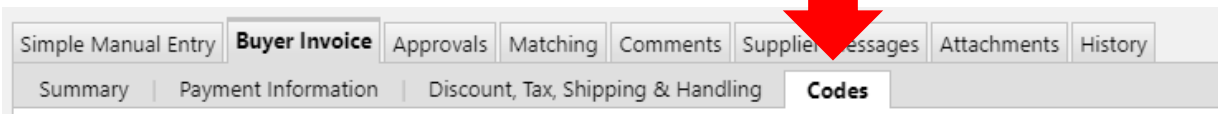
2. Click on Buyer Invoice tab.

A. Enter Supplier Invoice number and invoice date in the General Section by clicking on the edit button.
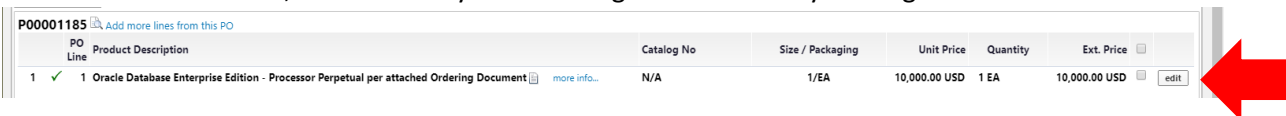

3. Attach your paper invoice in the Note/Attachments section – Internal Attachments – Add Attachments.

4. Go to the Codes tab.

A. Scroll down to line item and click on the edit button for the line that has the split. If you are not paying the full amount of the line item, this is where you will change the amount by clicking on the edit button next to the Ext. Price.

B. Click on View/Edit by line item to open the split accounts on the line.

C. Adjust the amounts for each account to total the amount for the line and click save.

5. Review the split to verify amounts are correct.

6. Return the to the summary tab and review/verify everything is correct and click Complete in the upper righthand corner.

If you forget to attach the paper invoice before submitting you can open the invoice and attach it in the comments.

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.