Creating an Invoice
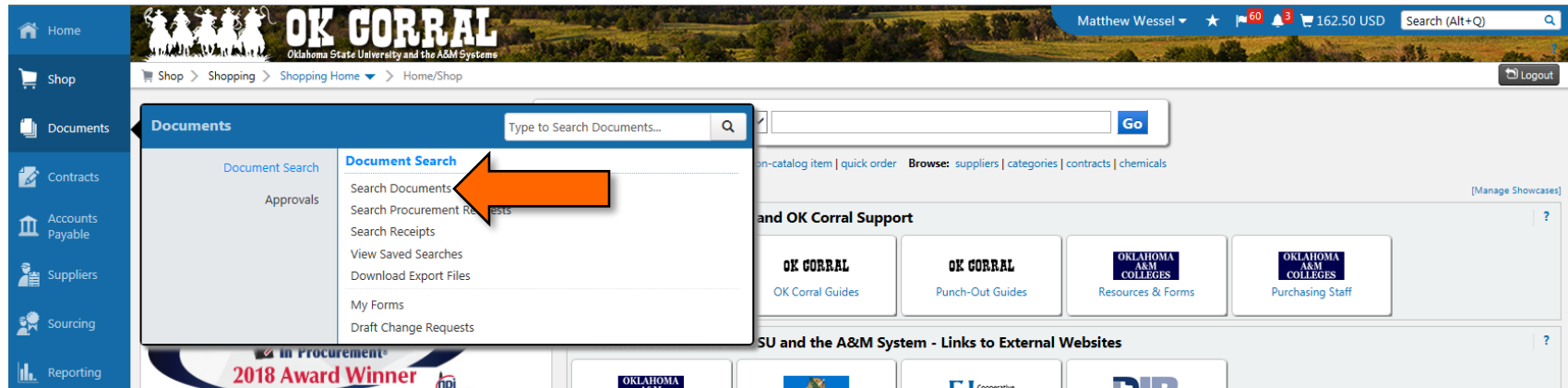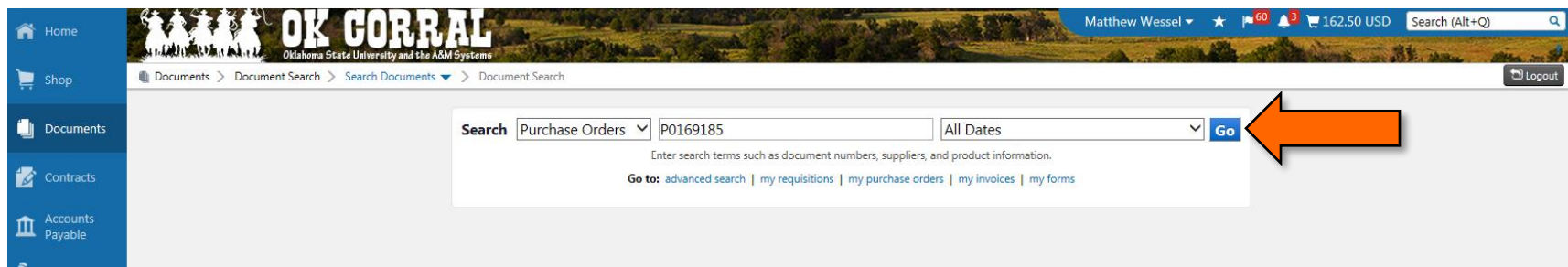
1. Open the purchase order in OK Corral.
   a. On the right hand side of the screen click on the stack of papers (Documents) and pick search documents.

   b. Enter the PO number and click Go.

c. Click on the PO number to open the PO.

2. From the available actions drop down in the upper right hand corner of the screen pick 'create invoice' and click go.

3. You can create two ways – from the simple manual entry tab or the buyer invoice tab
4. Simple Manual Entry
   a. Enter the invoice date and the supplier invoice number in the left hand column

b. In the right hand column remove any lines that are not on the paper invoice you are submitting or adjust the amount if the invoice is not for the full line amount.

5. Click review in the upper right corner. This will allow you to review your invoice before submitting it into work flow and to attach your paper invoice.
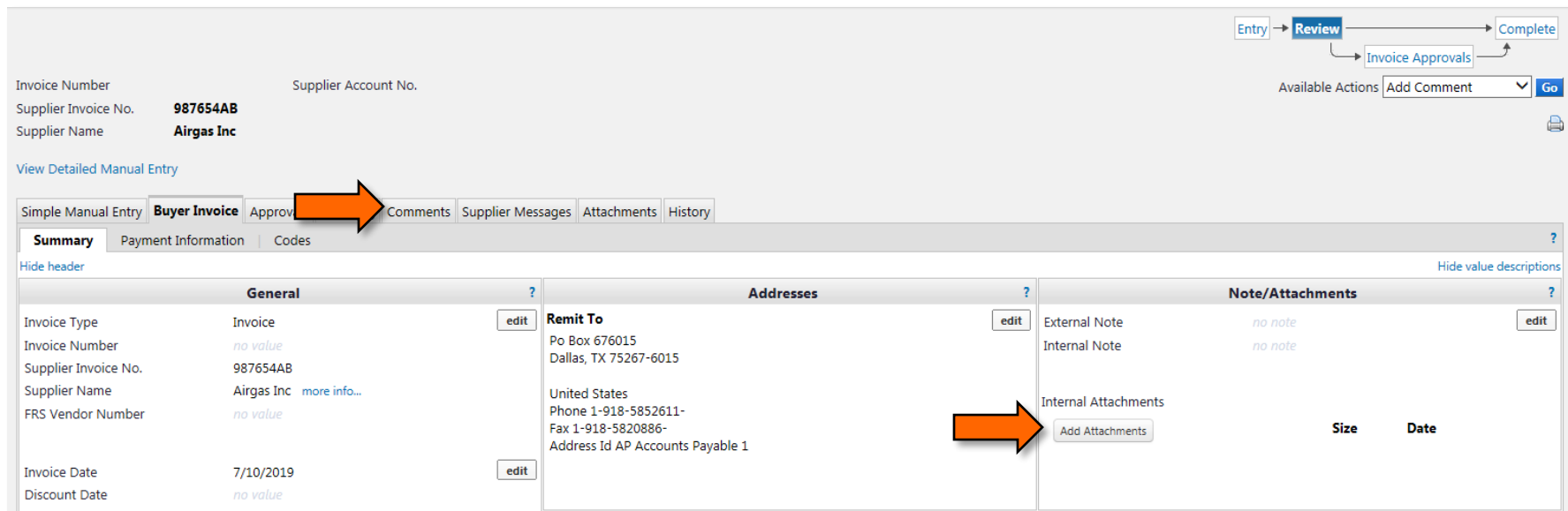
a. You can attach your invoice on the right hand side under Note/Attachments by clicking 'Add Attachments' or by adding a comment on the comments tab.

6. After verifying everything is correct and attaching paper invoice, click complete in the upper right corner. This will complete your invoice, submit it into work flow and give you a link back to the PO.

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.