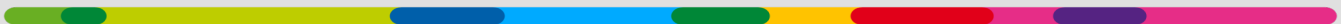




Purchase to Pay

Submit Invoice from Purchase Order Email

As of MAY 2019



Overview

Invoices can be created directly from the Supplier Actionable Notifications (SAN).



Note: The link is sent to the supplier via an email.

Objective

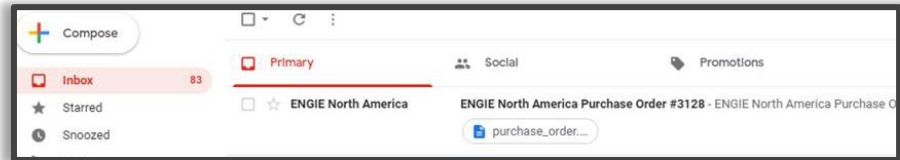
This job aid describes the process to create an Invoice via SAN.

Steps to Create an Invoice via SAN:

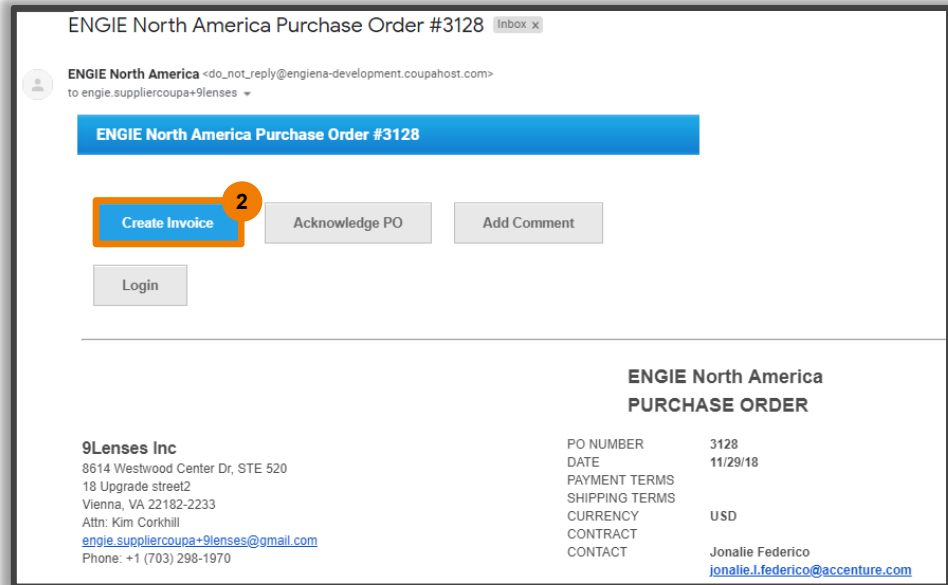
Email Inbox

Login to your email inbox.

- 1 Open the Purchase Order e-mail received.



- 2 Click the **Create Invoice** button.



Choose Invoice From Address

You need to step up the Remit-to Address (step 3 to 5) in CSP.

- 3 Click the **Create New Remit-To** button.

Choose Invoice From Address

No Invoice From Addresses to choose from.

To add a new address click Create New Remit-To.

Cancel Create New Remit-To

Enter a new address Screen

- 4 Populate the **Remit-To Address, Tax and Banking Information** fields.
- 5 Click the **Create and Use** button.

The **Remit-To Address** is now displayed on the Invoice screen.

Enter a new address

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

Company Information

Supplier ACCENT FOOD SERVICES, LLC

* Country United States

Address

Remit To Name

* Line 1

Line 2

* City

State

* Postal Code

Preferred Language English

Tax Registration

Tax Country United States

Tax ID

Not For Cross-Border Invoices

Banking Information

Cancel Create and Use

Create Invoice

The **Create Invoice** screen displays detailed information on the invoice.



Note: The steps for populating the invoice is same as that of **To Create an Invoice via CSP**, steps 22 to 26.

Create Invoice Create

General Info

* Invoice #

* Invoice Date

Payment Term Z030

* Currency

Status Draft

Image Scan No file chosen

Supplier Note

* Attachments [Add File](#) | [URL](#) | [Text](#)

From

* Supplier 9Lenses, Inc.

Supplier Tax ID None

* Invoice From Address 9Lenses
1458 Hartway Street
Howard, South Dakota 57349
United States

* Remit-To Address 9Lenses
1458 Hartway Street
Howard, South Dakota 57349
United States

* Ship From Address 9Lenses
1458 Hartway Street
Howard, South Dakota 57349
United States

To

Customer ENGIE North America

Buyer Tax ID None

* Ship To Address 3551 Centennial Road
RR 2
Lyn, ON K0E 1M0
Canada

Invoices

A confirmation message is displayed stating that **Invoice has been sent for approval**.

Invoices Sign Out

9Lenses, Inc. invoice #INV_5678 is pending approval

Instructions From Customer

CANADA ONLY: For invoicing in Canada, please ensure you invoice against the tax line included in the purchase order. Do not add tax at the bottom of the page. If a tax line item is not included on the PO, please contact the requester.

View All

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
INV_5678	11/29/18	Pending Approval	3128	450.00 USD	No	

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