

Creating Invoices for Purchase Orders

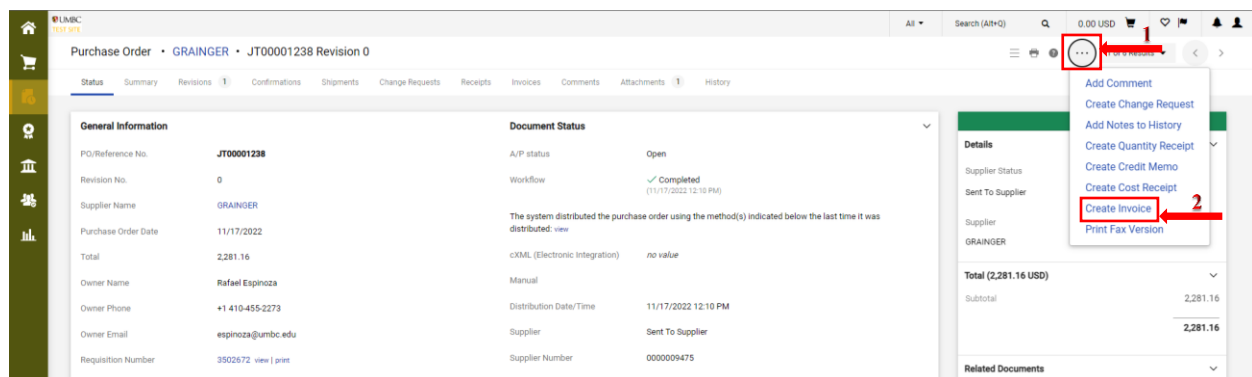
Note: Follow the instructions for creating [Quantity Receipts](#) or [Cost Receipts](#) for your goods/services before creating an invoice.

Invoices will be automatically created by enabled catalog suppliers (i.e., Amazon, Dell, etc.). This section applies to invoices that need to be entered for non-enabled suppliers or non-catalog purchases.

Invoicing in Full

Locate your Purchase Order (PO).

Click the 3 horizontal dots in menu to the just beneath the shopping cart icon and click the “Create Invoice” line.



The screenshot displays a web application interface for managing purchase orders. The main content area is titled "Purchase Order - GRAINGER - JT00001238 Revision 0". It features a navigation bar with tabs for Status, Summary, Revisions, Confirmations, Shipments, Change Requests, Receipts, Invoices, Comments, Attachments, and History. The main content is divided into two columns: "General Information" and "Document Status".

General Information		Document Status	
PO/Reference No.	JT00001238	A/P status	Open
Revision No.	0	Workflow	Completed (11/17/2022 12:10 PM)
Supplier Name	GRAINGER	The system distributed the purchase order using the method(s) indicated below the last time it was distributed. view	
Purchase Order Date	11/17/2022	cXML (Electronic Integration)	no value
Total	2,281.16	Manual	
Owner Name	Rafael Espinoza	Distribution Date/Time	11/17/2022 12:10 PM
Owner Phone	+1 410-455-2273	Supplier	Sent To Supplier
Owner Email	espinoza@umbc.edu	Supplier Number	0000009475
Requisition Number	3502672 view print		

On the right side, there is a "Details" section showing "Supplier Status" as "Sent To Supplier" and "Supplier" as "GRAINGER". Below this, a summary table shows a "Total (2,281.16 USD)" with a "Subtotal" of 2,281.16. A "Related Documents" section is also visible at the bottom.


A red circle highlights the three horizontal dots menu icon in the top right corner. A red arrow points to the "Create Invoice" option in the dropdown menu that appears.

Enter the required information (*) for your invoice.

Invoice • 2011062 ▾

Entry Summary Matching Supplier Messages Comments Attachments History

Invoice Number *no value*

Invoice Date *  **Required**

Due Date *no value* Override

Invoice Owner Rafael Espinoza
[Select a different user...](#)

Supplier Name **BGE**

Supplier Account No.

Supplier Invoice No. * **Required**

Currency US Dollar

Discount, tax, shipping & handling ▾

Allocation ▾

Remit To

PO BOX 1431
BALTIMORE, MD 21203-1431

Address Id 1

Shipping address

Contact: Rafael Espinoza
Central Receiving
Univ of MD Baltimore Cnty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Click the **Attachments** tab and click **Add Internal Attachment**

Invoice • 2011075 ▾

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

Attachments found: 0

There are no attachments for this document.

Add Internal Attachment ▾

Draft

Correct these issues.
You are unable to proceed until addressed.

Required: Supplier Invoice No.
Required: Invoice Date

Be aware of these issues.
Multiple attachments not supported

Follow the screen instructions in order to upload a copy of your invoice and click **Save Changes**.

Add Attachments

Attachment Type File Link

File(s) ★ *Drop files to attach, or browse.*

Maximum upload file size: 4.88 MB

★ Required fields

Go back to the **Entry** tab in order to finish your invoice.

Invoice • 2011075

Entry **Attachments** 1

Attachments found: 1

Attachment	Size	Type	Location	Visibility	Create Date
TEST.pdf	31k	File	Document	Internal	11/12/2021 10:42 AM

Draft

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

Be aware of these issues. You may review and proceed.

Click **Complete**.

Invoice • 2011062

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

Discount, tax, shipping & handling

	Header-level	Sum of lines
Discount	0.00	0.00 USD
Tax 1	0.00	0.00 USD
Tax 2	0.00	0.00 USD
Shipping	0.00	0.00 USD
Handling	0.00	0.00 USD

Codes

LINE	Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1	UMBC1	1111	10345	7090200	061	no value	no value

1 Line

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	1	Non-Catalog Purchase	EA	1,000.00	1	1,000.00

Draft

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

Be aware of these issues. You may review and proceed.

Extended Price is outside the allowed tolerance.
The contract number is not valid for invoice date (Line 1)

BGE

Total (1,000.00 USD)	
Subtotal	1,000.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	1,000.00

Related Documents

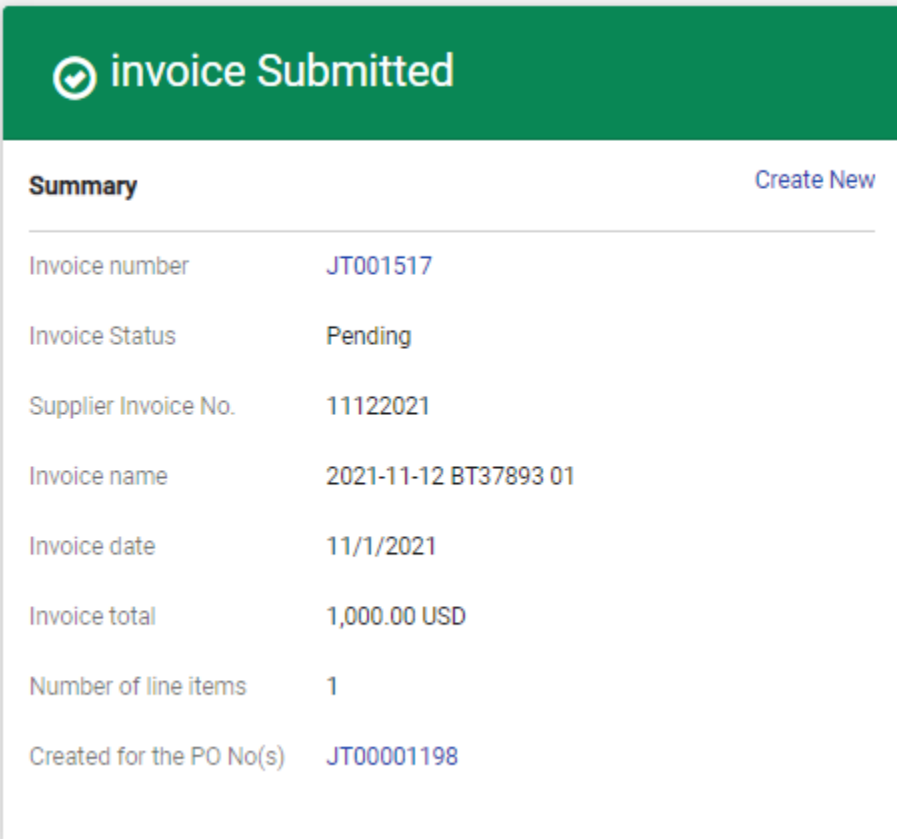
Purchase Order: JT00001198
Requests: 3399730

What's next?

Next Step: Matching Exceptions Non-Cat

Approvers: Carter-Brown, Tina
Chapman, Gayle
Espinoza, Rafael
Hudson, Sasha

Paw will produce a confirmation as shown below.



invoice Submitted

Summary [Create New](#)

Invoice number	JT001517
Invoice Status	Pending
Supplier Invoice No.	11122021
Invoice name	2021-11-12 BT37893 01
Invoice date	11/1/2021
Invoice total	1,000.00 USD
Number of line items	1
Created for the PO No(s)	JT00001198

Partial Invoicing

Partial Invoicing is performed if a partial receipt has been previously entered against the PO.

Locate your Purchase Order (PO).

Use the instructions above to access the dropdown menu to create an invoice.

Requisition Number	3399721	view print	Supplier	none
			Supplier Number	000000834

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Stuff Procurement Request: Non-Catalog Purchase		EA	10,000.00	2	20,000.00

Supplier	Receiving	Invoicing	Matching
New Order	Partially Received	none	No Matches

Total (20,000.00 USD)	
Subtotal	20,000.00
	20,000.00

Related Documents

Requisitions: 3399721

What's next?

Workflow Status: Pending

Workflow: Show skipped steps

Enter the required information (*) for your invoice.

Invoice • 2010906

Entry Summary Matching Supplier Messages Comments Attachments History

Invoice Number: no value

Invoice Date * mm/dd/yyyy ● Required

Due Date: no value Override

Invoice Owner: Rafael Espinoza Select a different user...

Supplier Name: BGE

Supplier Account No.

Supplier Invoice No. * ● Required

Remit To

PO BOX 1431
BALTIMORE, MD 21203-1431
Address Id 1

Shipping address

Contact: Rafael Espinoza
Central Receiving
Univ of MD Baltimore Cmty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Draft

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

▲ **Be aware of these issues.**
You may review and proceed.
Quantities are outside the allowed tolerance.
The contract number is not valid for invoice date (Line 1)

BGE

Total (20,000.00 USD)

Subtotal 20,000.00
Discount 0.00

Click the **Attachments** tab and click **Add Internal Attachment**

Invoice • 2011075

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

Attachments found: 0

There are no attachments for this document.

Add Internal Attachment

Draft

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

▲ **Be aware of these issues.**
You may review and proceed.

Follow the screen instructions in order to upload a copy of your invoice and click **Save Changes**.

Add Attachments

Attachment Type File Link

File(s) ★ SELECT FILES... *Drop files to attach, or browse.*

Maximum upload file size: 4.88 MB

★ Required fields

Save Changes Close

Go back to the **Entry** tab in order to finish your invoice.

Invoice • 2011075

Entry Attachments History

Attachments found: 1

Attachment	Size	Type	Location	Visibility	Create Date
TEST.pdf	31k	File	Document	Internal	11/12/2021 10:42 AM

Draft

Correct these issues. You are unable to proceed until addressed.

Required: Supplier Invoice No.
Required: Invoice Date

Be aware of these issues. You may review and proceed.

Overwrite the amount under “quantity” (i.e., from 2 to 1) and Click **Complete**.

Invoice • 2010906

Entry Summary Matching Supplier Messages Comments Attachments History

Discount, tax, shipping & handling

Allocation: Sum of All

	Header-level	Sum of lines
Discount	0.00	0.00 USD
Tax 1	0.00	0.00 USD
Tax 2	0.00	0.00 USD
Shipping	0.00	0.00 USD
Handling	0.00	0.00 USD

Codes

LINE	Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1	UMBC1	1111	10346	7090200	061	no value	no value

1 Line

JT00001197

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
✓	1	Non-Catalog Purchase		EA	10,000.00	1	20,000.00

Draft

Correct these issues. You are unable to proceed until addressed.

Required: Supplier Invoice No.
Required: Invoice Date

Be aware of these issues. You may review and proceed.

Quantities are outside the allowed tolerance.
The contract number is not valid for invoice date (Line 1)

BGE

Total (20,000.00 USD)

Subtotal	20,000.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	20,000.00

Related Documents

Purchase Order: JT00001197
Requisitions: 3399721

What's next?

Next Step: Matching Exceptions Non-Cat

Approvers: Carter-Brown, Tina
Chapman, Gayle
Espinoza, Rafael
Hudson, Sasha
Inola, Darlene

Invoice • 2010906

Simple Logout Save **Complete**

Entry Summary Matching Supplier Messages Comments Attachments History

Discount, tax, shipping & handling

Allocation: Sum of All

	Header-level	Sum of lines
Discount	0.00	0.00 USD
Tax 1	0.00	0.00 USD
Tax 2	0.00	0.00 USD
Shipping	0.00	0.00 USD
Handling	0.00	0.00 USD

Codes

LINE	Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1	UMBC1	1111	10345	7090200	051	no value	no value
		State Support	Office of Procurement	Office & Other Supplies	Institutional Supr - Gen Admin		

1 Line

JT00001197

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
✓	1	Non-Catalog Purchase		EA	10,000.00	1	20,000.00

Draft

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

Be aware of these issues.
You may review and proceed.
Quantities are outside the allowed tolerance.
The contract number is not valid for invoice date (Line 1)

BGE

Total (20,000.00 USD)	
Subtotal	20,000.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	20,000.00

Related Documents

Purchase Order: JT00001197
Requisitions: 3399721

What's next?

Next Step: Matching Exceptions Non-Cat

Approvers: Carter Brown, Tina
Chapman, Gayle
Espinoza, Rafael
Hudson, Sasha
Irwin, Dawn

invoice Submitted

Summary [Create New](#)

Invoice number	JT001518
Invoice Status	Pending
Supplier Invoice No.	11112021
Invoice name	2021-11-12 BT37893 03
Invoice date	11/2/2021
Invoice total	10,000.00 USD
Number of line items	1
Created for the PO No(s)	JT00001197