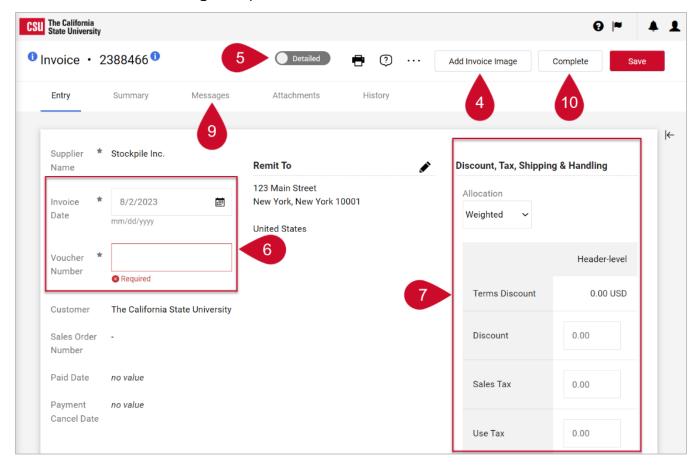
Upload Invoice Through Supplier Portal



Learn how to upload an invoice through the CSUBUY Supplier Portal.

UPLOAD AN INVOICE

- 1. Navigate to Orders > Sales Orders And Shipments > Search for Sales Orders.
- 2. Select the Sales Order (PO) you want to invoice.
- 3. Open the **Create...** drop-down menu and select **Invoice**.
- Select Add Invoice Image to upload an Invoice PDF.



- 5. Switch to **Detailed** to add taxes and or shipping charges.
- Enter the Voucher Number and Invoice Date.
- 7. Enter applicable tax, shipping, and handling in these fields.
- 8. Modify each line to indicate the amount or quantity to be billed on the current invoice.
- CSUBUY contacts can send messages within the invoice. The Messages tab displays messages for each invoice. Select the plus symbol to reply or send messages.
- 10. Select Complete.