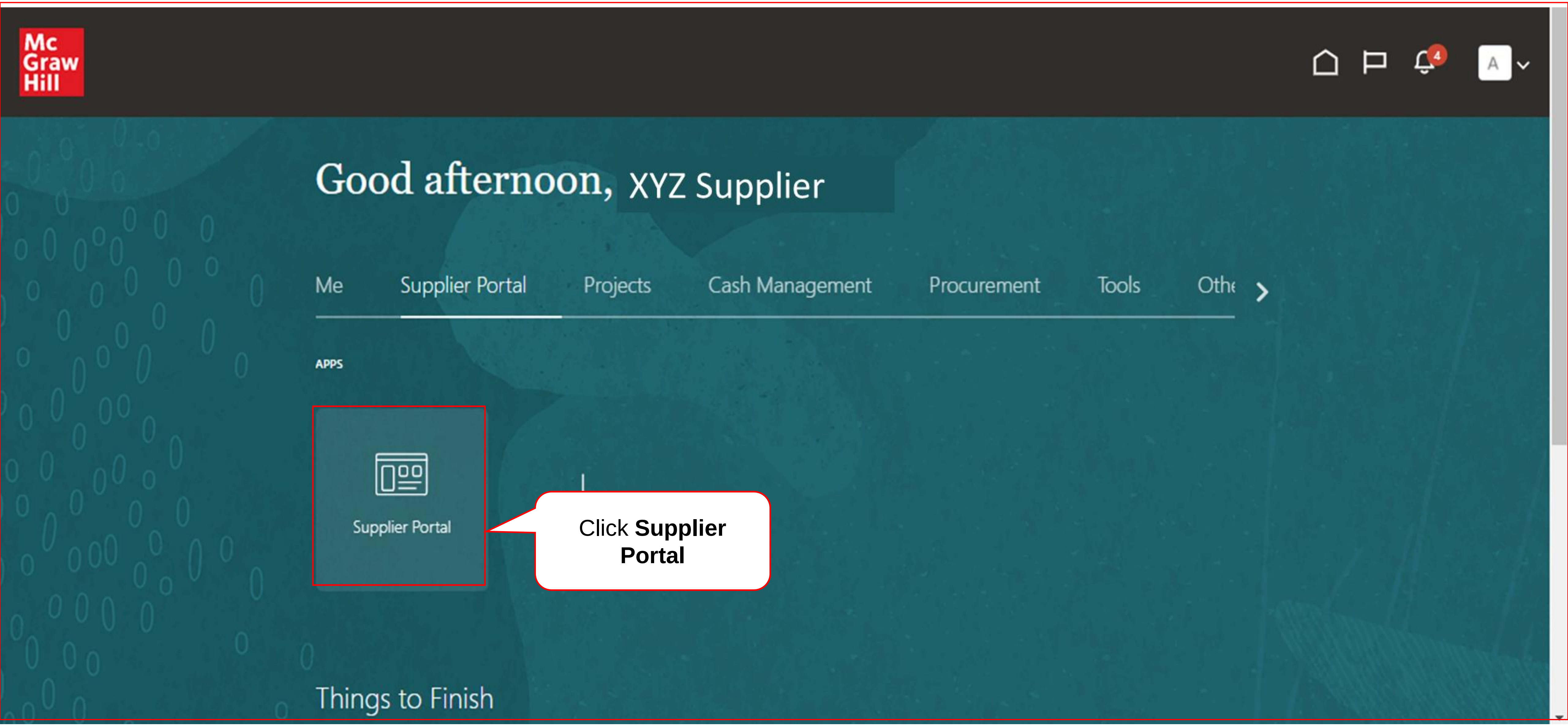
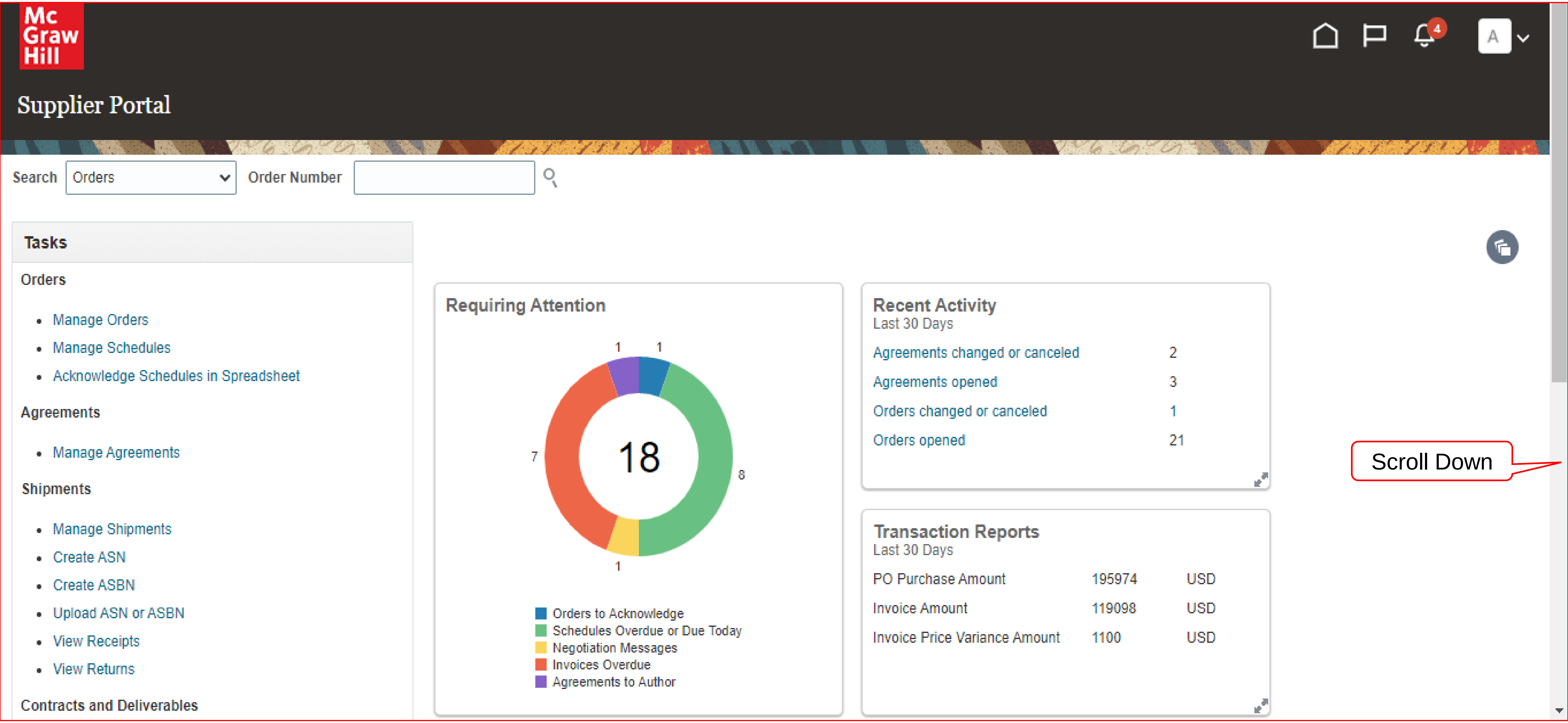
Supplier Portal

Create Invoice

Create Invoice



Create Invoice



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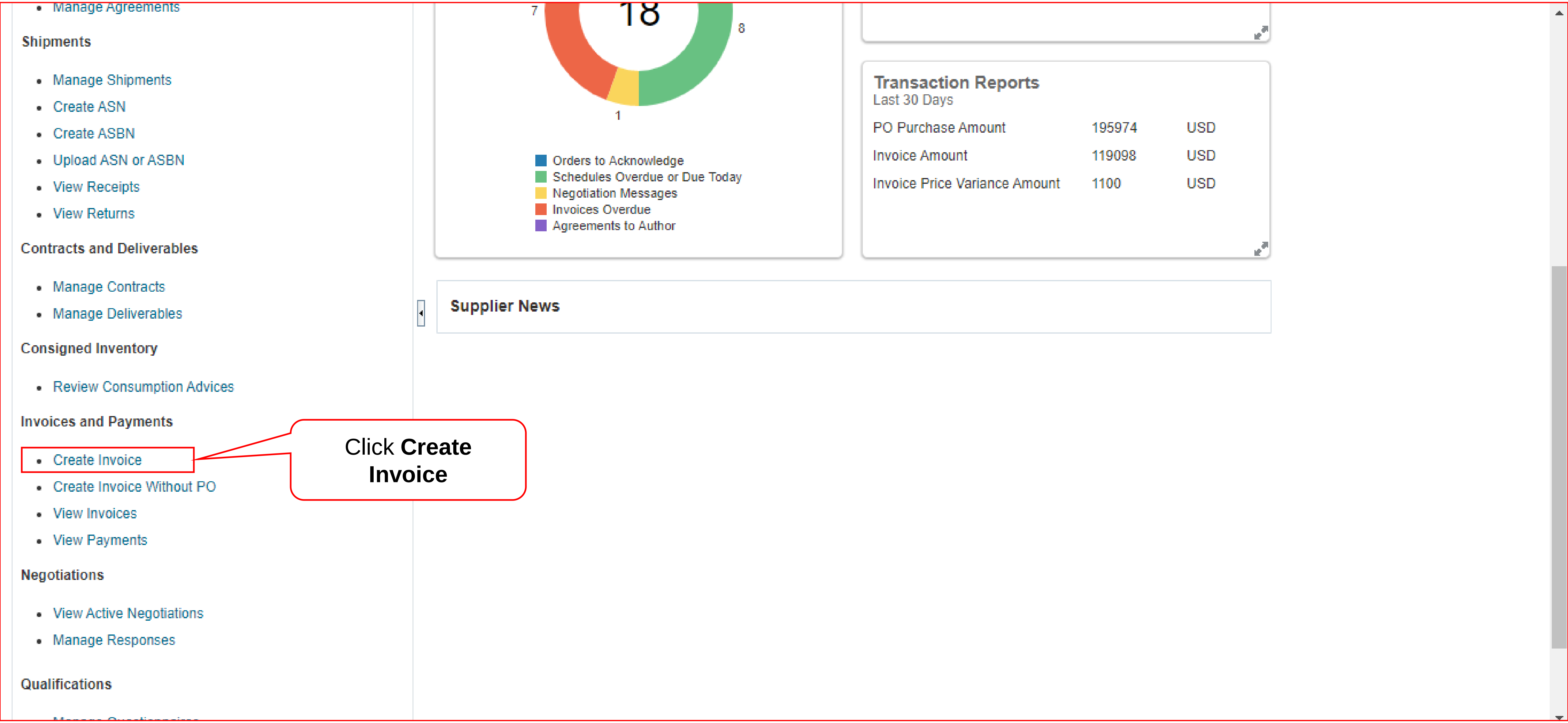

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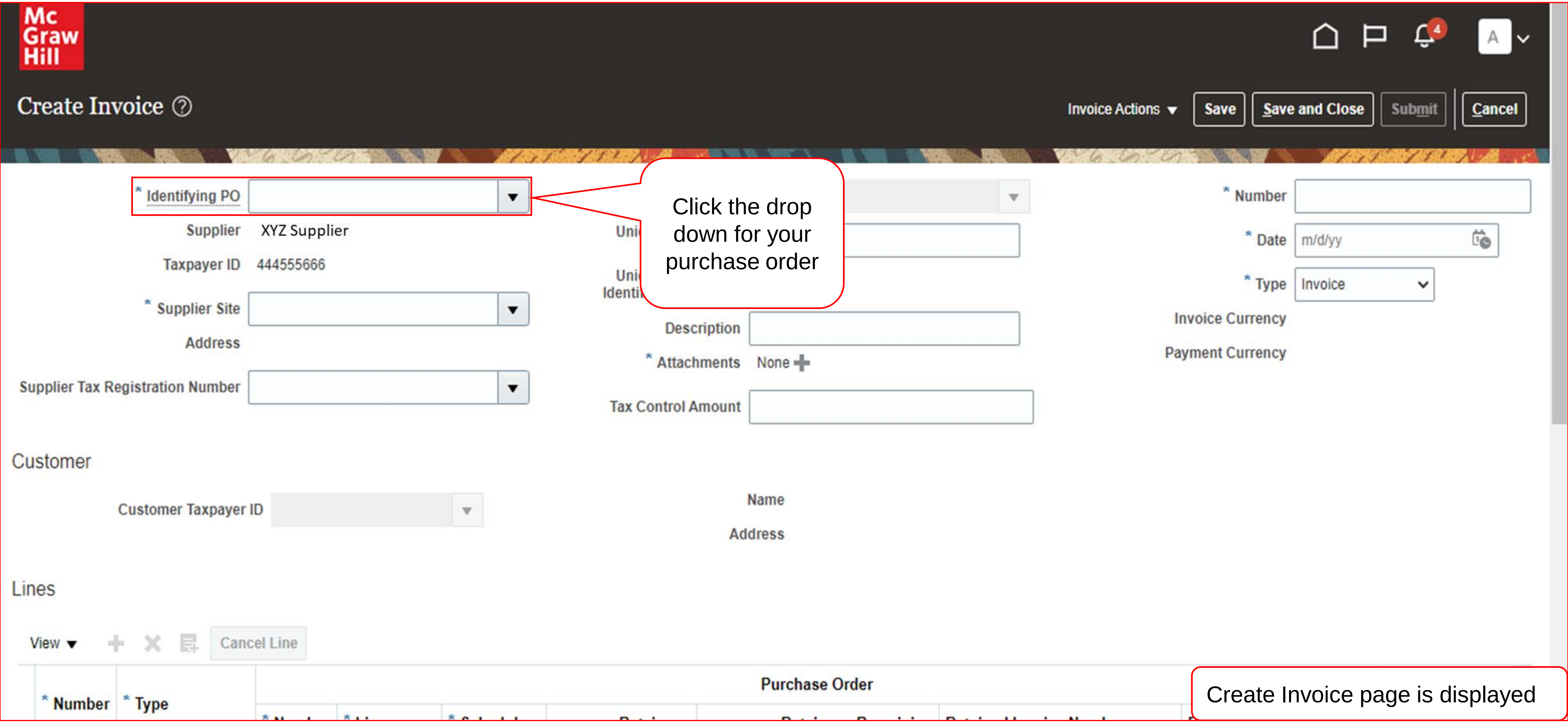

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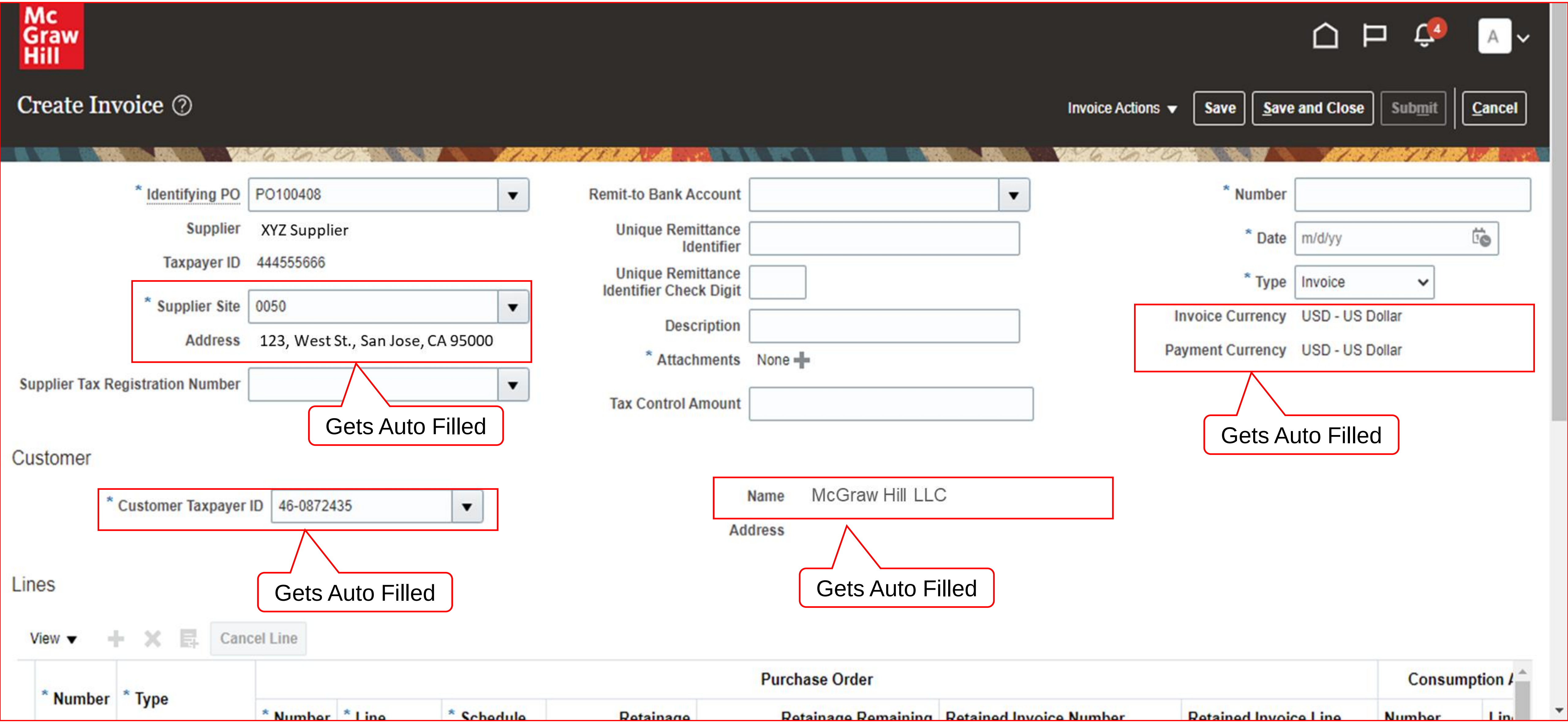

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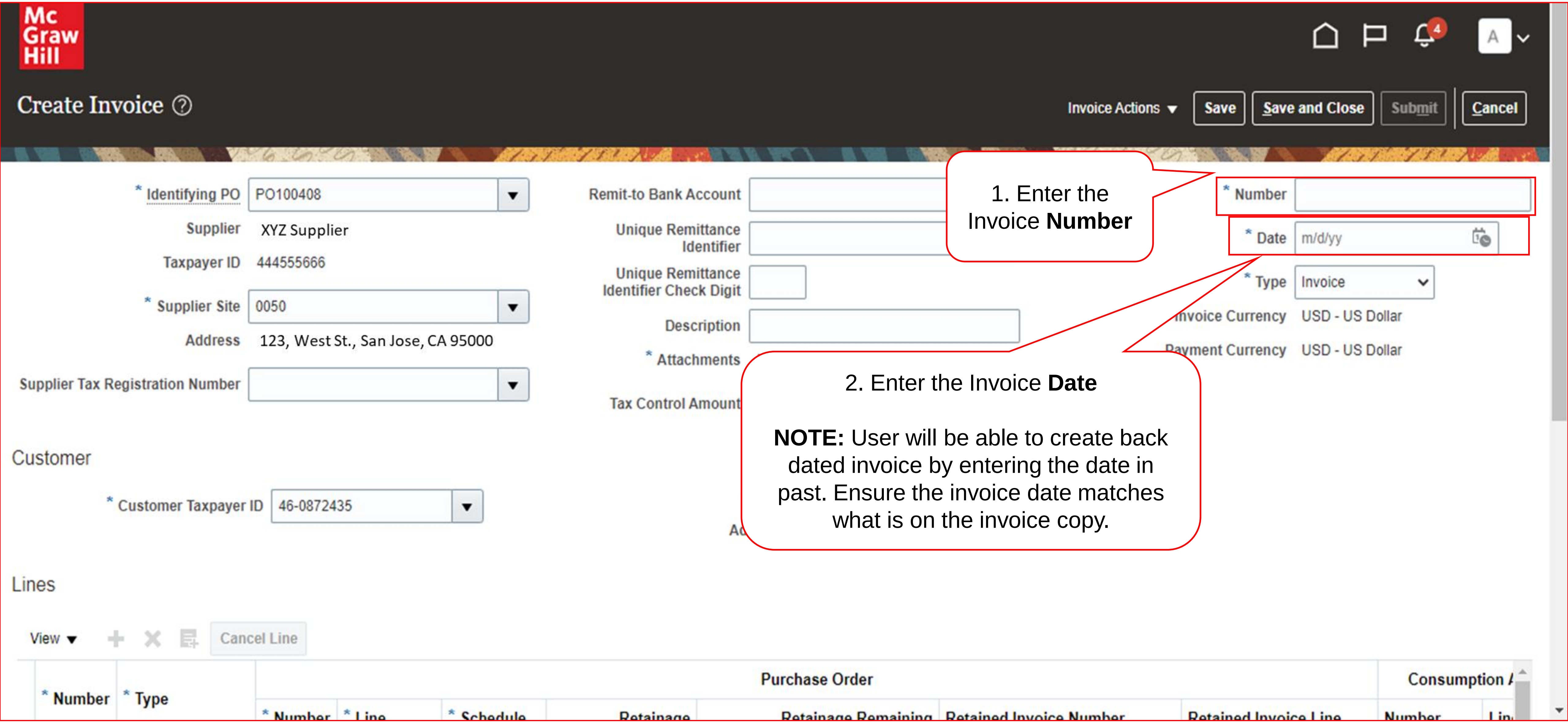

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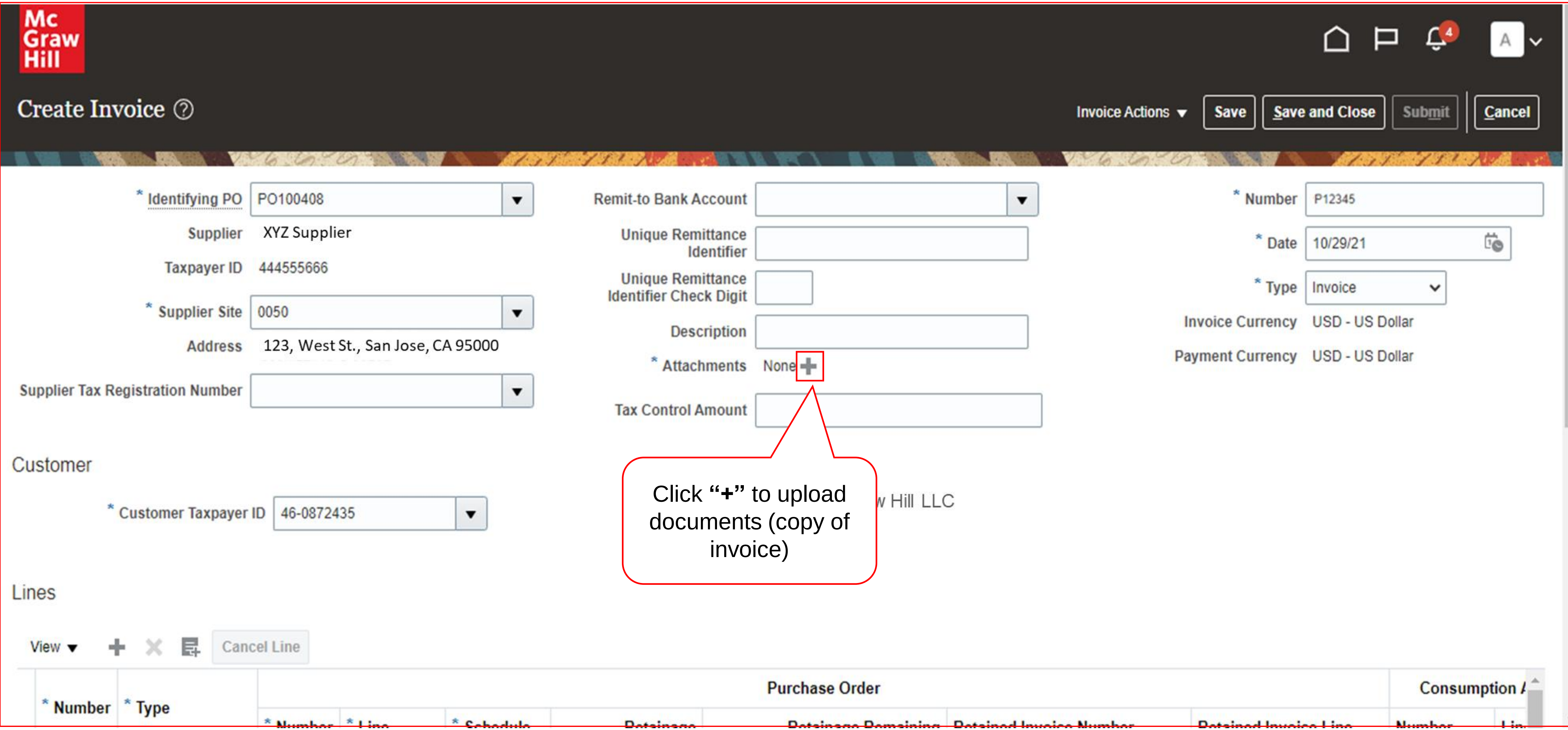

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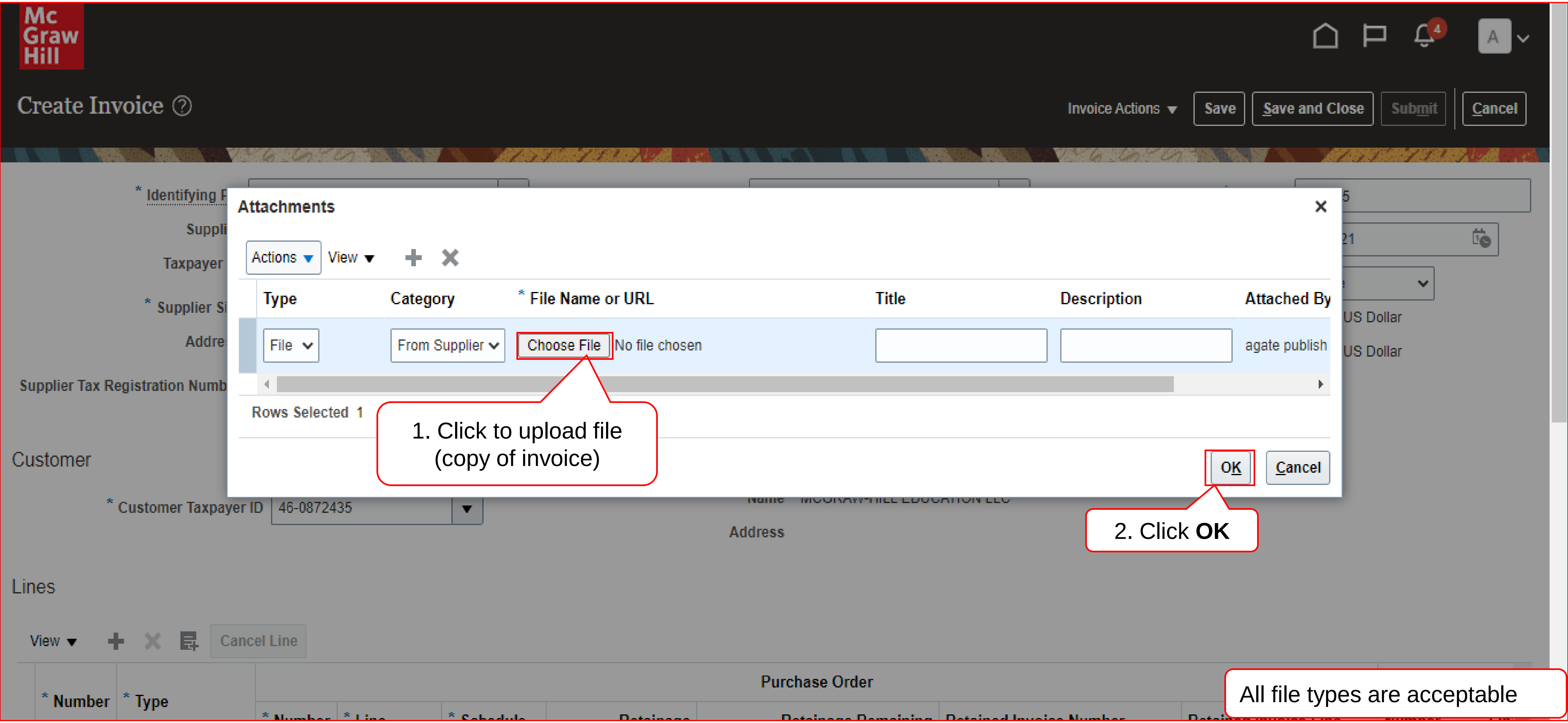

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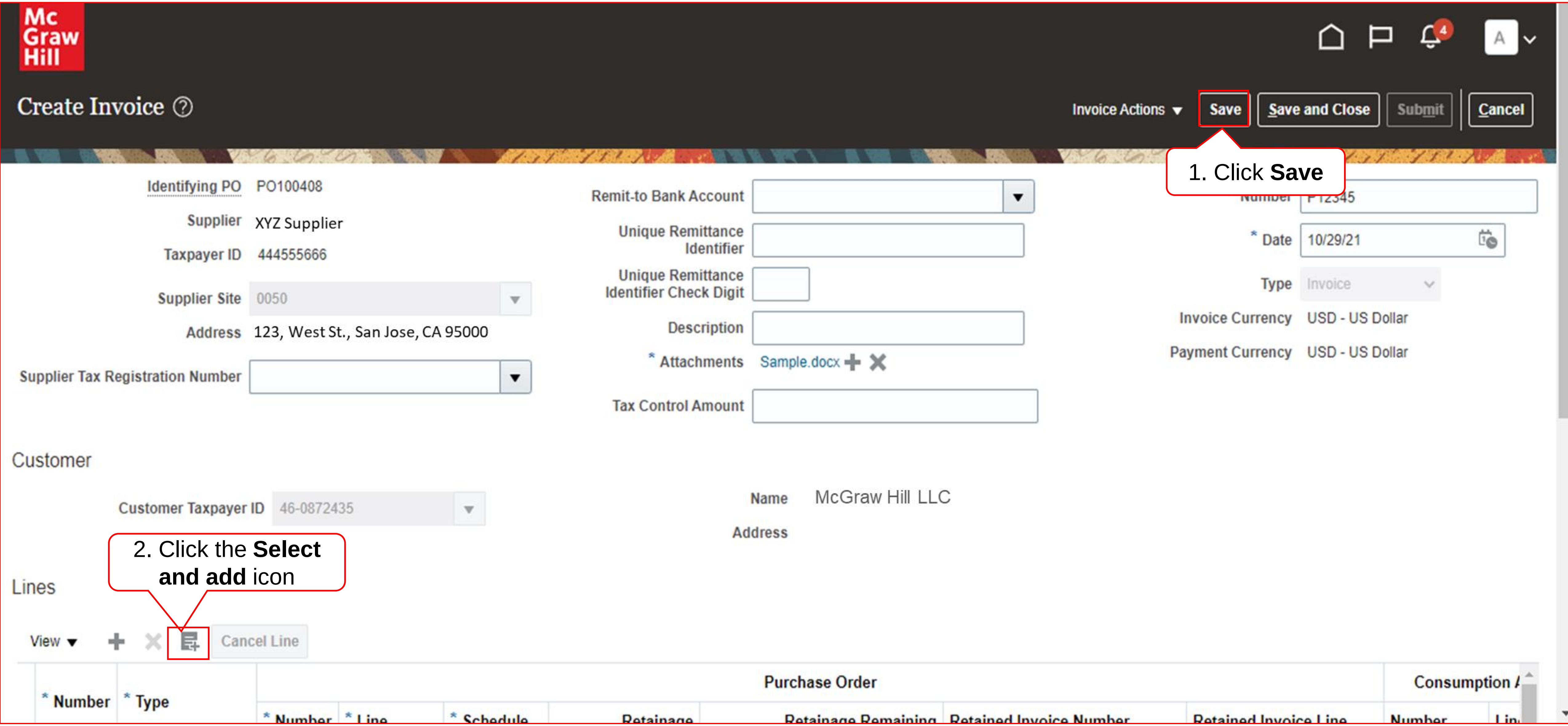

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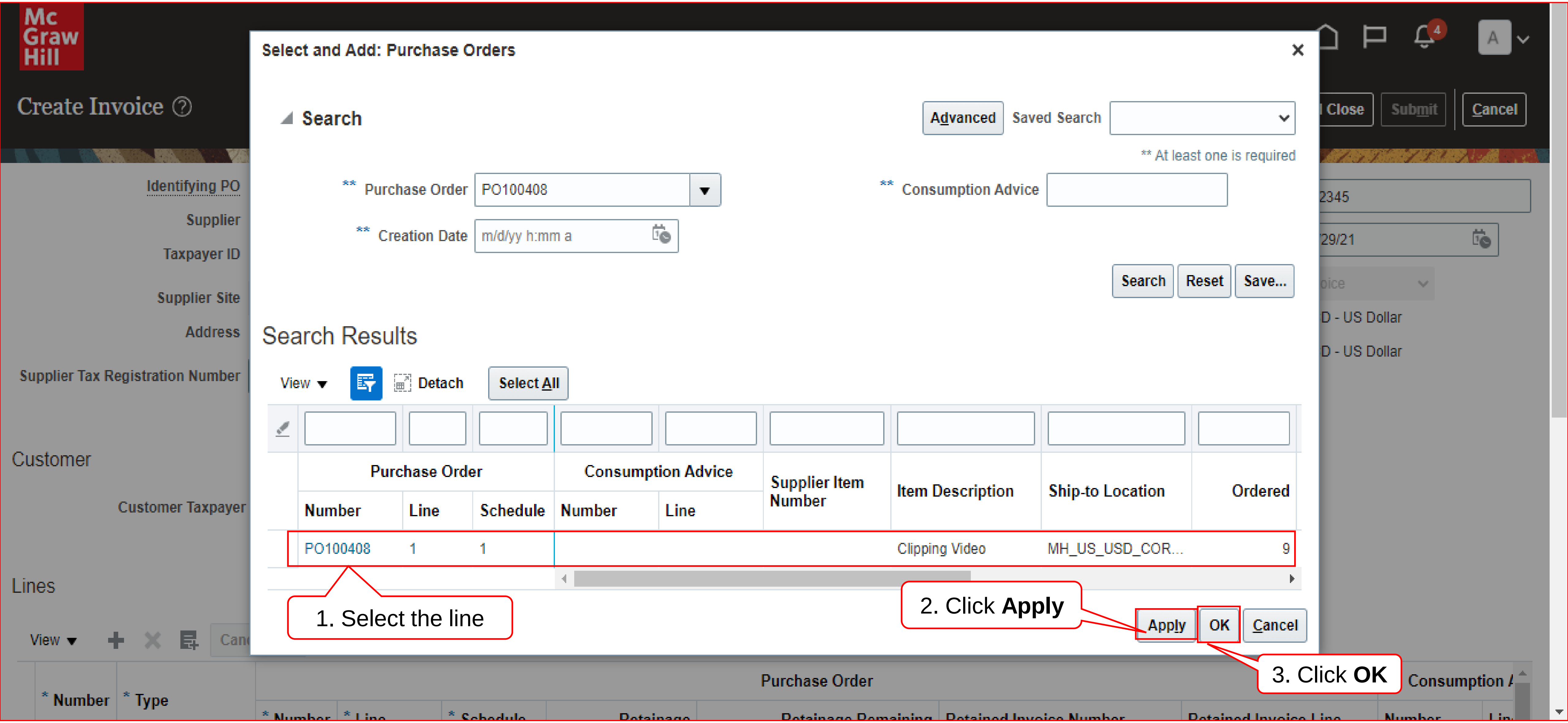
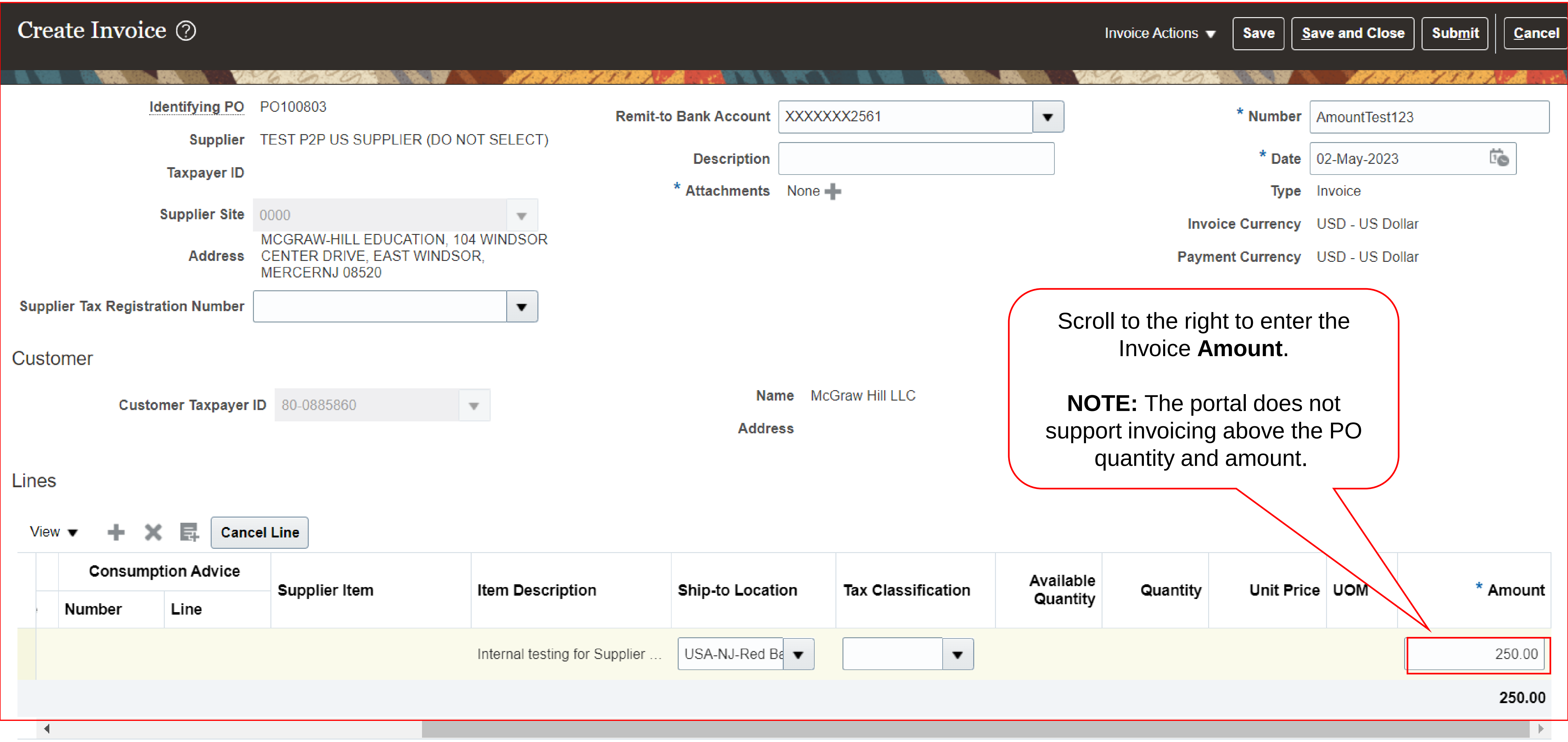


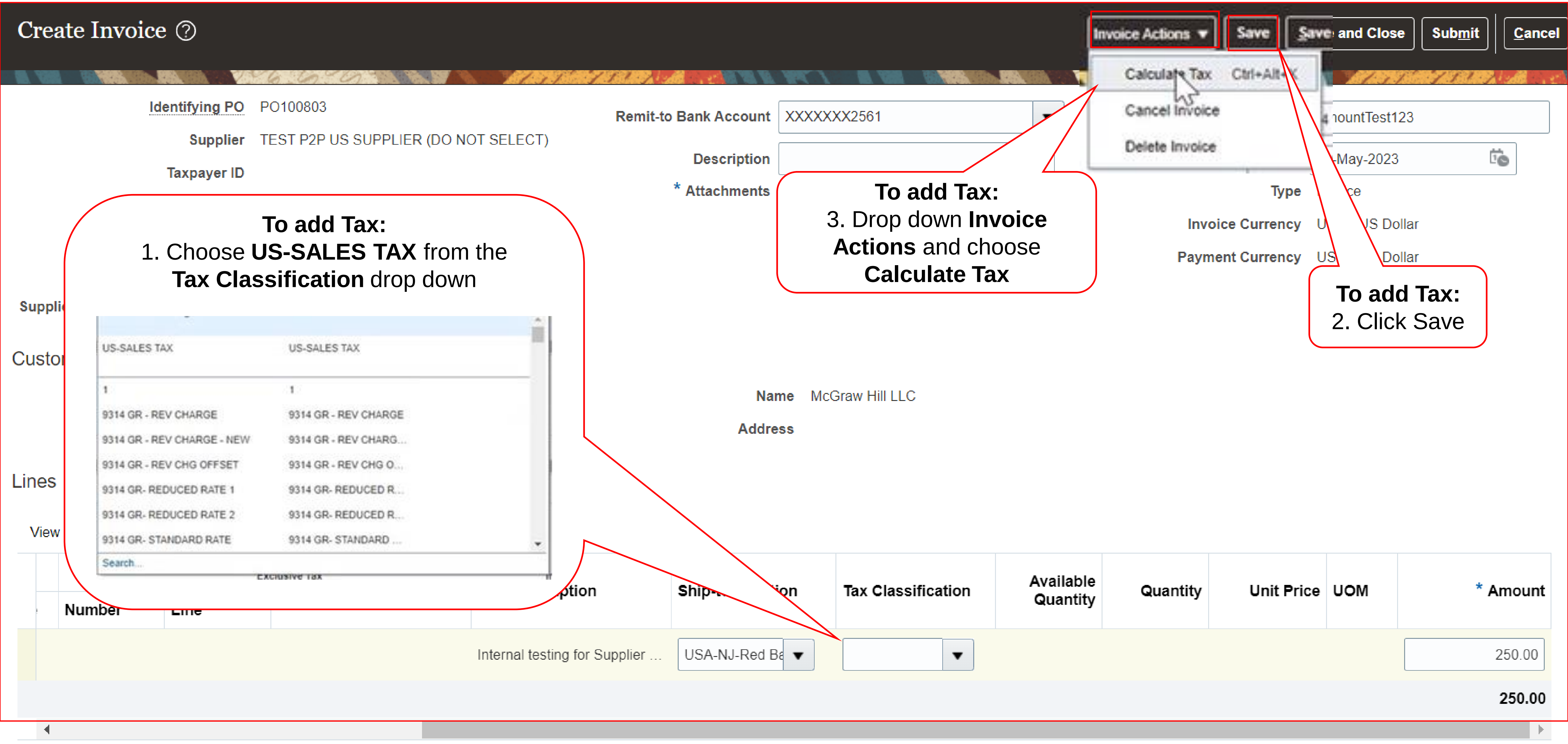
Create Invoice



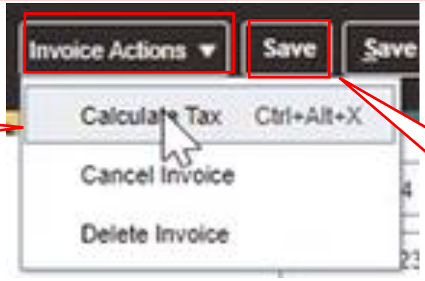
Scroll to the right to enter the Invoice **Amount**.

NOTE: The portal does not support invoicing above the PO quantity and amount.

Create Invoice

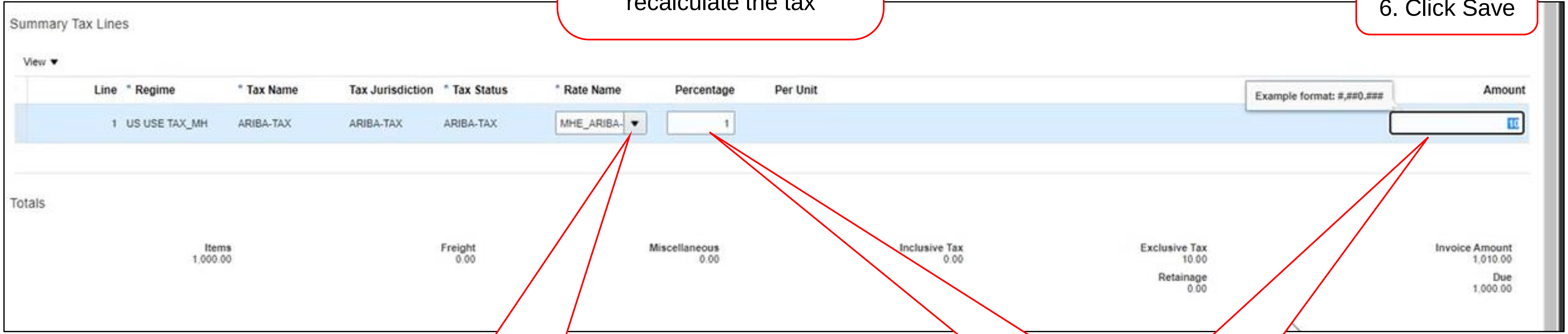


Create Invoice



To add Tax:
6. Click Save

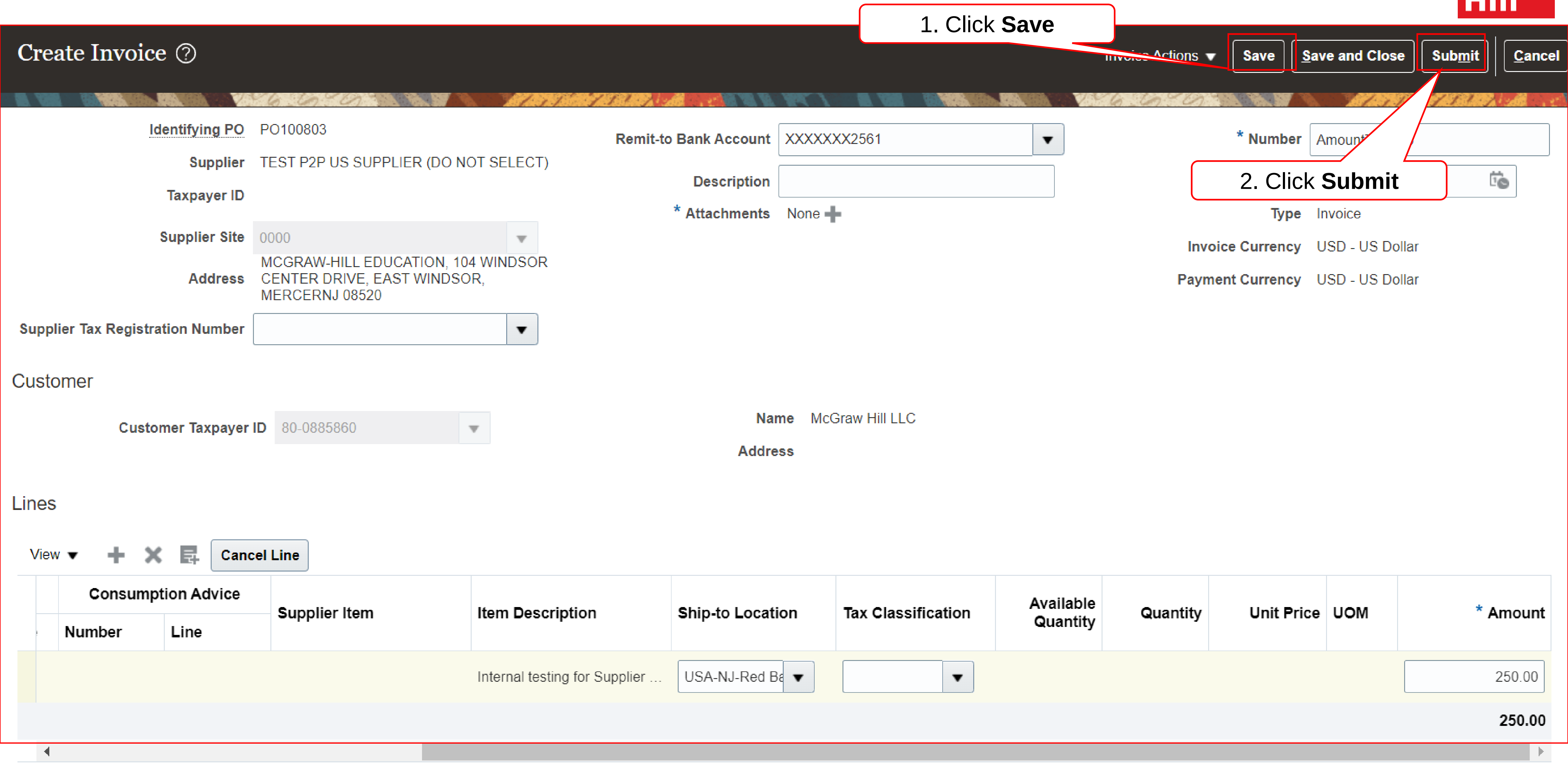
To add Tax:
7. Drop down **Invoice Actions** and choose **Calculate Tax,** again, to recalculate the tax



To add Tax:
4. Choose your **Rate Name** from the drop down

To add Tax:
5. Enter a **Percentage** OR **Amount**

Create Invoice



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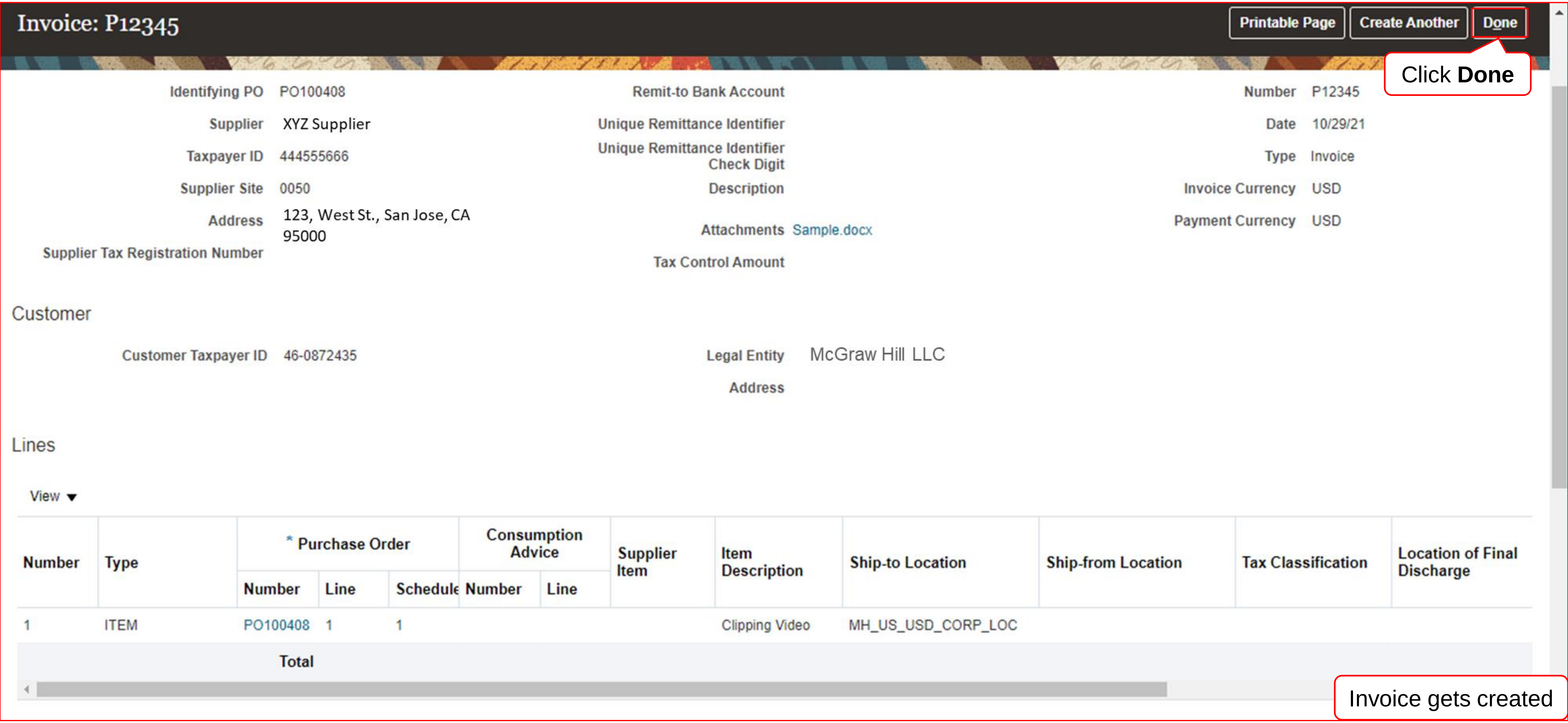

End of Create Invoice