## Create An Invoice

Invoices (or Credit Memos) for any University of Dayton/Research Institute Purchase Order can be submitted through the UD Supplier Portal.

Submitting invoices through the supplier portal, ensures that the PO is received by our Accounts Payable department and applied for timely payment.

The two requirements for submitting an invoice are including **both** an **Invoice No.** and a **PO Number**. If you have not received a PO # from the University, you will need to forward a copy of the invoice to the requesting party to have them submit it as a payment request and you will not be able to have your invoice processed through the portal.

1. Once you log into the UD Supplier Portal, access the **Create Invoice / Credit Memo** section on your homepage. Enter both the Invoice No. and the PO Number here. You cannot create an invoice and enter in the PO Number later. It must be done before invoice creation.

**Create Invoice / Credit Memo** — Import Invoice | ?

| | |
|---|---|
| Type | (•) Invoice ( ) Credit Memo |
| Invoice No. | INV-100001 |
| Invoice Date | 05/21/2021 (mm/dd/yyyy) |
| Customer | University of Dayton |
| PO Number | P2013647 |
| Currency | US Dollar |

Create

2. Once **Create** is selected, the Draft Sales Invoice screen will display. Upload a copy of your organization's invoice file using the "add attachment…" link in the top left.

2. (continued)

| | |
|---|---|
| Invoice No. | **INV-100001** |
| Customer | **University of Dayton** |
| Invoice Date | **5/21/2021** |
| PO Number | **P2013647** |
| Sales Order Number | **1948351** |
| Supplier Invoice Image | add attachment... |
| Invoice Customer Attachment | |

3. If your organization has multiple remit to locations for different offices, you can select the correct remit to location using the dropdown box located in the **Billing Information** section.

**Billing Information**

**Billing Address**
Accounts Payable
University of Dayton
300 College Park
Dayton, OH 45469-7023
United States

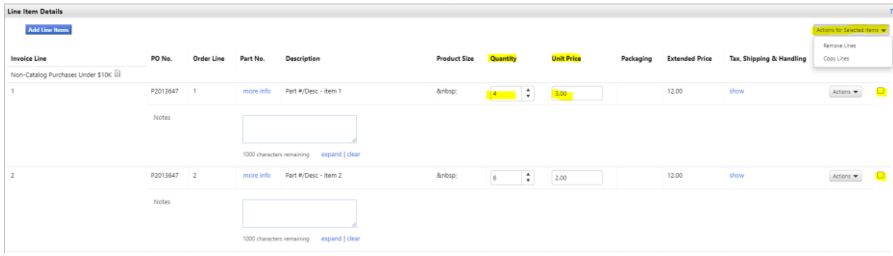
**Remit To Address**
Remit To Address
Remit To Location List — HQ
123 Brown St
Dayton, Ohio 45305
United States

4. Any shipping & handling information should be entered into the appropriate boxes in the **Tax, Shipping & Handling** section.

**Tax, Shipping & Handling**

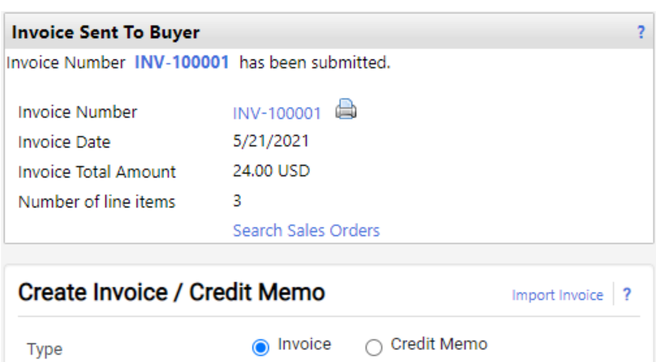
| | |
|---|---|
| Discount | 0.00 |
| Tax 1 | 0.00 |
| Tax 2 | 0.00 |
| Shipping | 0.00 |
| Handling | 0.00 |

5. The line item section with pull all line items from the PO that have not been fully invoiced. Adjust any of the unit prices or quantities (for partial billing) as necessary. If a line item shown is not included on your organization's invoice, select the check box to the right of the line item and use the **Actions for Selected Items** dropdown to remove it from the portal invoice. These line items will still be available for future invoices.

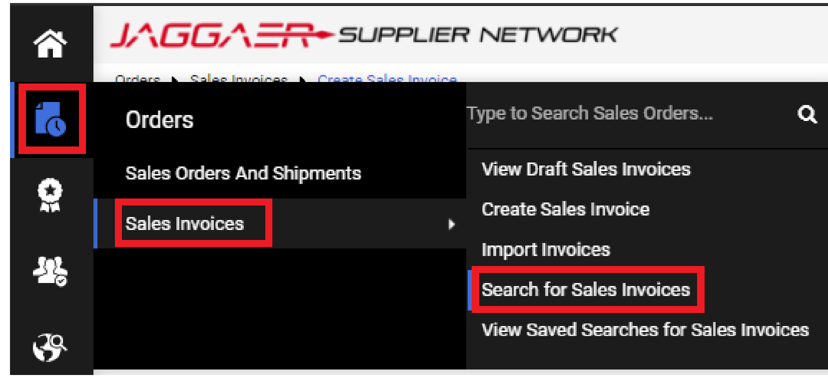



6. Once the portal invoice reflects the items, quantity, and prices from your organization's actual invoice, select the **Send to Customer** button from the right side of the screen. Alternatively, the invoice can be saved for later before choosing to Send to Customer.

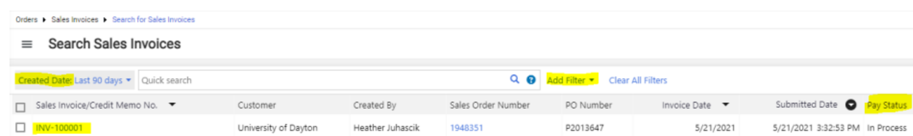

7. After choosing **Send to Customer**, a confirmation screen displays that the invoice has been submitted, along with other cursory information. Add another invoice can be added below the invoice confirmation.




8. To check the progress of approvals on an invoice, enter the invoice # into the top right search bar of the portal, or select Documents > Sales Invoices > Search for Sales Invoices from the left menu bar.




9. Search based on PO #, Invoice #, Invoicer, or another filter option (Note: created date defaults to 90 days; a different timeframe can be chosen from the dropdown menu). Invoice pay statuses are **In Process** (waiting for approvals), **Payable** (waiting for the invoice due date) or **Paid** (payment has been sent per your organization's preferred payment method).




IMPORTANT: For portal invoicing to work smoothly, a PO Number must be included and entered in <u>before</u> Create is selected. Also, if any lines are added to the invoice that do not exist on the Purchase Order, we will not be able to process the invoice.

Invoices that contain non-PO line items will either A) need to be submitted to the requester of the goods/services to be processed as a payment request or B) routed to the requester to have added to the Purchase Order as a revision. If the PO is revised, the items will then show up in the Supplier Portal when a new invoice is created.

Questions? E-mail UDsupplier@udayton.edu