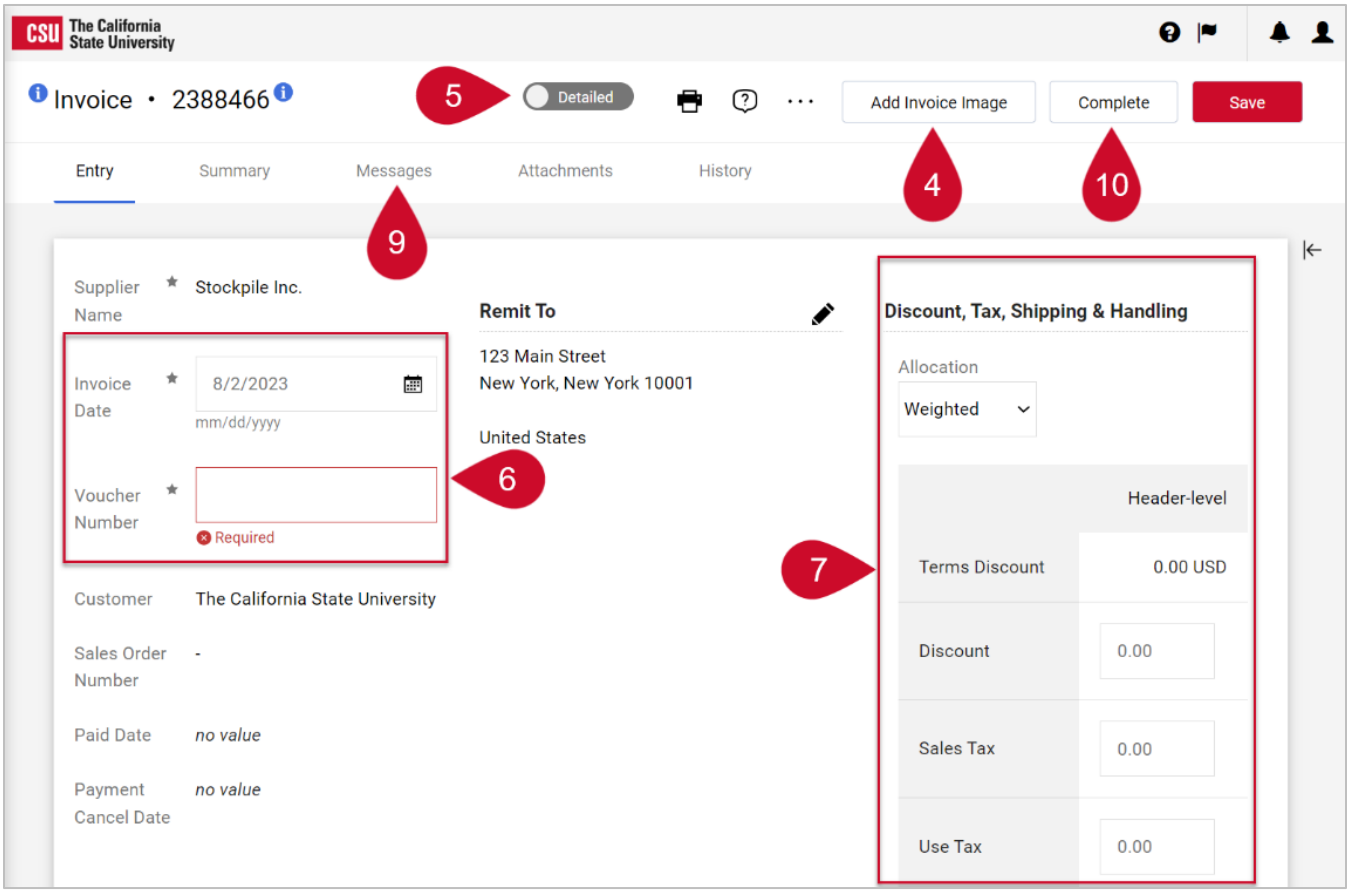
QUICK REFERENCE GUIDE

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**.
4. Select **Add Invoice Image** to upload an Invoice PDF.



5. Switch to **Detailed** to add taxes and or shipping charges.
6. 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.
9. 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**.