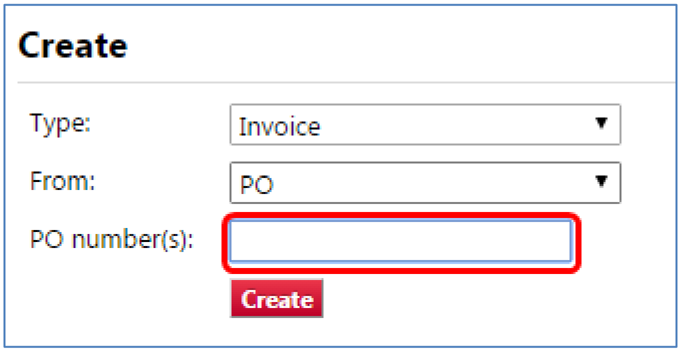
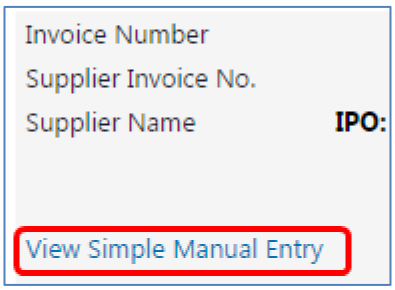
Creating a IPO-Based Invoice

From the AP Dashboard:

1. Enter the appropriate PO number in the **Create** box on the AP Dashboard.

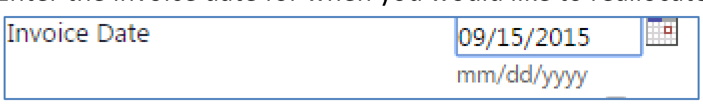


2. For an IPO-based invoice, keep the view as **View Simple Manual Entry.**

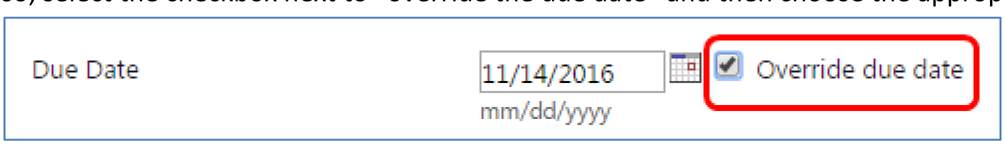


3. Enter the supplier invoice number from the invoice. This number must be unique in the RU MarketPlace.

4. Enter the invoice date for when you would like to reallocate costs to the specified department.



5. If you need to adjust the due date, you are able to override the date that is in the system. To do so, select the checkbox next to "override the due date" and then choose the appropriate date.



6. Select the correct remit to address from the dropdown box next to **Remit to Location List**.

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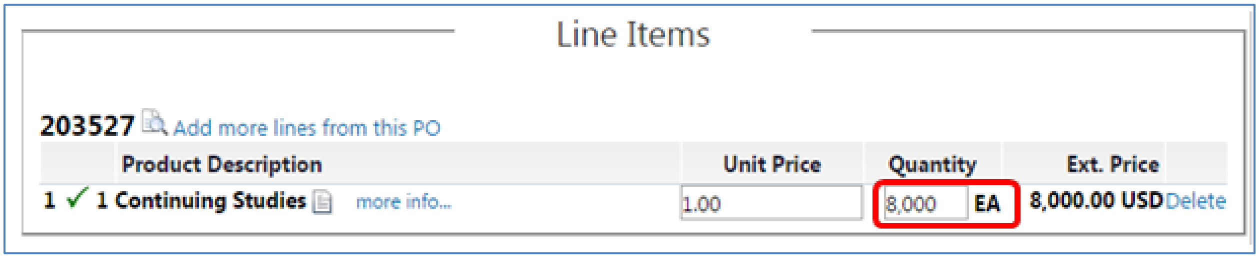
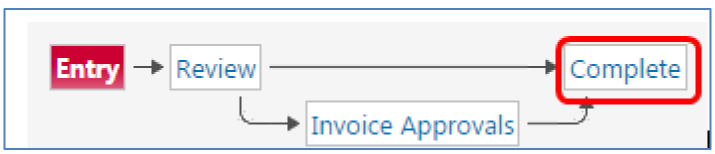
7. Update the quantity to reflect the cost you would like to reallocate to the receiving department in the Line Items section. The quantity defaults in the RU MarketPlace to show the remaining PO balance that is available to be reallocated.



8. Once you have updated all the information, review the PO for accuracy and completion.
9. Save your work. (You should do this early and often).

10. If RU MarketPlace identifies any invoice matching exceptions, an error message will display at the top of the screen. This will not prevent you from submitting the invoice to the workflow.
11. When you are ready to submit the invoice, hit the complete button at the top of the screen.



12. Afterwards, a summary screen is displayed with the system invoice number. You are able to create another PO from this summary screen.