

Creating a PO-Based Invoice

From the AP Dashboard:

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

Create

Type: Invoice

From: PO

PO number(s):

Create

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

Supplier Name Frontiers Media SA [more info...](#)

Invoice Type Invoice

Supplier Invoice No.

Required field

3. Enter the invoice date.

Invoice Date 09/15/2015

mm/dd/yyyy

4. The payment terms will default into the form based on the supplier. You should not need to update them, however, if you need to manually adjust the terms, select the appropriate terms from the available dropdown box.

Terms 0% 0, Net 45

5. You can also override the due date if the automatically entered date is incorrect. To do so, select the checkbox next to "override the due date" and then choose the appropriate date.

Due Date 11/14/2016

mm/dd/yyyy

Override due date

6. If you need to adjust the invoice payment priority, designate a specific sort order for the payment priority. Please check with your supervisor if you are unsure of which code to select.

Invoice Payment Priority Override

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7. Select the correct remit to address from the dropdown box next to **Remit to Location List**. It should match the address from the invoice. If the address does not currently exist in the system, contact your supervisor to resolve the issue.

Remit To

Remit To Location List LAUSANNE01 ▼

Science Park, PSE-D
CH-1015 Lausanne, Switzerland
Vat Number 707001
Lausanne, FA

Address Id u5725397-u5726615

8. Add the header level shipping and handling costs.

Discount, tax, shipping & handling

Allocation Weighted ▼

Header-level

Discount

Tax 1

Tax 2

Shipping

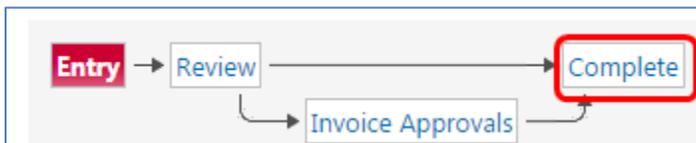
Handling

9. Validate the unit price and quantity reflected on the matching invoice. If they do not match, adjust the PO as needed.
10. Enter any line specific shipping and handling at the line level in the line detail section
11. Once you have updated all the information, review the PO for accuracy and completion.
12. Save your work. (You should do this early and often).

Save

Invoice was saved successfully.

13. 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.
14. When you are ready to submit the invoice, hit the complete button at the top of the screen.



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

✔ **Buyer Invoice Submitted for Approval**

You can view or print this document at Invoice 579002, or via the [Document Search](#) page