TRS PAVES
Procurement and Vendor e-System

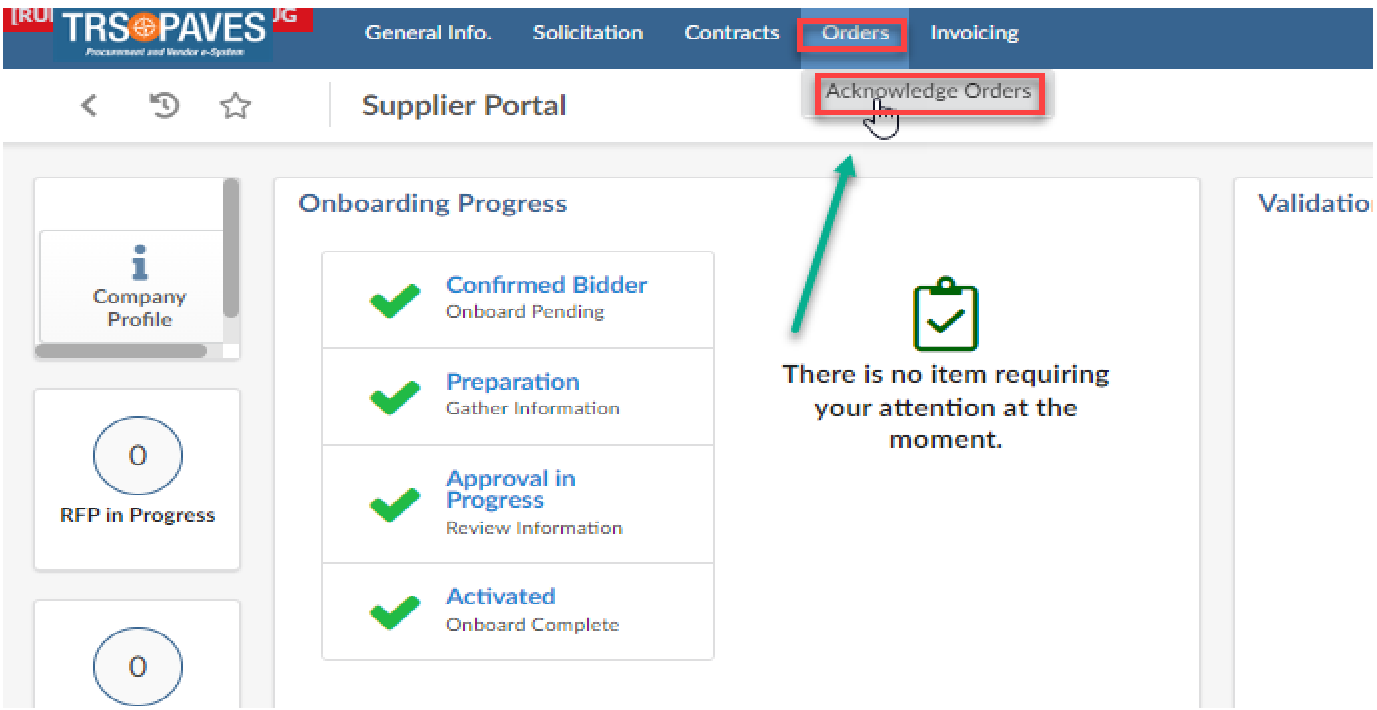
Create an Invoice as a Supplier

Step 1 – Select the purchase order

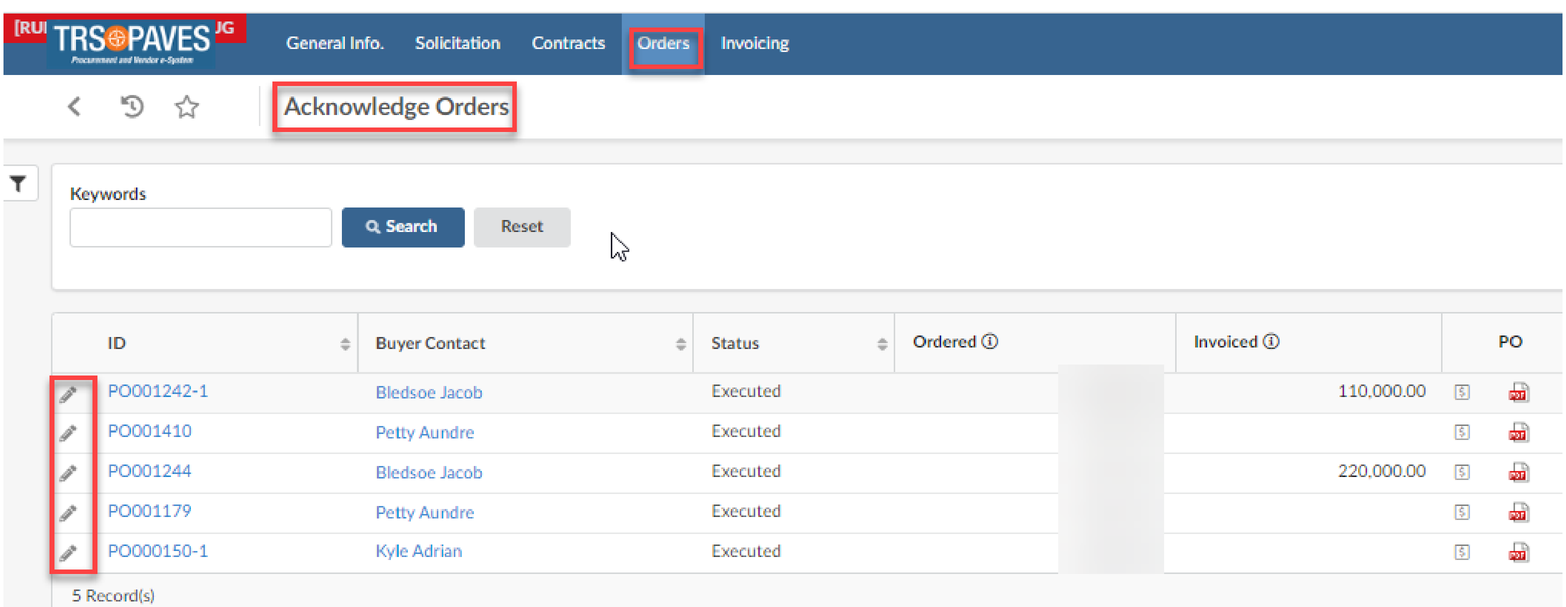
To create an invoice, you must go to the order (purchase order record). There are two ways to do this.

1. The first way is to go to the Orders Tab:

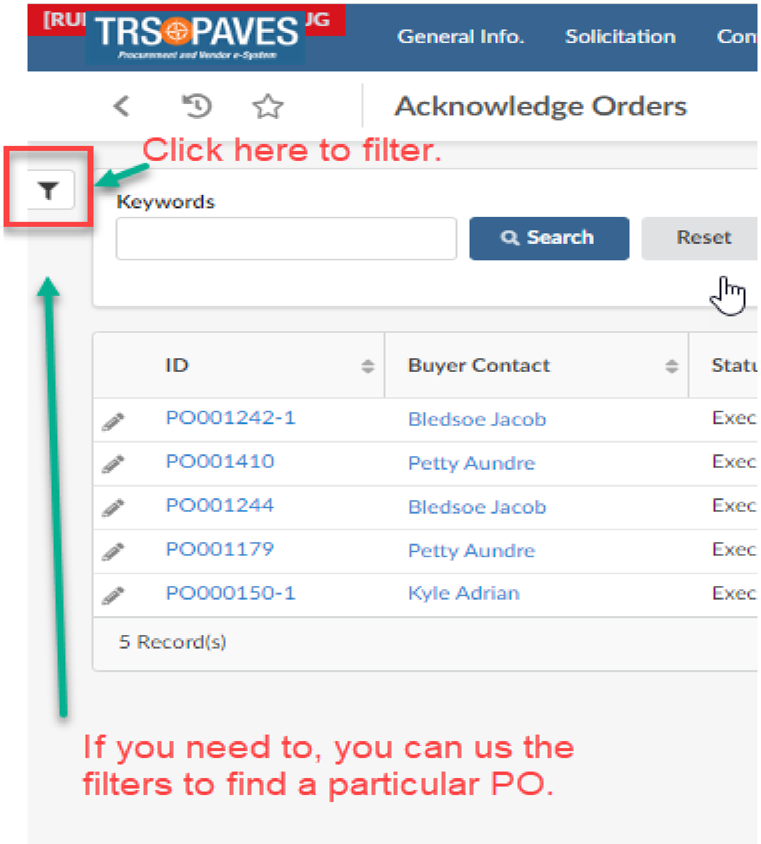
- Log into the PAVES Supplier Portal and select **Orders** and **Acknowledge Orders**.

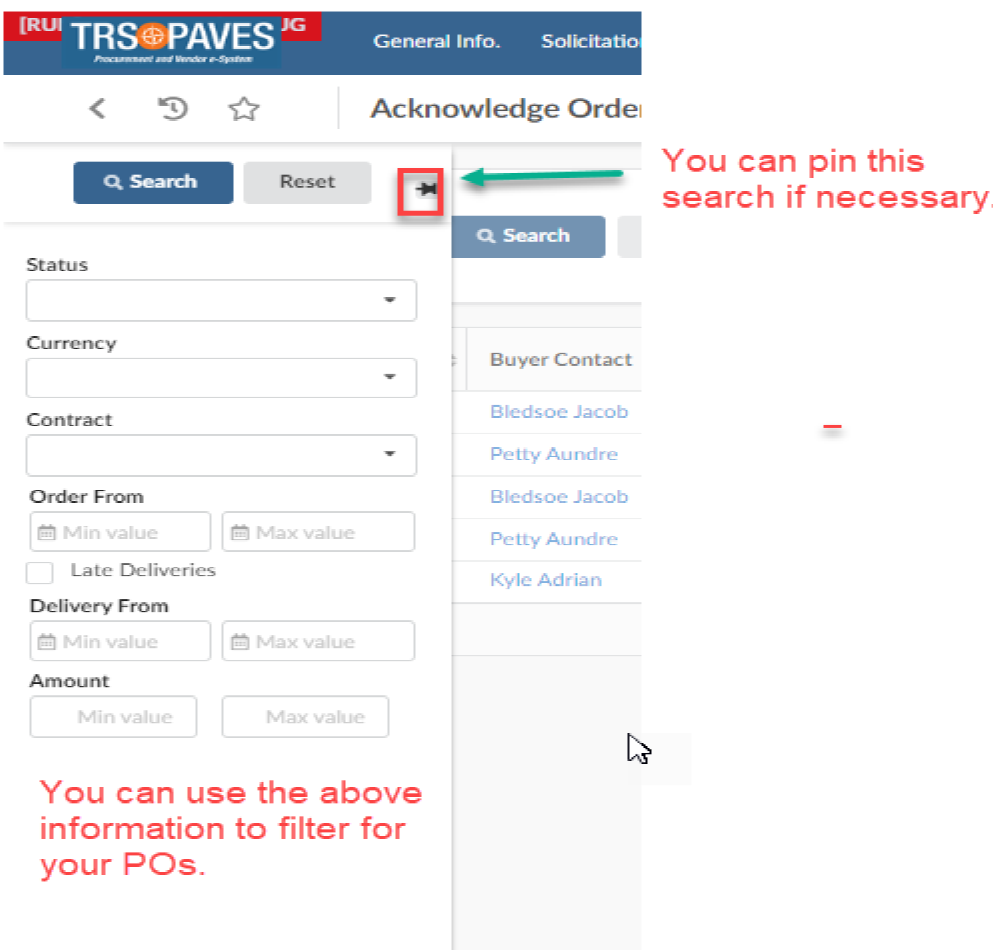


- Select the pencil icon next to the purchase order you will use to create the invoice.
-



You can also filter your POs if you need to help you locate a particular PO.





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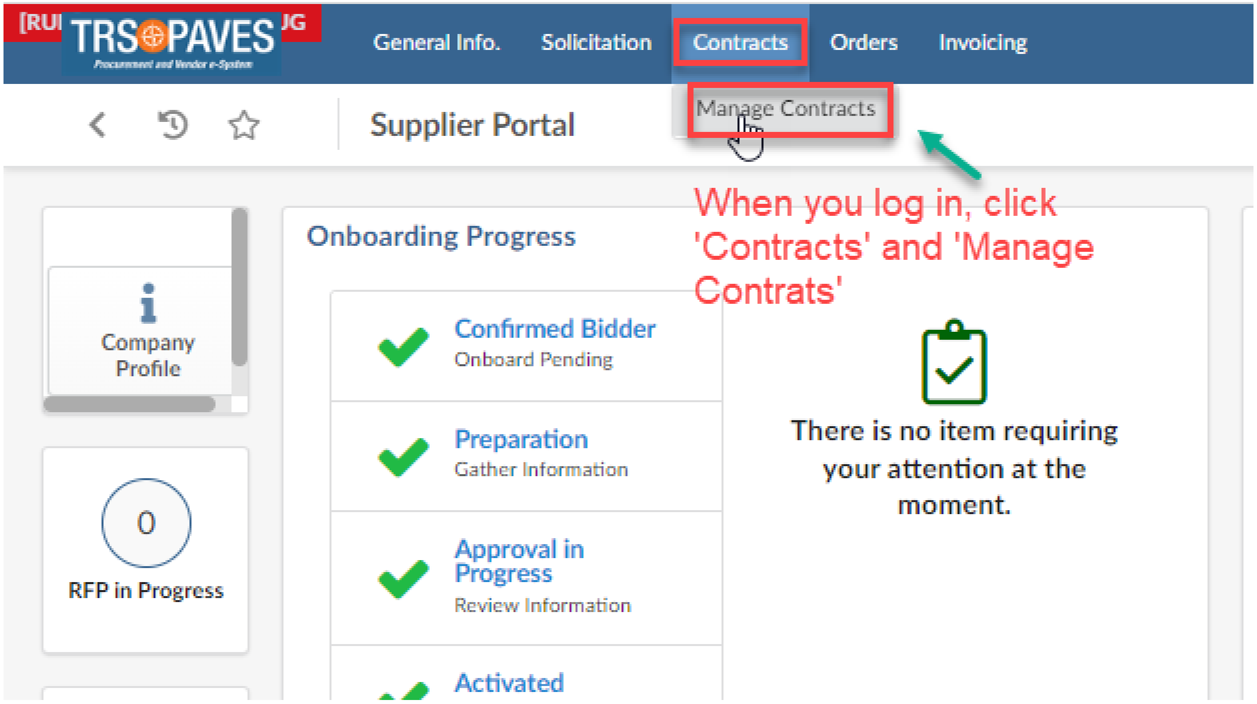
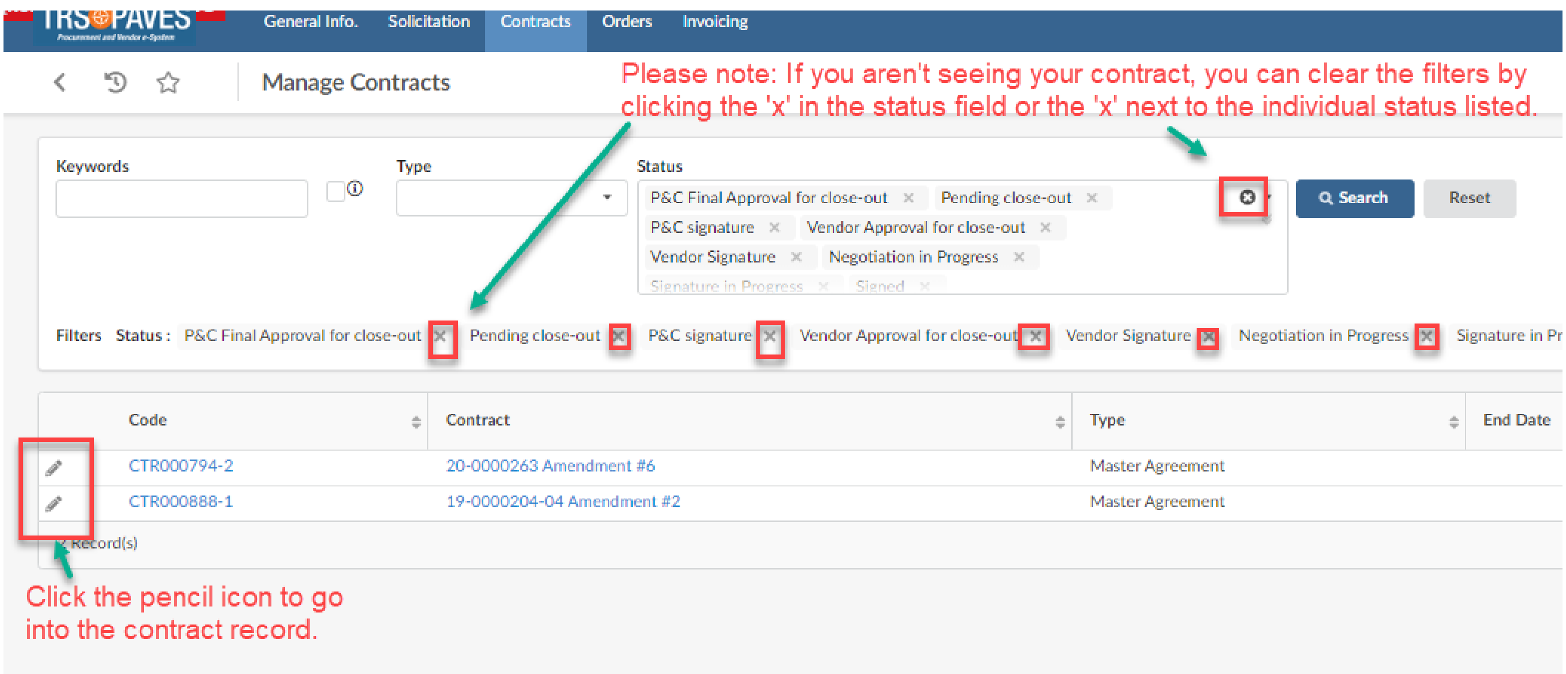
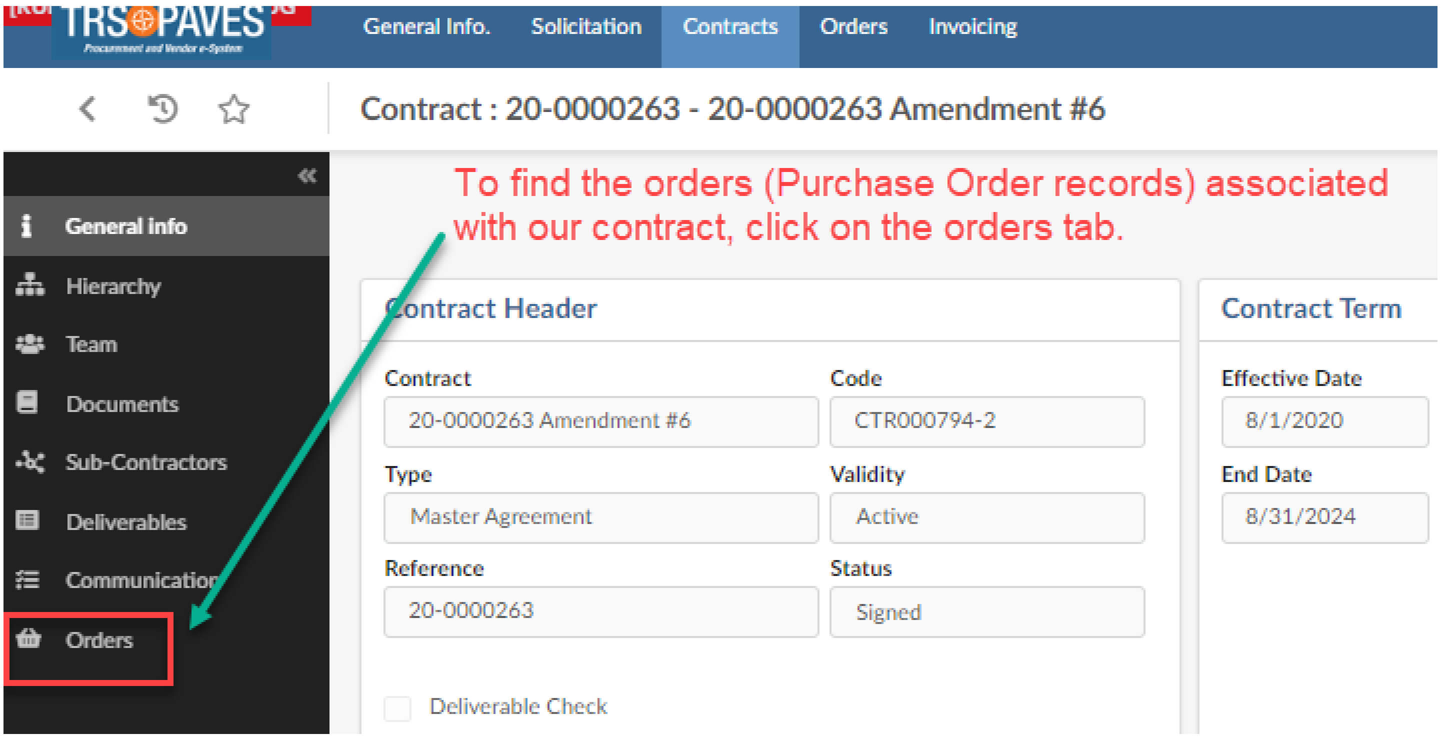
2. Another way to find your invoice is to go to the contracts tab. This will be helpful if you multiple contracts and you are not sure which PO is associated with which contract.



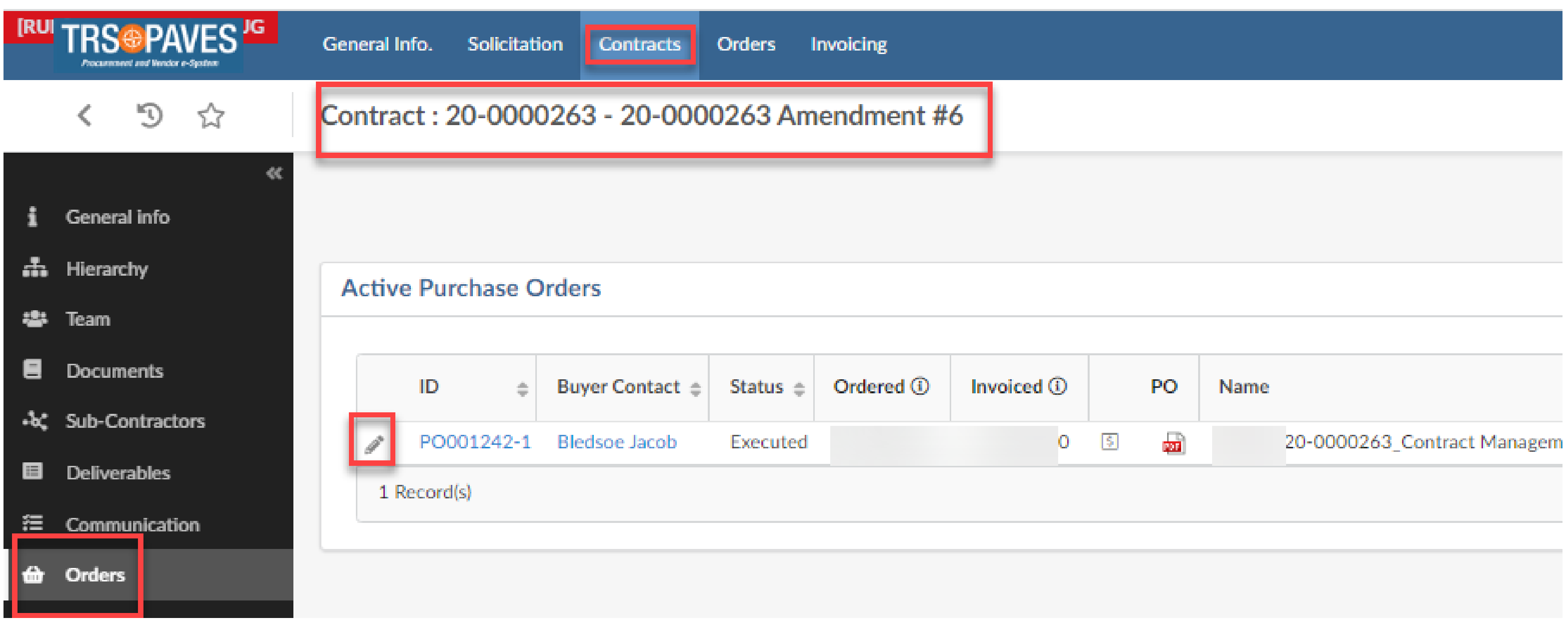
When you click on 'Manage Contracts,' you will see a list of contracts. To go to the contract record, you will click on the pencil icon.



Once you are in the contract record, you can see the Order (Purchase Order Record) associated with your contract.

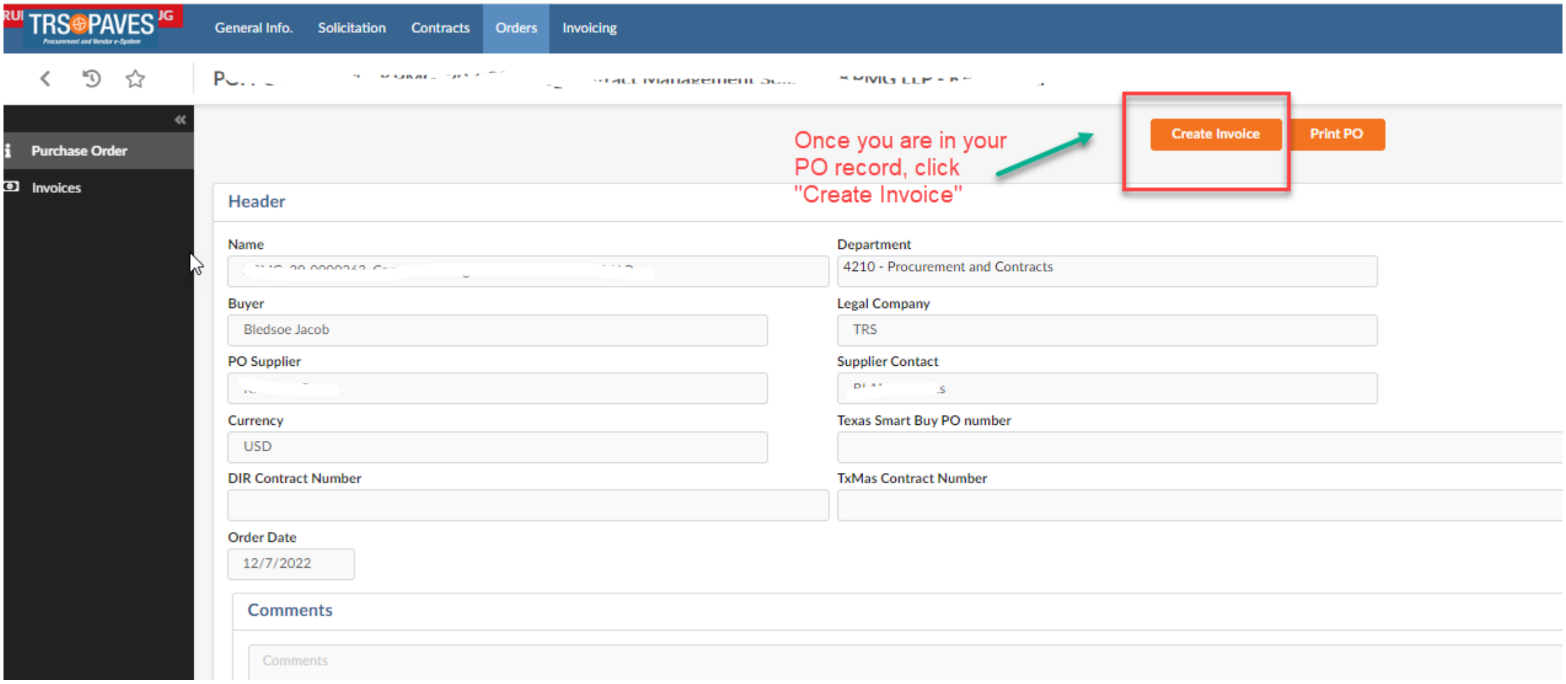


You will see the POs associated with that contract. Click the pencil icon to go to the PO record.



Step 2 – Create the Invoice

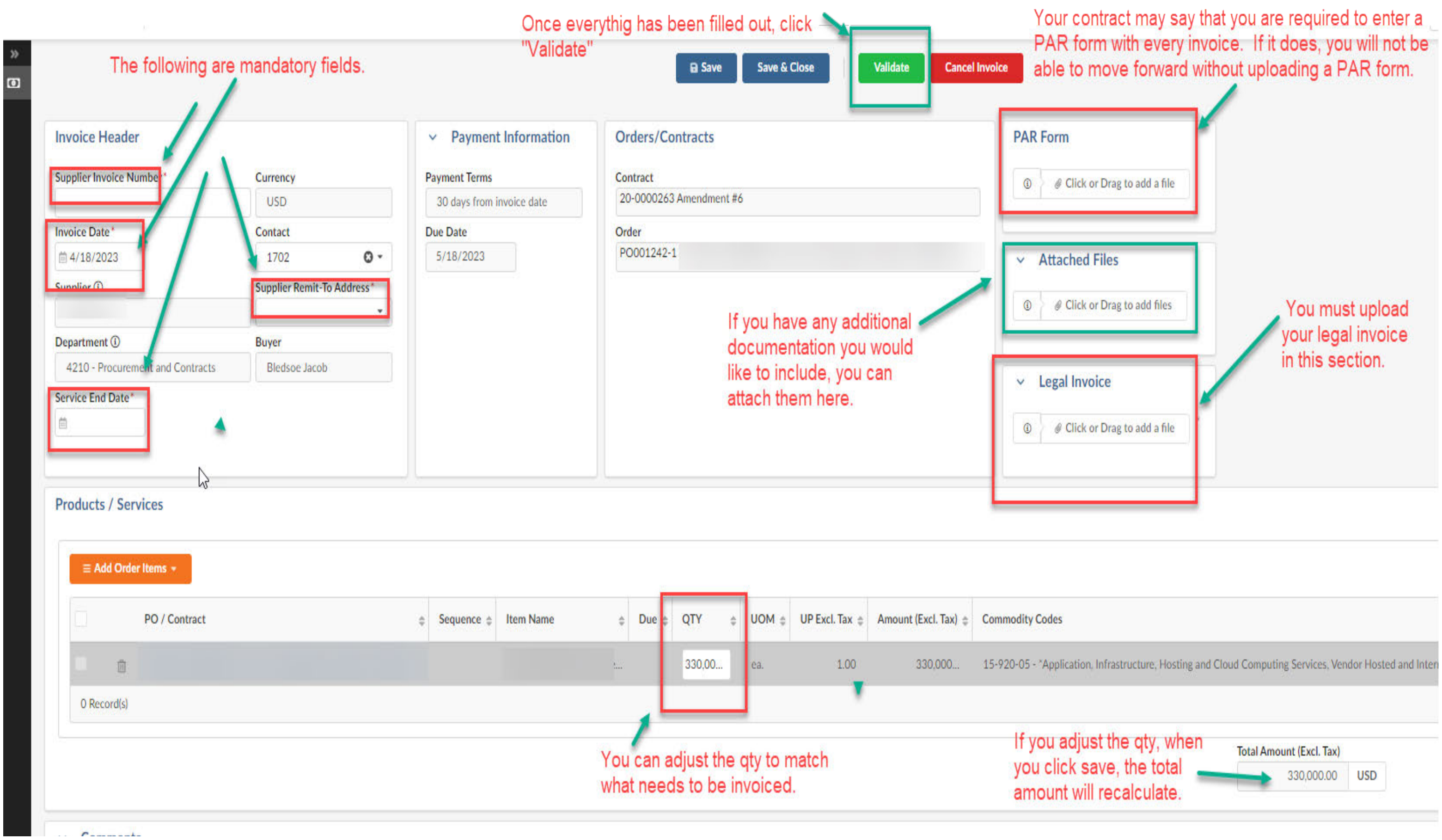
- Click **Create Invoice**



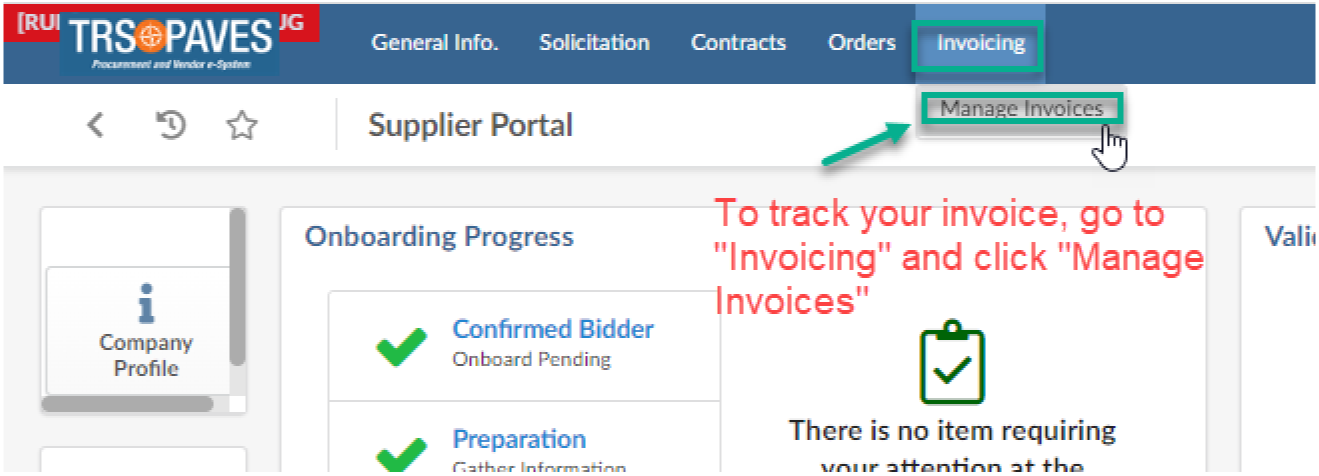
Step 3 – Create the Invoice

- Enter **Supplier Invoice Number**, **Supplier Remit-To Address, Invoice Due Date, and Service End Date**.
- Attach the **Legal Invoice**.
- Review the Line Order Items in the Invoice. These line items are automatically loaded and are read-only exceptfor the **Qty** field.
- Enter the Quantity for each line item. (Note: Partial invoices can be created this way.)
- Click **Add Order Items** to deselect/remove invoiceable order items.
- Click **Save**

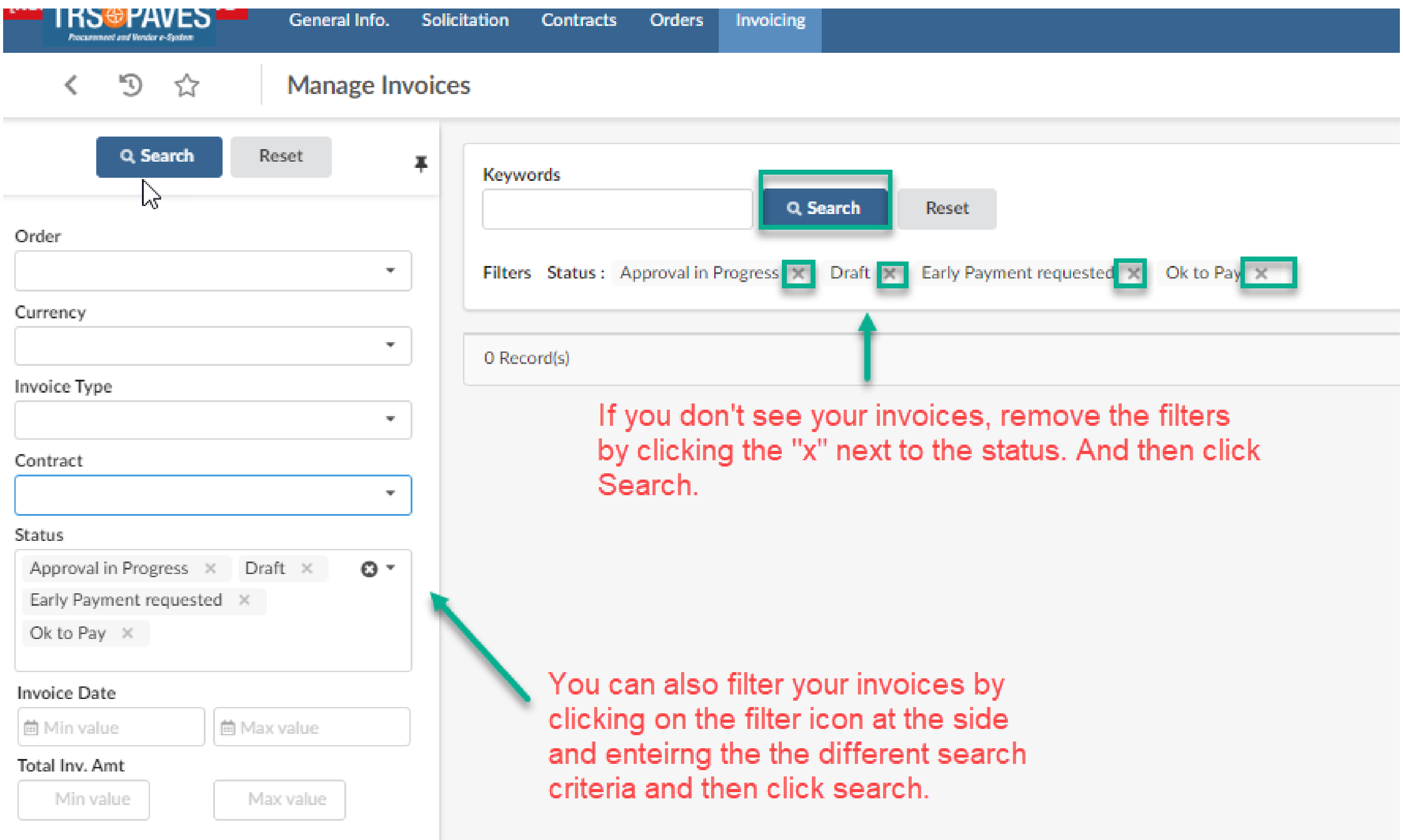
(You may need to zoom in to see the screenshot below)



You can track your invoices by going to the “Invoicing” tab and click “Manage Invoices.”



If you don’t see your invoice, clear the filters.



This is what it looks like with the filters removed.

(You may need to zoom in to see the screenshot below)