

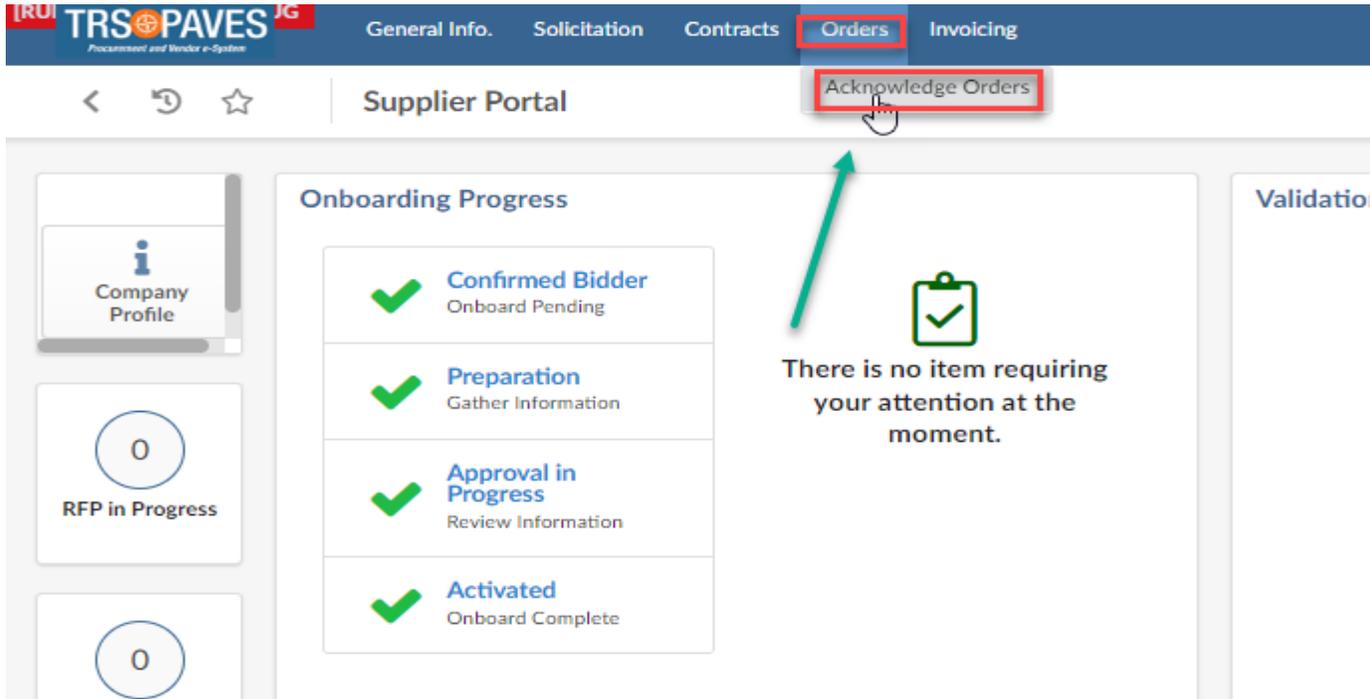
# Create an Invoice as a Supplier

## Step 1 – Select the purchase order

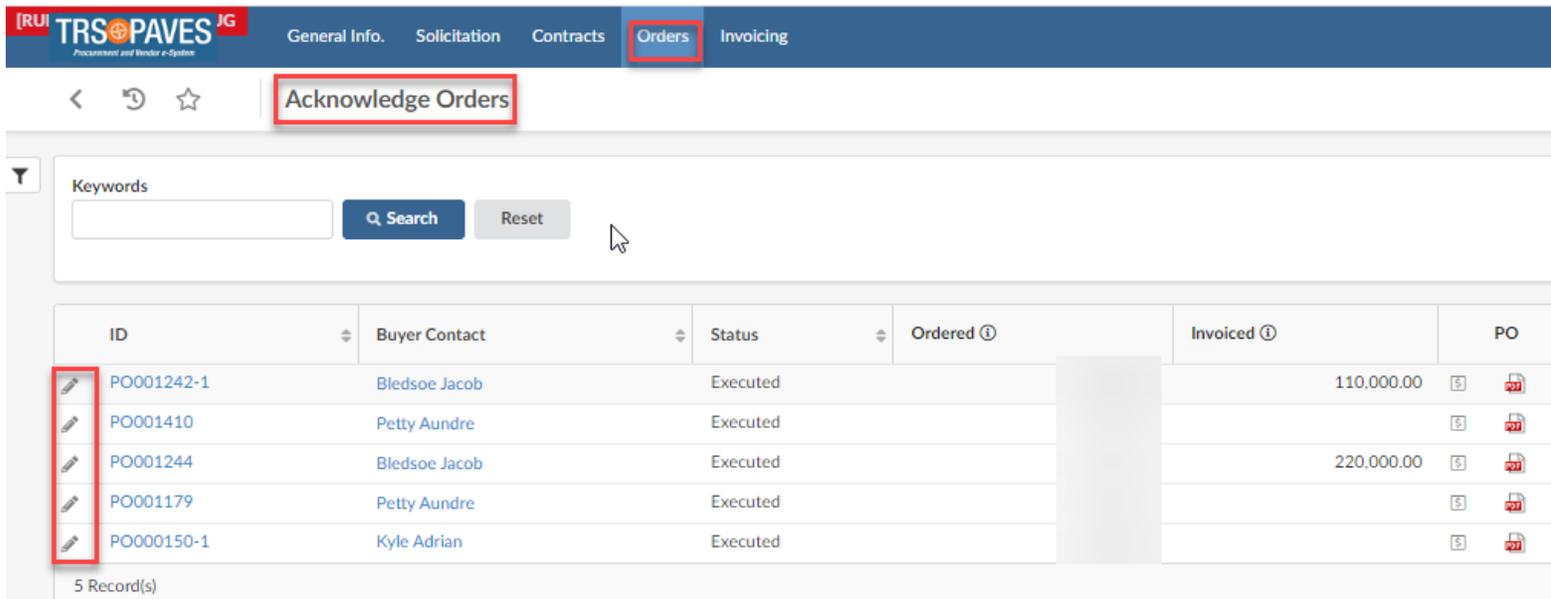
To create an invoice, you must go to the order (purchase order record). There are two ways to do this.

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.

**TRSPAVES JG** Procurement and Vendor e-System

General Info. Solicitation Con

← ↻ ☆ Acknowledge Orders

**Click here to filter.**

Keywords

ID	Buyer Contact	Statu
PO001242-1	Bledsoe Jacob	Exec
PO001410	Petty Aundre	Exec
PO001244	Bledsoe Jacob	Exec
PO001179	Petty Aundre	Exec
PO000150-1	Kyle Adrian	Exec

5 Record(s)

**If you need to, you can us the filters to find a particular PO.**

**TRSPAVES JG** Procurement and Vendor e-System

General Info. Solicitatio

← ↻ ☆ Acknowledge Order

**You can pin this search if necessary.**

Status

Currency

Contract

Order From  Min value  Max value

Late Deliveries

Delivery From  Min value  Max value

Amount  Min value  Max value

Buyer Contact

Bledsoe Jacob

Petty Aundre

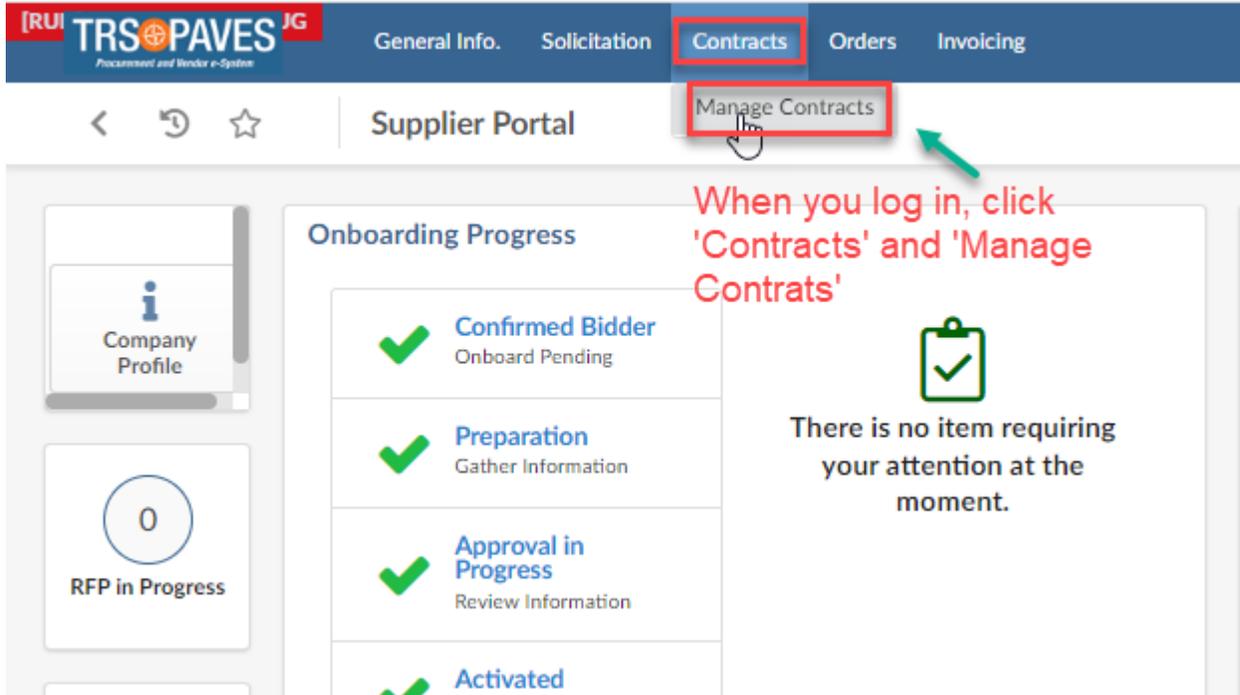
Bledsoe Jacob

Petty Aundre

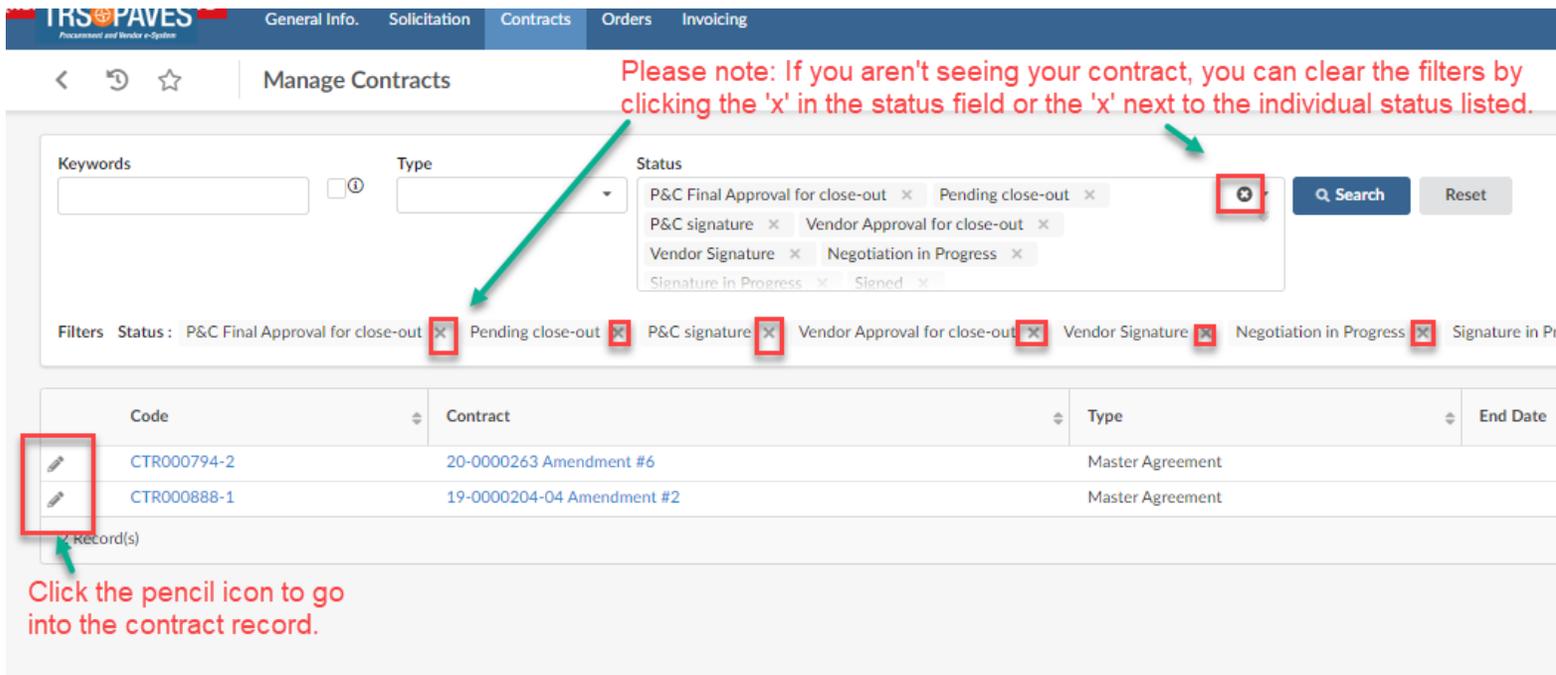
Kyle Adrian

**You can use the above information to filter for your POs.**

2. Another way to find your invoice is to go to the contracts tab. This will be helpful if you have 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.

**Contract : 20-0000263 - 20-0000263 Amendment #6**

**To find the orders (Purchase Order records) associated with our contract, click on the orders tab.**

**Contract Header**

<b>Contract</b>	20-0000263 Amendment #6	<b>Code</b>	CTR000794-2
<b>Type</b>	Master Agreement	<b>Validity</b>	Active
<b>Reference</b>	20-0000263	<b>Status</b>	Signed

Deliverable Check

**Contract Term**

<b>Effective Date</b>	8/1/2020
<b>End Date</b>	8/31/2024

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

**Contract : 20-0000263 - 20-0000263 Amendment #6**

**Active Purchase Orders**

ID	Buyer Contact	Status	Ordered	Invoiced	PO	Name
 PO001242-1	Bledsoe Jacob	Executed		0		20-0000263_Contract Managem

1 Record(s)

## Step 2 – Create the Invoice

- Click **Create Invoice**

The screenshot displays the TRSPAVES Invoicing interface. At the top, there is a navigation bar with tabs for 'General Info.', 'Solicitation', 'Contracts', 'Orders', and 'Invoicing'. Below this, a breadcrumb trail shows the path: 'Purchase Order' > '4210 - Procurement and Contracts' > '4210 - Procurement and Contracts' > '4210 - Procurement and Contracts' > '4210 - Procurement and Contracts'. On the right side, there are two buttons: 'Create Invoice' and 'Print PO'. The 'Create Invoice' button is highlighted with a red box, and a green arrow points to it from a red text annotation that reads: 'Once you are in your PO record, click "Create Invoice"'. The main content area is titled 'Header' and contains several fields: 'Name' (with a dropdown menu), 'Department' (4210 - Procurement and Contracts), 'Buyer' (Bledsoe Jacob), 'Legal Company' (TRS), 'PO Supplier' (with a dropdown menu), 'Supplier Contact' (with a dropdown menu), 'Currency' (USD), 'Texas Smart Buy PO number', 'DIR Contract Number', 'TxMas Contract Number', and 'Order Date' (12/7/2022). Below the header is a 'Comments' section with a text input field.

### 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 except for 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)

The following are mandatory fields.

Once everything has been filled out, click "Validate"

Your contract may say that you are required to enter a PAR form with every invoice. If it does, you will not be able to move forward without uploading a PAR form.

If you have any additional documentation you would like to include, you can attach them here.

You must upload your legal invoice in this section.

You can adjust the qty to match what needs to be invoiced.

If you adjust the qty, when you click save, the total amount will recalculate.

**Invoice Header**

Supplier Invoice Number\*  
Invoice Date\* 4/18/2023  
Supplier ID  
Service End Date\*

Currency USD  
Contact 1702  
Supplier Remit-To Address\*

Department 4210 - Procurement and Contracts  
Buyer Bledsoe Jacob

**Payment Information**

Payment Terms 30 days from invoice date  
Due Date 5/18/2023

**Orders/Contracts**

Contract 20-0000263 Amendment #6  
Order PO001242-1

**PAR Form**  
Click or Drag to add a file

**Attached Files**  
Click or Drag to add files

**Legal Invoice**  
Click or Drag to add a file

**Products / Services**

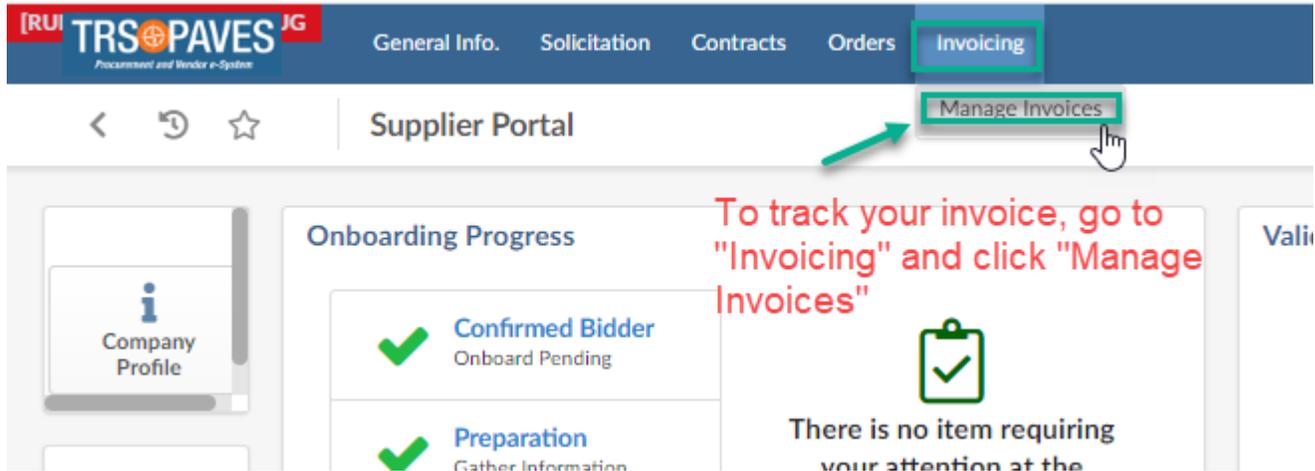
Add Order Items

PO / Contract	Sequence	Item Name	Due	QTY	UOM	UP Excl. Tax	Amount (Excl. Tax)	Commodity Codes
				330.00	ea.	1.00	330,000.00	15-920-05 - Application, Infrastructure, Hosting and Cloud Computing Services, Vendor Hosted and Inter

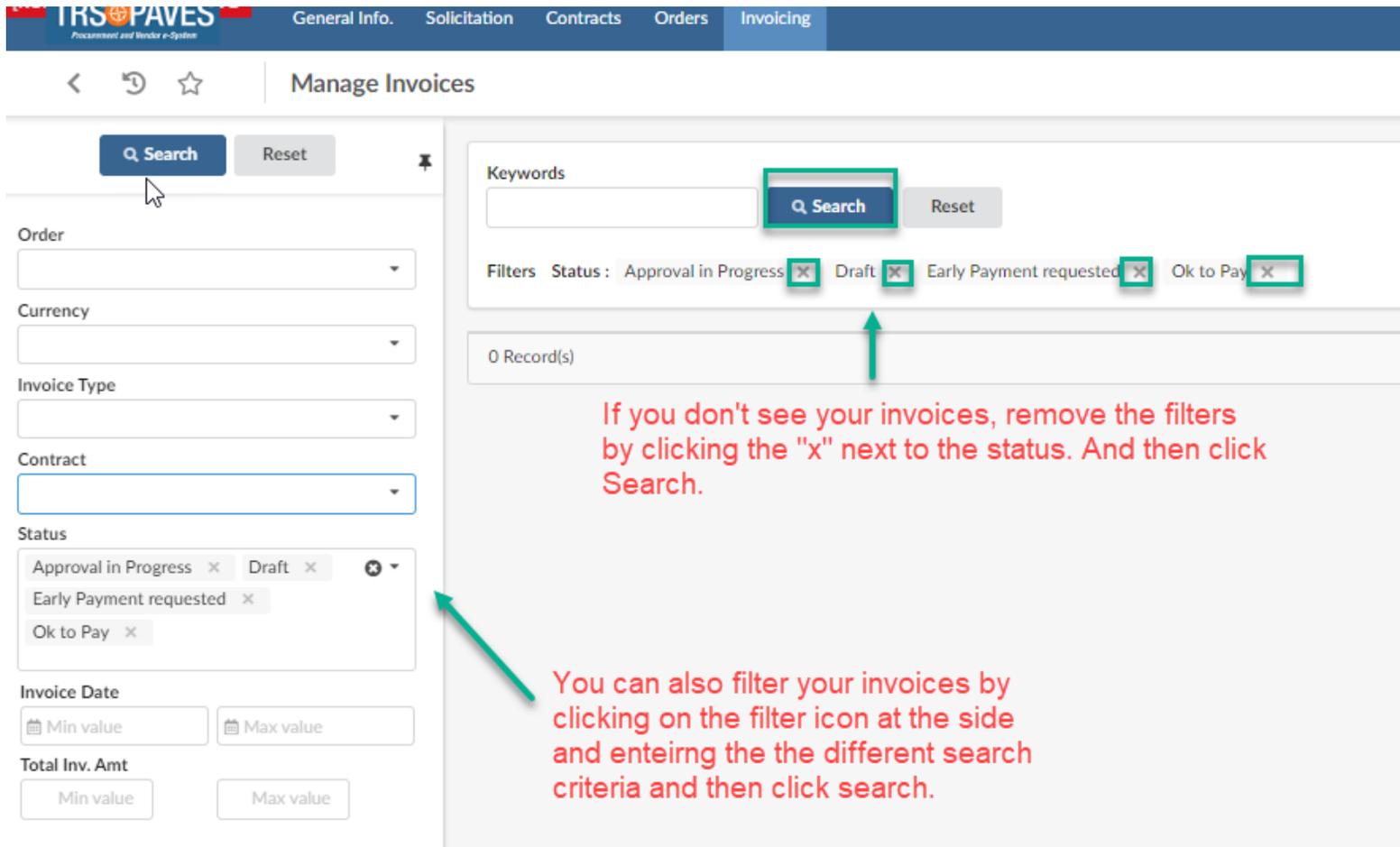
0 Record(s)

Total Amount (Excl. Tax) 330,000.00 USD

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)

The screenshot shows the 'Manage Invoices' page in the TRSPAVES system. The top navigation bar includes 'General Info.', 'Solicitation', 'Contracts', 'Orders', and 'Invoicing'. Below the navigation is a search bar with 'Keywords', a 'Search' button, and a 'Reset' button. A table of invoices is displayed with columns for Code, Organization, Supplier Invoice #, Invoiced status, Invoice Date, Payment Date, and Status. Annotations include a green box around the search bar with the text 'A way to filter', a red arrow pointing to the search bar with the text 'All previous filters have been removed.', and a green box around the 'Status' column with the text 'Cancelled'.

**A way to filter**

**All previous filters have been removed.**

Code	Organization	Supplier Invoice #	Invoiced	Invoice Date	Payment Date	Status
INV005203	4210 - Procurement and Contracts	8004533976			12/14/2022	Paid
INV004165	4210 - Procurement and Contracts	8004375415			8/31/2022	Paid
INV004142	4210 - Procurement and Contracts	8004325415			8/31/2022	Cancelled

3 Record(s)