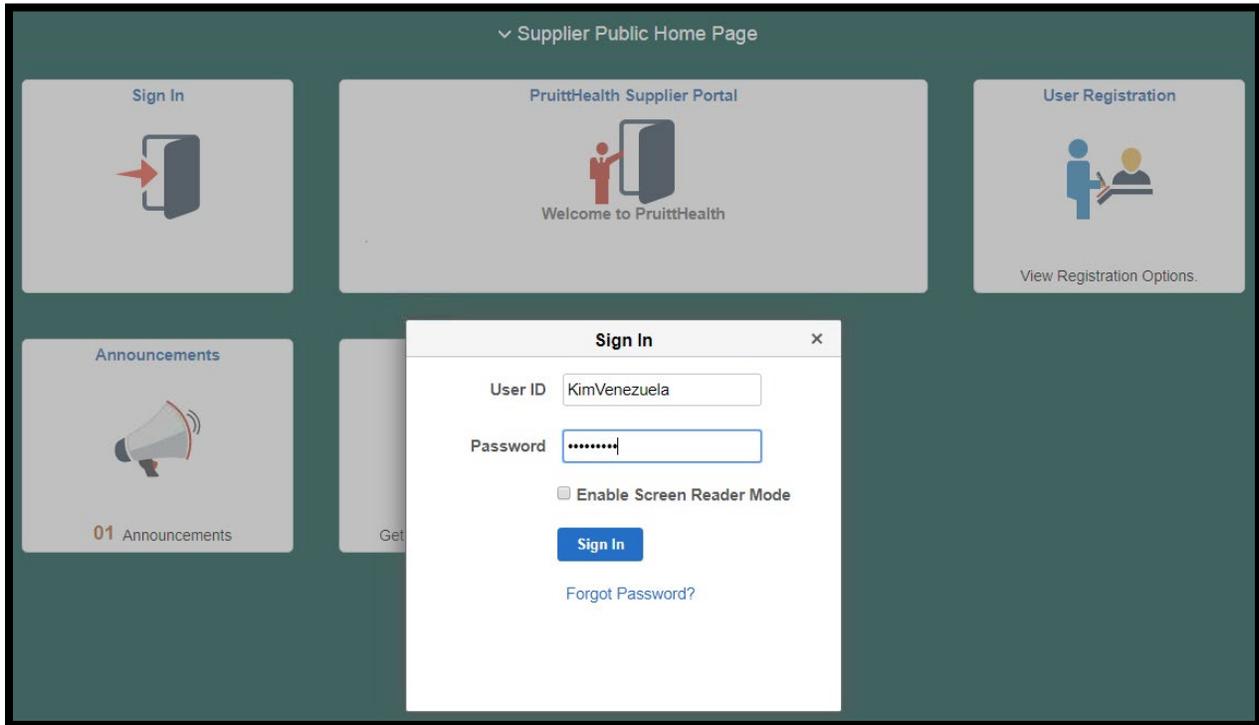
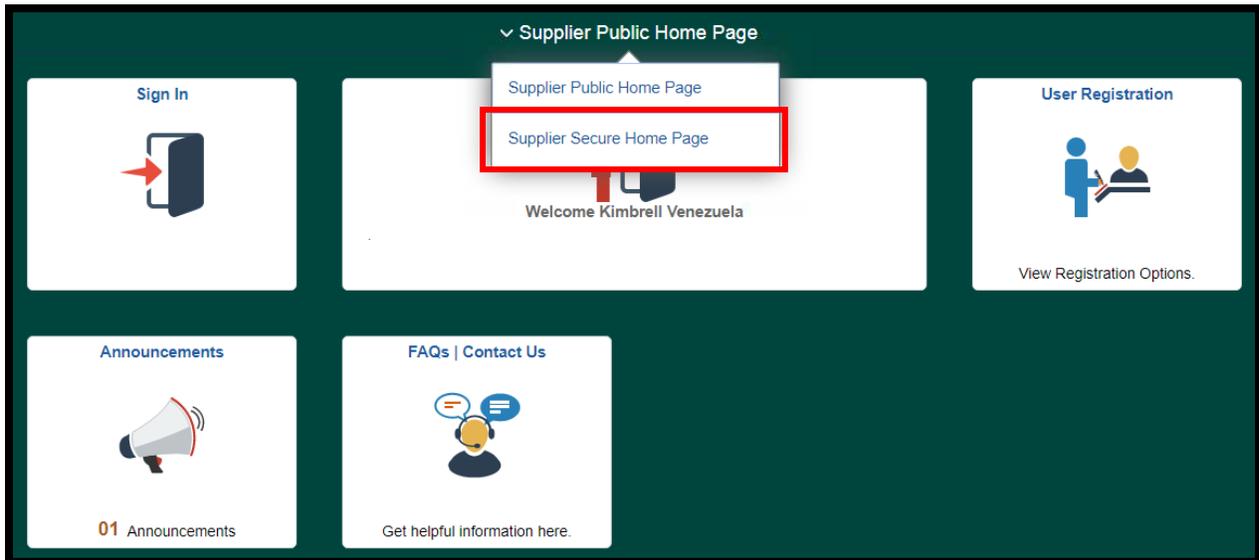


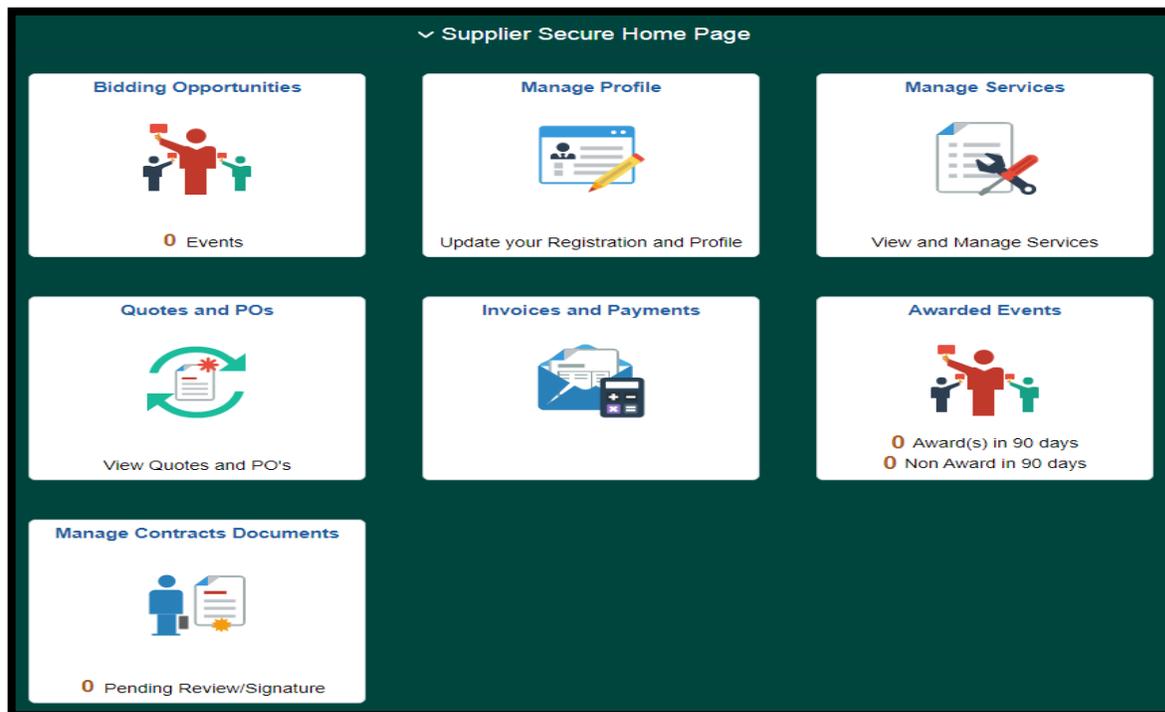
Invoice Creation

1. Sign in to the eSupplier **Home Page** using your credentials once the request is approved



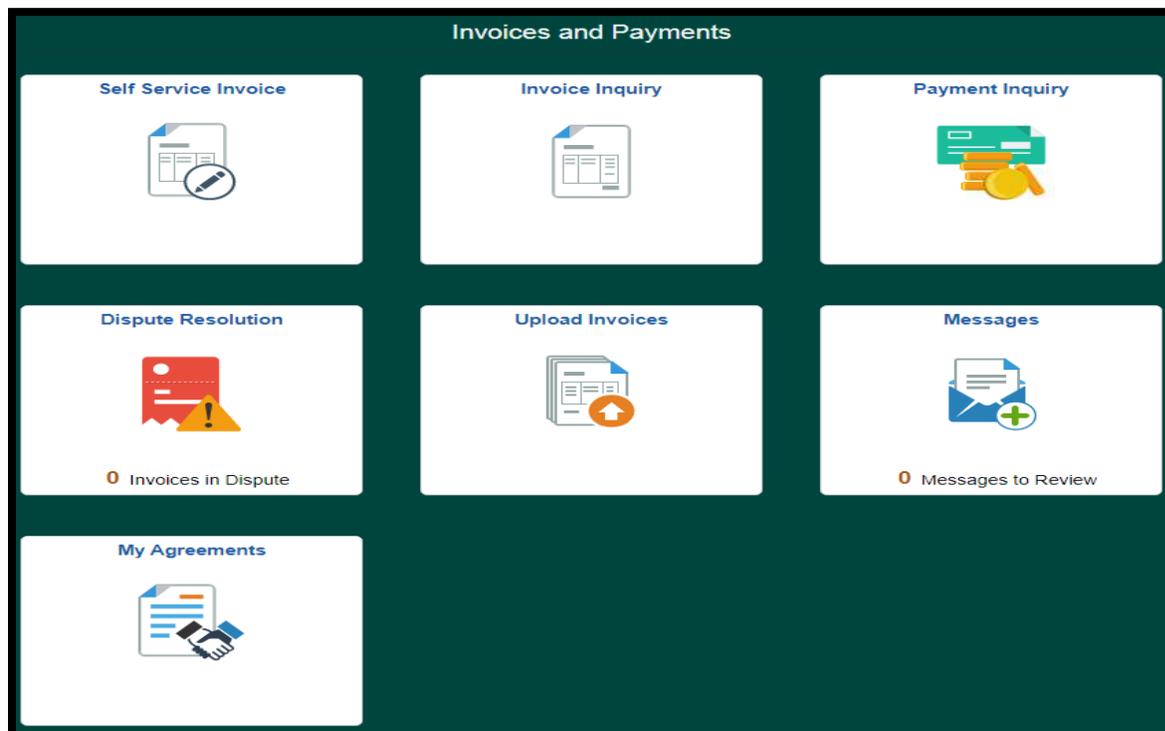
2. Select **Supplier Secure Home Page** as shown in the image below



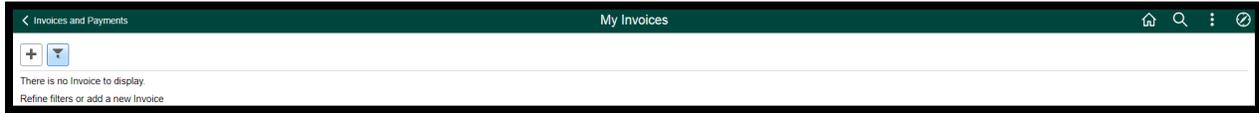


*This should be the display after selecting **Supplier Secure Home Page***

3. Select **Invoices and Payments** > **Self Service Invoice**

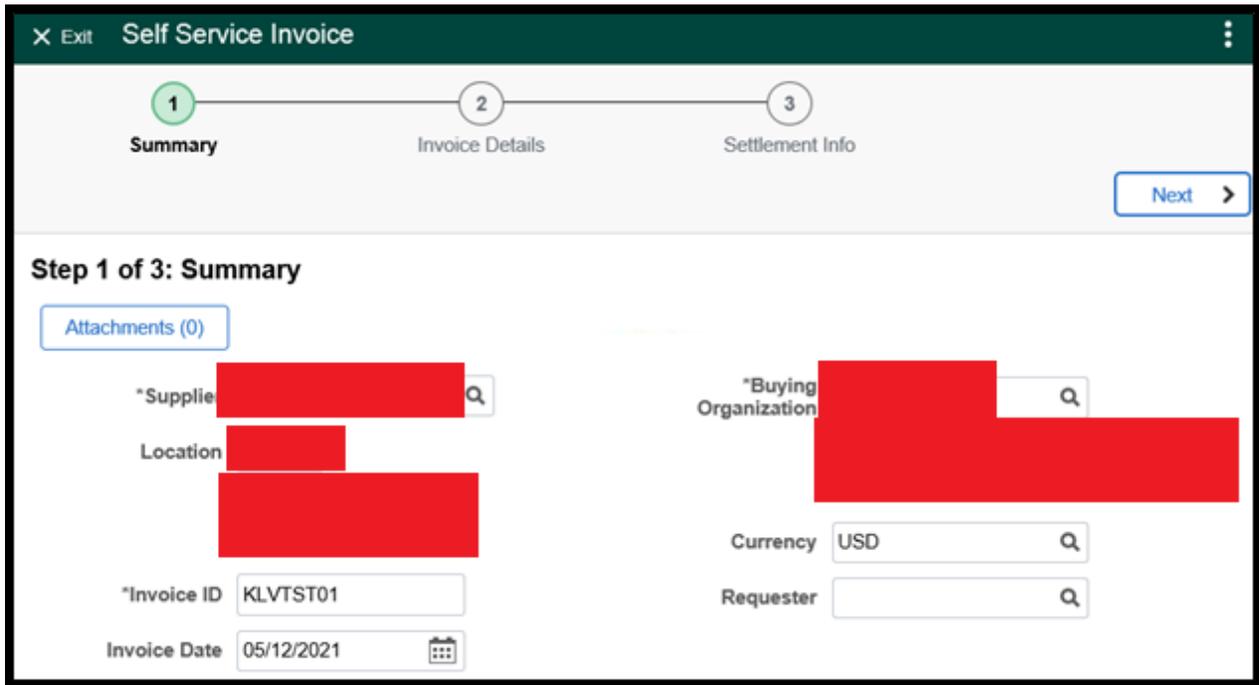


Invoices and Payments interface



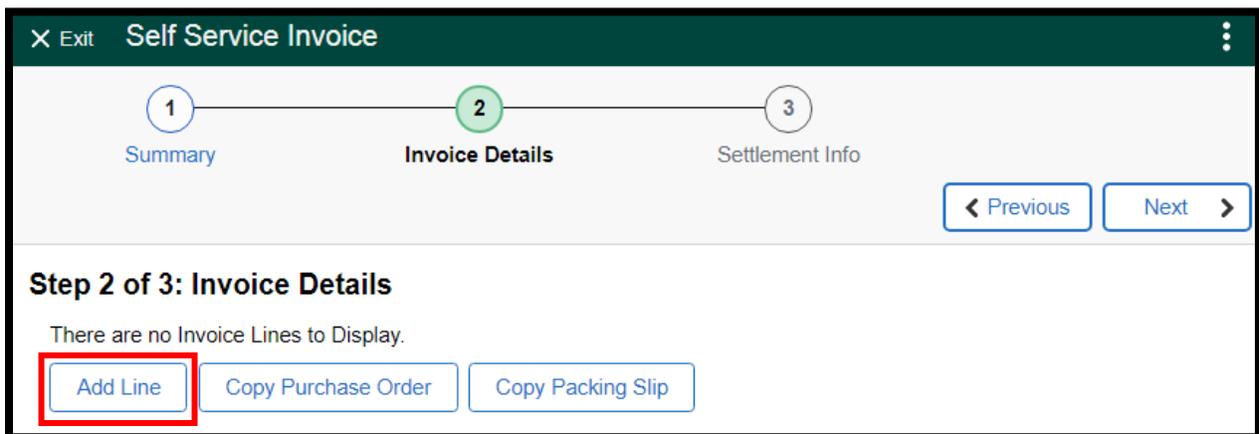
Self Service Invoice interface - zoom in to see the image clearly

4. Click the plus (+) button to add new invoice



Populate all required fields (*fields with asterisks "*"*) and other fields if possible. For currency it is always on **USD**. After populating necessary fields, click on **Next**.

5. Click on **Add Line** to add invoice details



The screenshot shows a form titled "Add a New Line" with a "Cancel" button on the top left and a "Done" button on the top right. The form contains the following fields:

- Line 1
- Item ID: with a search icon
- Description: with a search icon
- Quantity:
- UOM: with a search icon
- Unit Price:
- *Line Amount: USD
- Comments:

Populate all fields needed in this page. After populating these fields, click **Done** and proceed to next step.

6. Populate necessary values on this page. Click **Submit** once completed then **OK** when the pop-up appears.

The screenshot shows the "Self Service Invoice" interface with a progress bar at the top. The progress bar has three steps: 1. Summary, 2. Invoice Details, and 3. Settlement Info (which is currently selected). Below the progress bar are "Previous" and "Submit" buttons. The main content area is titled "Step 3 of 3: Settlement Info" and contains the following information:

- Payment Terms: 0Days
- Payment Method: System Check
- Total Amount: USD
- Shipping Amount: USD
- Miscellaneous Charges: 0.00 USD
- Gross Amount: 100.00 USD

Selecting OK will Submit the invoice. Cancel will cancel submission.
Once the invoice is submitted, it can no longer be modified, but it can be viewed.
Only a Buyer User who can review Self-service invoices can modify the invoice.

Once submitted, a notification will appear