

Invoice Creation

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

	✓ Supplier Public Home Page	
Sign In	PruittHealth Supplier Portal	User Registration
Announcements 01 Announcements	Sign In × User ID KimVenezuela Password •••••••• Enable Screen Reader Mode • Get Sign In Forgot Password?	

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

	✓ Supplier Public Home Page	
Sign In	Supplier Public Home Page	User Registration
	Supplier Secure Home Page Welcome Kimbrell Venezuela	View Registration Options.
Announcements	FAQs Contact Us	
01 Announcements	Get helpful information here.	





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



3. Select Invoices and Payments > Self Service Invoice

Invoices and Payments interface



✓ Invoices and Payments	My Invoices	ŵ	Q	:	\oslash
+ T					
There is no Invoice to display.					
Refine filters or add a new Invoice					
		_	_	_	

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

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

X Exit Self Servi	ce Invoice			:
1 Summary	2 Invoice Def	tails Settlement	Info	Next >
Step 1 of 3: Sum Attachments (0)	mary			
*Supplie	۹	"Buying Organization	٩	
Location				
		Currency	USD Q	
*Invoice ID	KLVTST01	Requester	۹	
Invoice Date	05/12/2021			

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

X Exit	Self Service In	voice				:
	1 Summary	2 Invoice Details	3 Settlement Info			
				Previous	Next	>
Step 2 of 3: Invoice Details						
There are no Invoice Lines to Display.						
Add	d Line Copy Pur	chase Order Copy Packing S	lip			

eSupplier Guide *How to Enter an Invoice*



Cancel	Add a New Line				
Line	1				
Item ID	Q				
Description	Q				
Quantity					
UOM	Q				
Unit Price	100.00000				
*Line Amount	USD				
Comments	TEST				

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.

× Exit	Self Service Invoice				:
	1 Summary	2 Invoice Details	3 Settlement Info		
				< Previous	Submit
Step 3 d	of 3: Settlement Info				
	Payment Terms	0Days			
	Payment Method	System Check			
	Total Amount	100.000	USD		
	Shipping Amount		USD		
	Miscellaneous Charges	0.00 USD			
	Gross Amount	100.00 USD			
	Gross Amount	100.00 050			

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.					
	ОК	Cancel			

Once submitted, a notification will appear