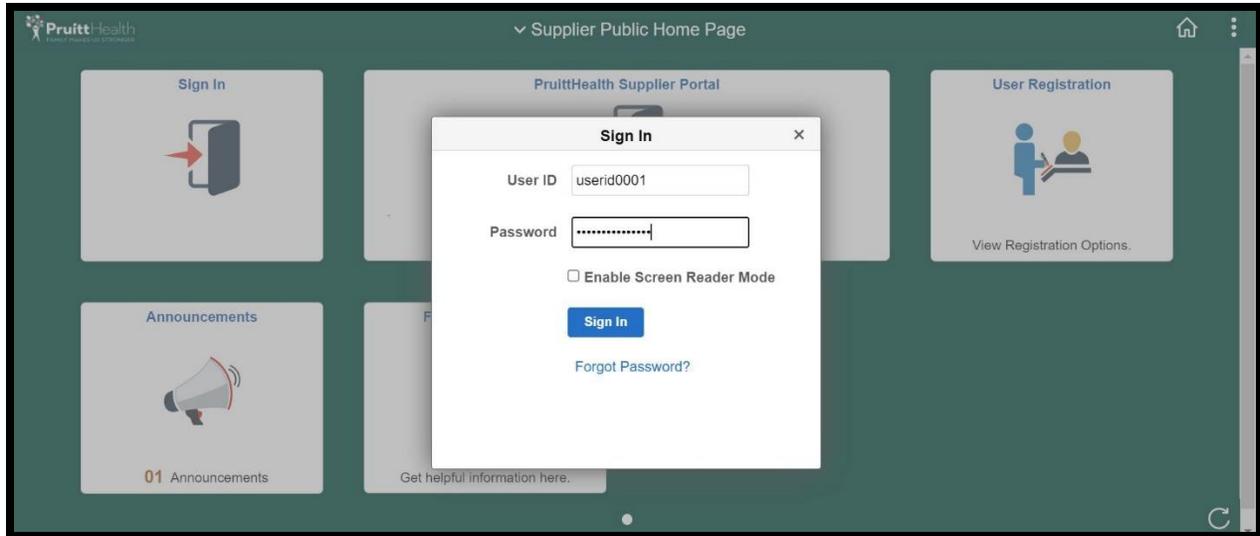
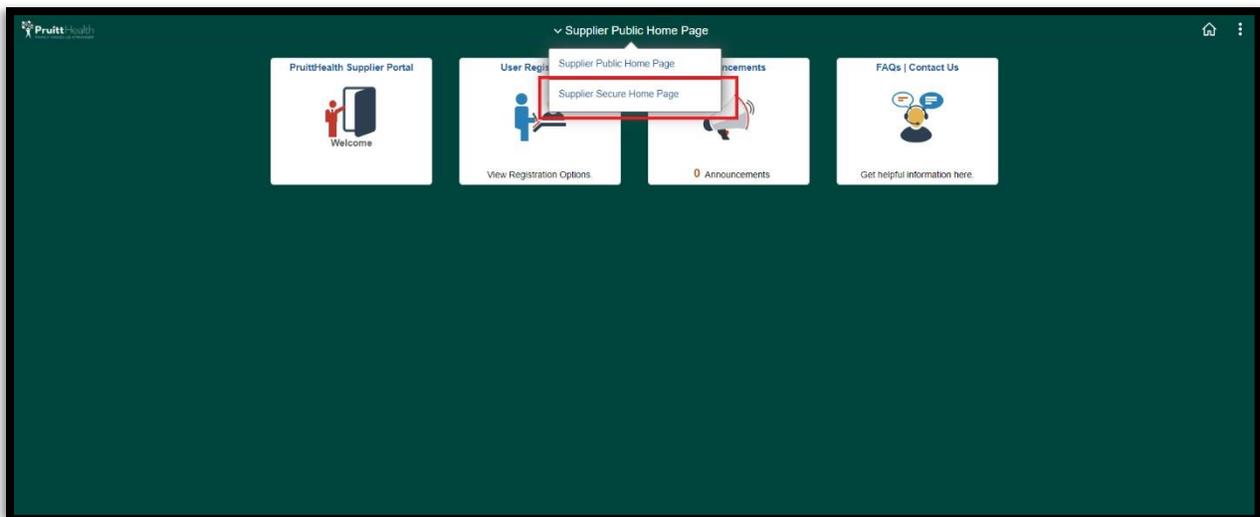


Invoice Creation

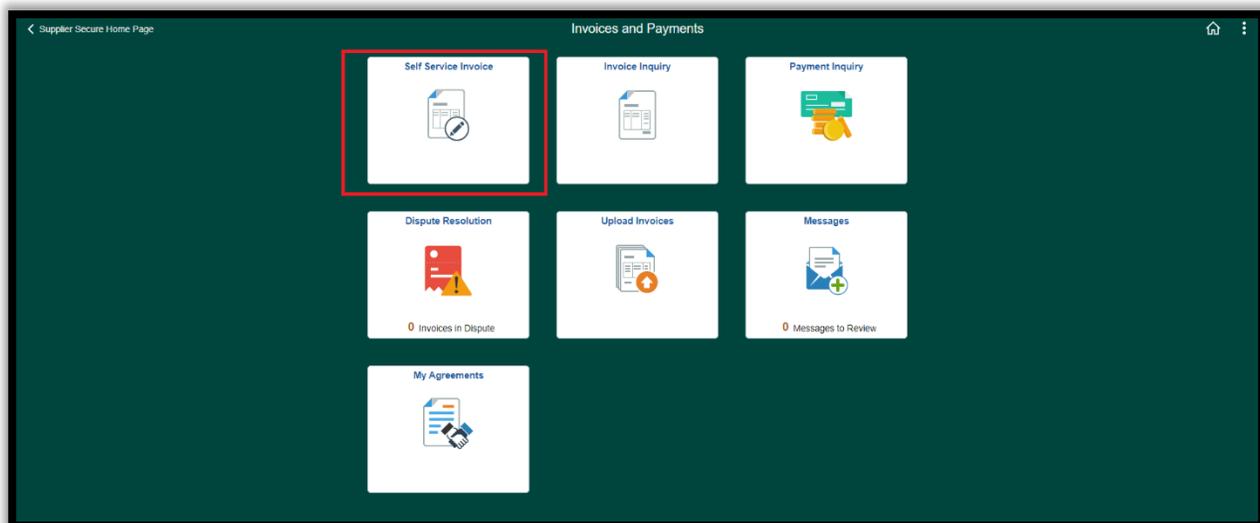
1. Sign in to the eSupplier **Home Page** using your credentials once the request is approved



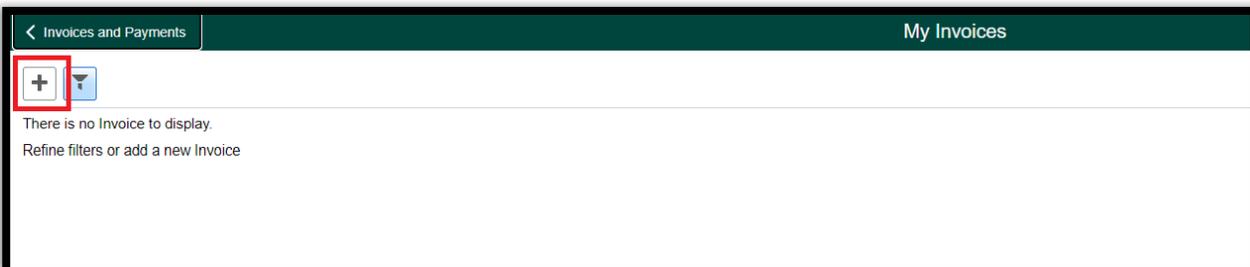
2. Select **Supplier Secure Home Page** as shown in the image below



3. Select Invoices and Payments > Self Service Invoice



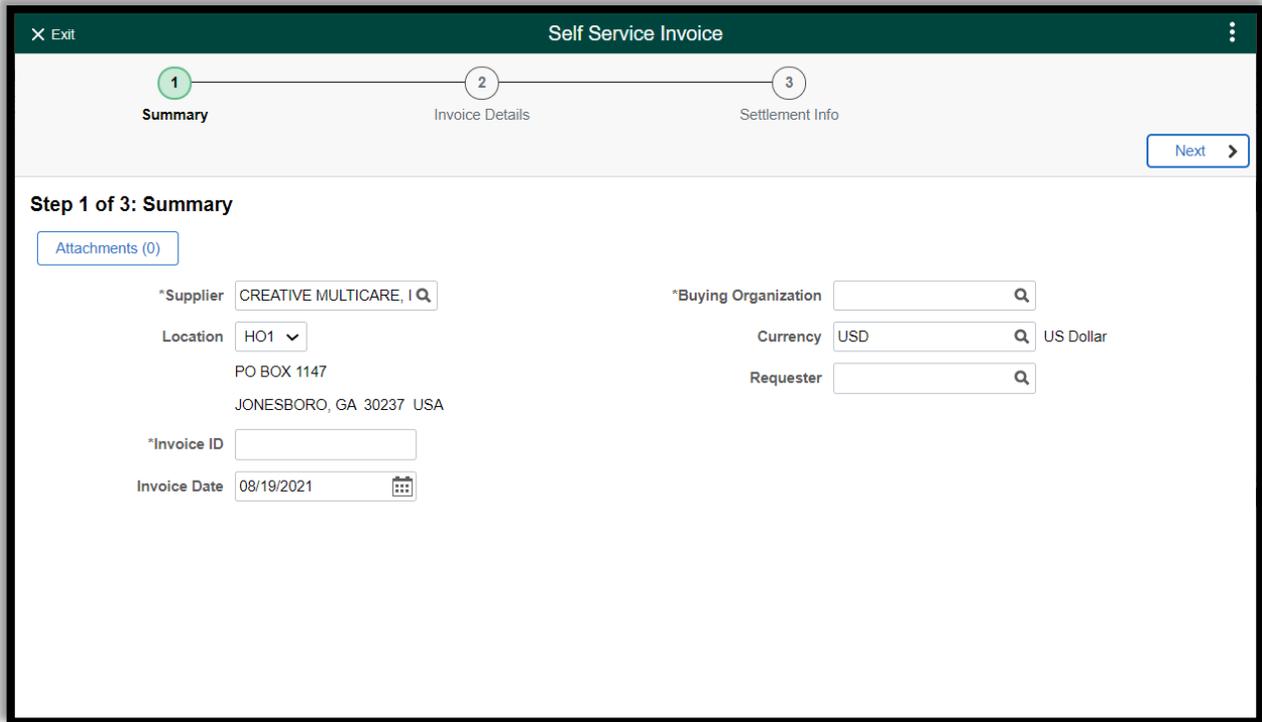
4. Click the plus (+) button to add a new invoice



5. Step 1 of 3:

- **Summary** page will be displayed
- **Supplier** and **Location** are defaulted based on User's details
- **Invoice Date** is defaulted to Current date
- **Invoice ID** is required

- ****All fields can be updated/edited****



Self Service Invoice

1 Summary 2 Invoice Details 3 Settlement Info

Next >

Step 1 of 3: Summary

Attachments (0)

*Supplier: CREATIVE MULTICARE, I Q

Location: HO1
PO BOX 1147
JONESBORO, GA 30237 USA

*Invoice ID: []

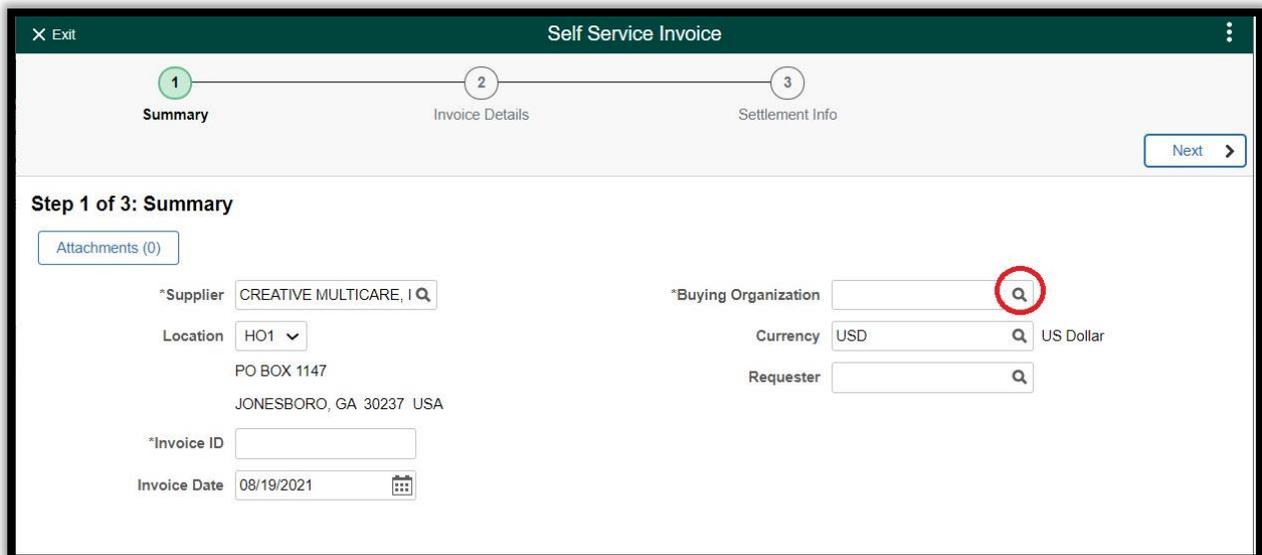
Invoice Date: 08/19/2021

*Buying Organization: []

Currency: USD US Dollar

Requester: []

- a. Populate the **Buying Organization**. Click the magnifying glass icon for **Buying Organization** field



Self Service Invoice

1 Summary 2 Invoice Details 3 Settlement Info

Next >

Step 1 of 3: Summary

Attachments (0)

*Supplier: CREATIVE MULTICARE, I Q

Location: HO1
PO BOX 1147
JONESBORO, GA 30237 USA

*Invoice ID: []

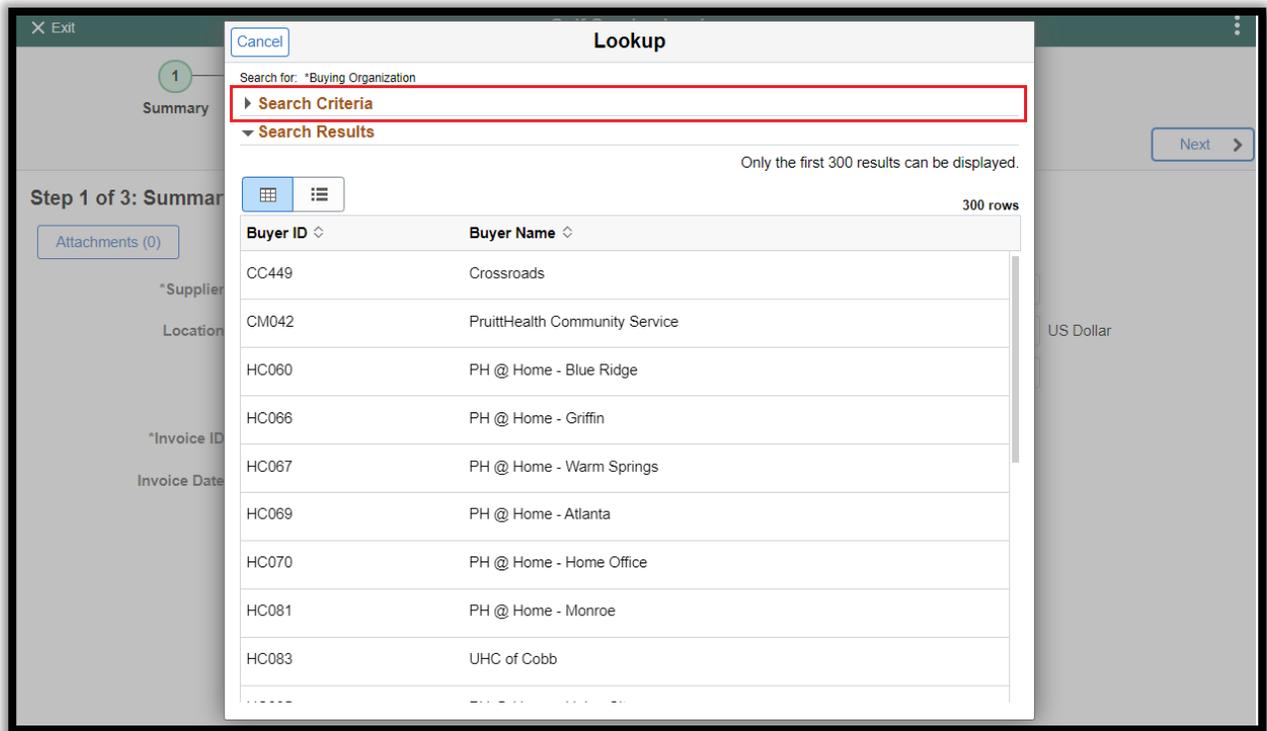
Invoice Date: 08/19/2021

*Buying Organization: []

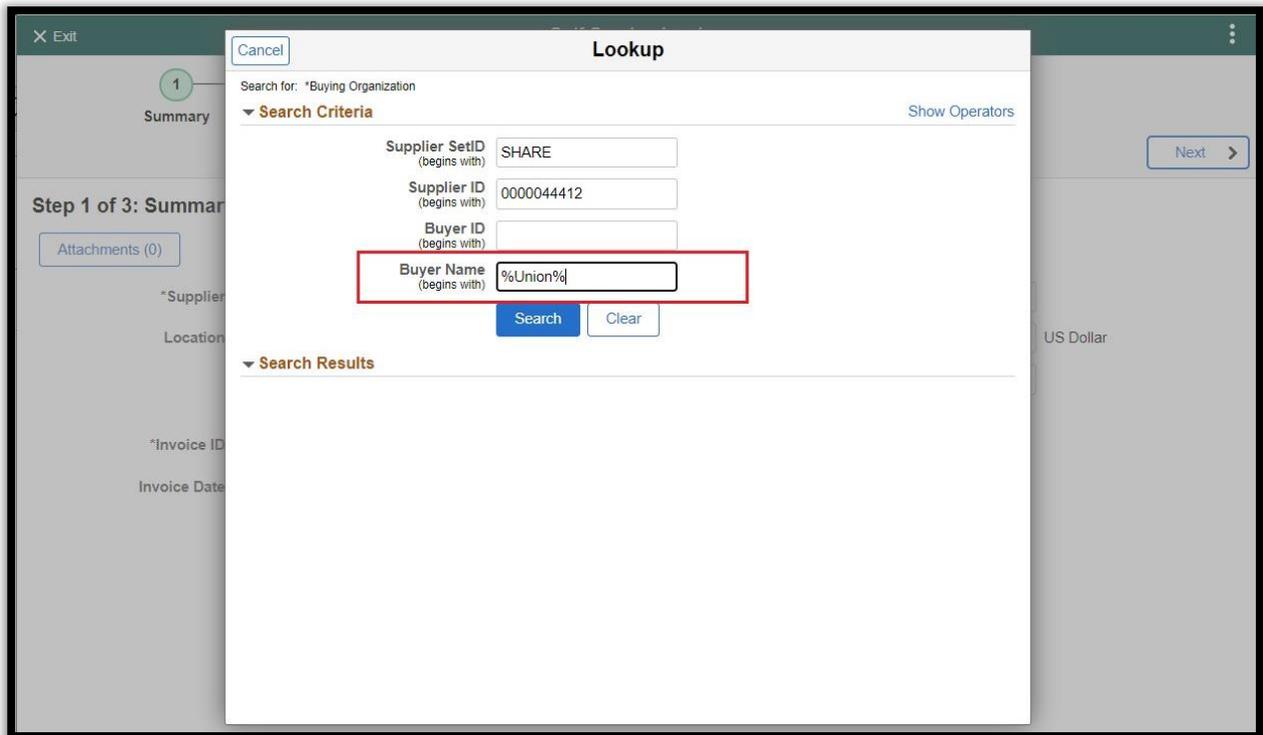
Currency: USD US Dollar

Requester: []

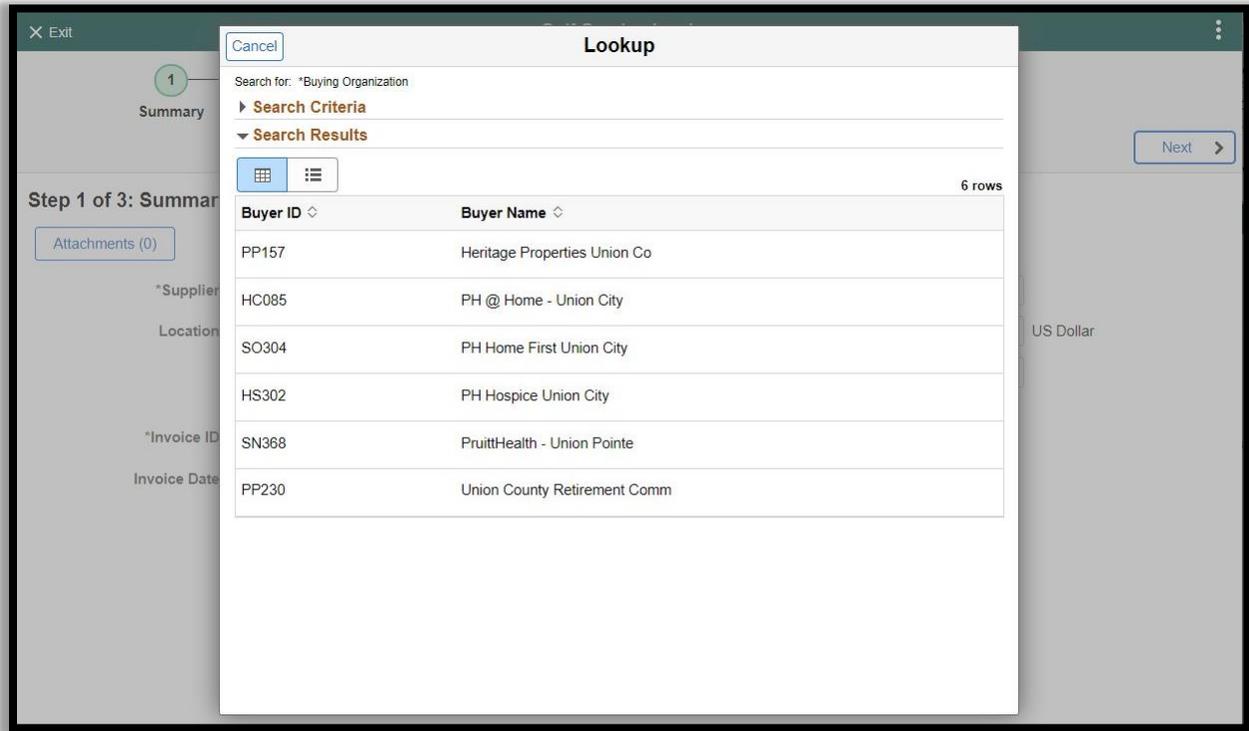
- b. From the **Buying Organization** Lookup page, click **Search Criteria** to show other options



- c. In the **Buyer Name** field, input the buyer's name.
- If unsure of the exact **Buyer Name**, use the % sign to perform wildcard search.
 - See sample below in searching for buyer with "Union" as the keyword.



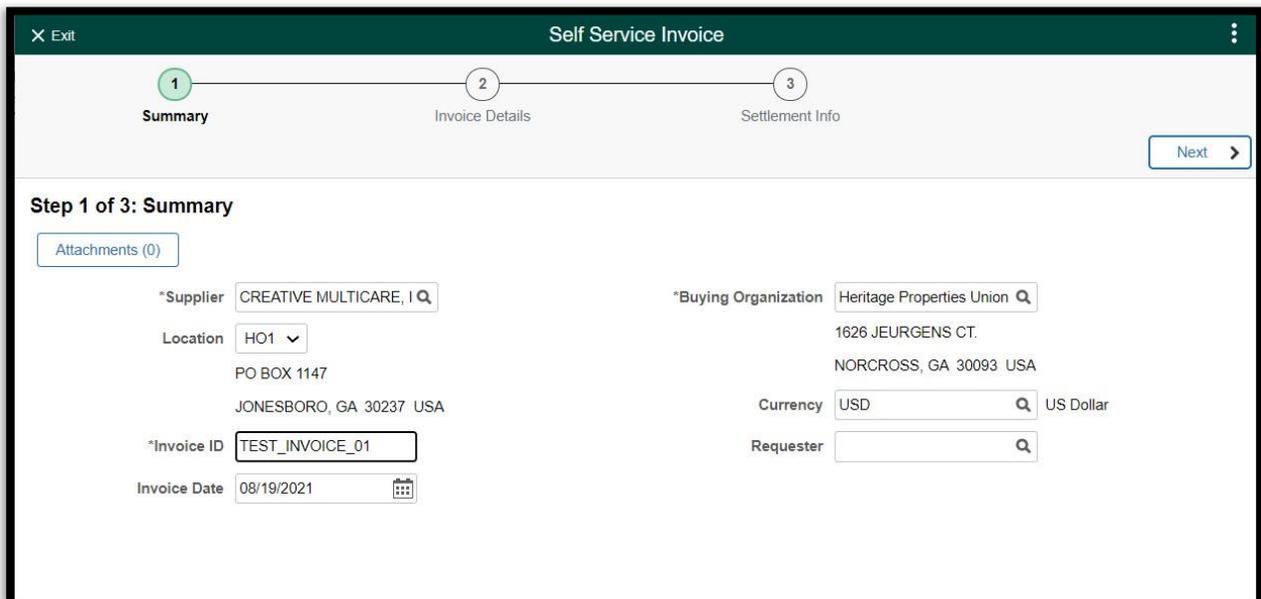
d. List of buyers based on the keyword will be displayed



The screenshot shows a 'Lookup' dialog box with a search bar containing '*Buying Organization'. Below the search bar, there are sections for 'Search Criteria' and 'Search Results'. The 'Search Results' section displays a table with 6 rows of data:

Buyer ID	Buyer Name
PP157	Heritage Properties Union Co
HC085	PH @ Home - Union City
SO304	PH Home First Union City
HS302	PH Hospice Union City
SN368	PruittHealth - Union Pointe
PP230	Union County Retirement Comm

e. Select the Buyer ID to populate the **Buying Organization**. User will be directed back to **Step 1 of 3 Summary** page.

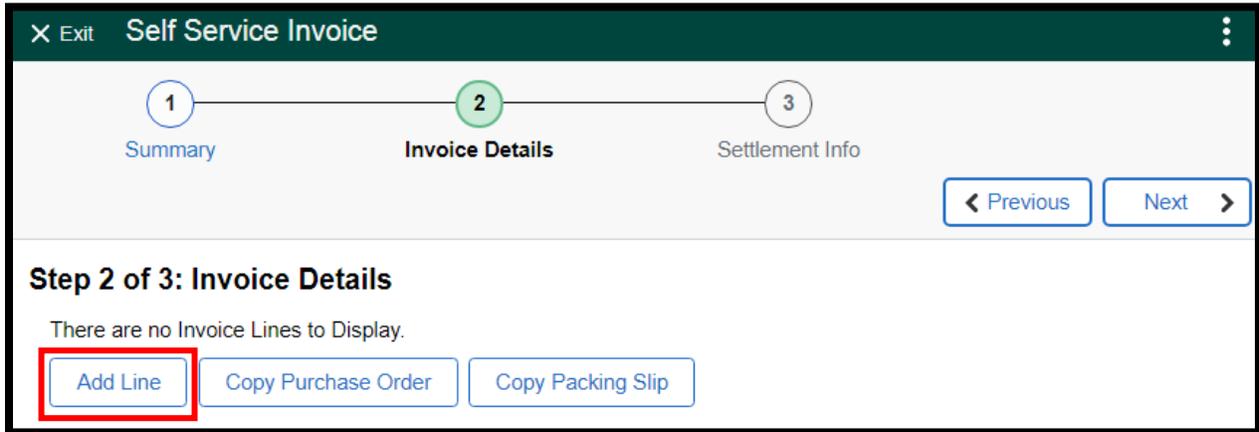


The screenshot shows the 'Self Service Invoice' form with a progress bar at the top indicating three steps: 1. Summary, 2. Invoice Details, and 3. Settlement Info. The 'Summary' step is active. The form contains the following fields:

- *Supplier: CREATIVE MULTICARE, I
- Location: HO1
- PO BOX 1147
- JONESBORO, GA 30237 USA
- *Invoice ID: TEST_INVOICE_01
- Invoice Date: 08/19/2021
- *Buying Organization: Heritage Properties Union
- 1626 JEURGENS CT.
- NORCROSS, GA 30093 USA
- Currency: USD (US Dollar)
- Requester: (empty)

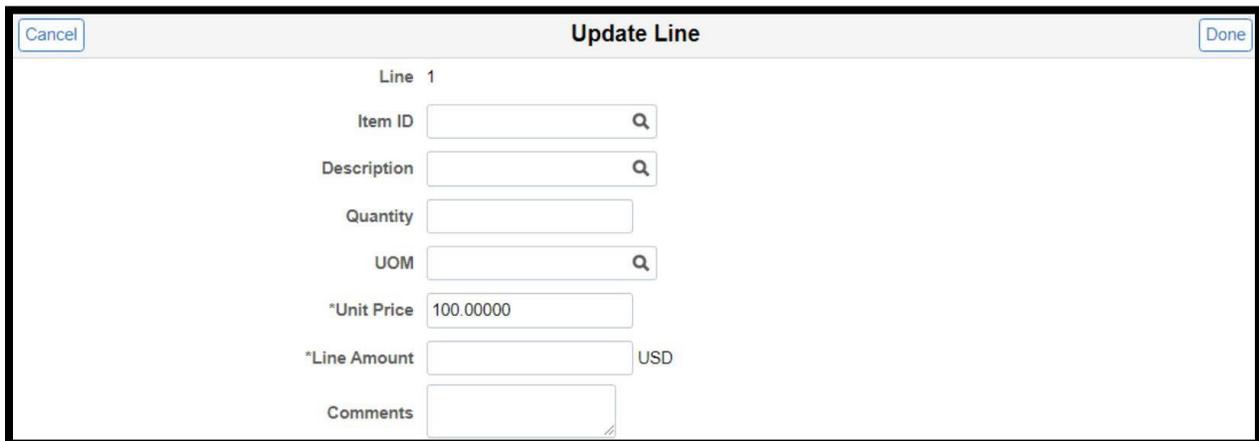
f. Once all required fields (*), including the attachments, are populated, click **Next** button to go to **Invoice Details**

6. **Step 2 of 3: Invoice Details.** Click on **Add Line** to add **Invoice Details**



The screenshot shows the 'Self Service Invoice' interface. At the top, there is a progress bar with three steps: 1. Summary, 2. Invoice Details (highlighted in green), and 3. Settlement Info. Below the progress bar are navigation buttons: '< Previous' and 'Next >'. The main content area is titled 'Step 2 of 3: Invoice Details' and contains the text 'There are no Invoice Lines to Display.' Below this text are three buttons: 'Add Line' (highlighted with a red box), 'Copy Purchase Order', and 'Copy Packing Slip'.

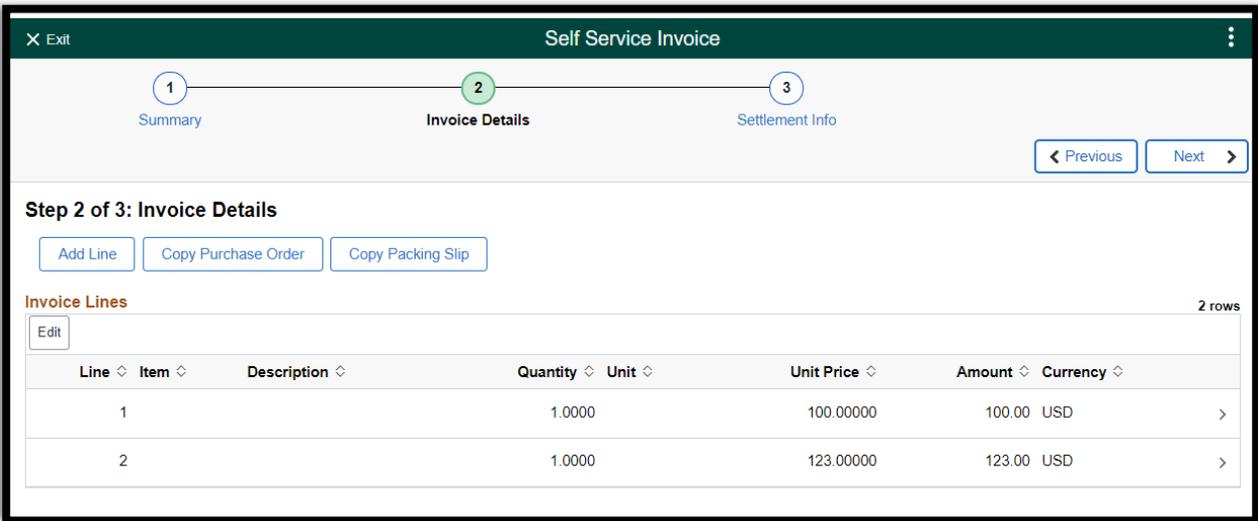
- Quantity by default is 1 if not populated
- Unit Price** (Mandatory) = Amount per unit
- Line Amount** (Auto Calculated) = **Quantity x Unit Price**
- Populate all fields needed in this page. After populating these fields, click **Done**. Note that multiple lines can be added by clicking the **Add Line** button again.



The screenshot shows the 'Update Line' dialog box. It has a 'Cancel' button on the top left and a 'Done' button on the top right. The dialog is titled 'Update Line' and contains the following fields for 'Line 1':

- Item ID: with a search icon
- Description: with a search icon
- Quantity:
- UOM: with a search icon
- *Unit Price: with the value '100.00000'
- *Line Amount: with the value 'USD'
- Comments:

e. Once **Invoice Details** are input, click the **Next** button to proceed with **Step 3: Settlement Info**



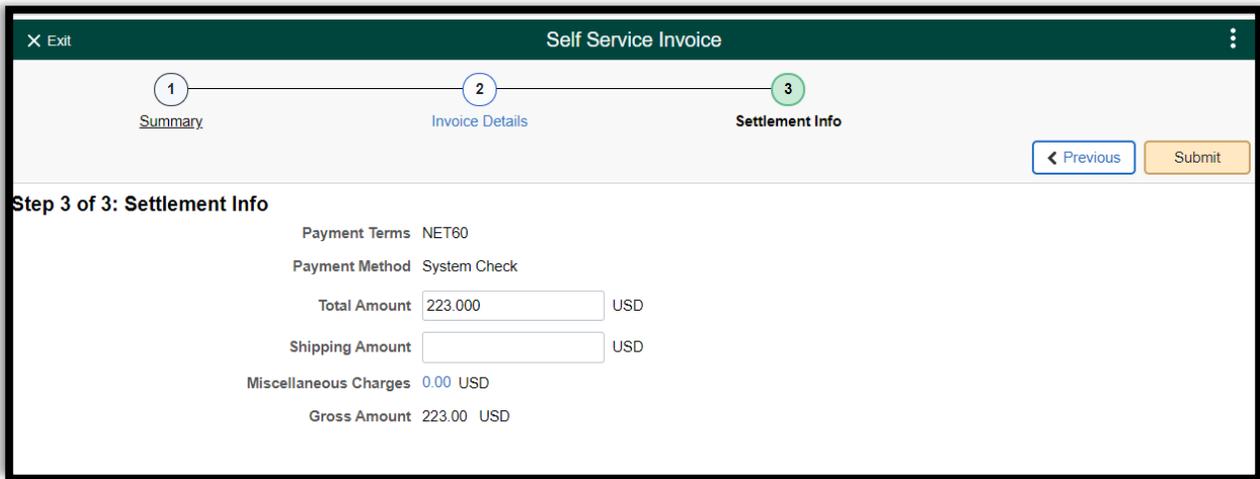
Step 2 of 3: Invoice Details

Buttons: Add Line, Copy Purchase Order, Copy Packing Slip

Invoice Lines 2 rows

Line	Item	Description	Quantity	Unit	Unit Price	Amount	Currency
1			1.0000		100.00000	100.00	USD
2			1.0000		123.00000	123.00	USD

7. **Step 3 of 3: Settlement Info.** Populate necessary values on this page. Click **Submit** once completed then **OK** when a pop-up appears.



Step 3 of 3: Settlement Info

Payment Terms: NET60
 Payment Method: System Check
 Total Amount: 223.000 USD
 Shipping Amount: USD
 Miscellaneous Charges: 0.00 USD
 Gross Amount: 223.00 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.

8. Once submitted, a notification will appear stating that the invoice has submitted successfully.