

# Invoice via PO Flip

## Header

The invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax / shipping charges as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The **Invoice Date** will auto-populate.
2. Select **Remit To** address from the dropdown box if you have entered more than one.
3. **Tax** and **Shipping** is entered at the Header level.
4. You can also add some additional information to the Header of the invoice, such as: Special Handling, Payment Terms, Comments, Attachments, Shipping Documents.
  - **Note:** For service orders that can be processed via the Ariba network, please be sure to attach all relevant documentation to aid in the invoice approval process (labor sheets, material receipts, etc.) Attachment file size should not exceed 40MB.
5. Scroll down to the **Line-item** section to select the line items being invoiced.

3.

**Tax**

Header level tax (i)  Line level tax (i)

**Shipping**

Header level shipping (i)  Line level shipping (i)

Create Invoice

▼ Invoice Header

**Summary**

Purchase Order: 0009508996

1. Invoice #:\*

Invoice Date: \*  (i)

Service Description:

2. Remit To:

Bethel Park , PA  
United States

Bill To:

El Paso , TX  
United States

\* Indicates required field Add to Header ▾ 4.

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment