

Invoice via PO Flip

Line Items

The Line Items section shows the line items from the Purchase Order

1. Review the quantity and price for each line item you are invoicing, update as needed.
2. Click on the line item's **green slider** to exclude it from the invoice if the line item should not be invoiced OR check the box left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.

1.

Quantity	Unit	Unit Price
<input type="text" value="10"/>	BX	<input type="text" value="25.00 EUR"/>

2.

	No.	Include	Type	Part #
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details	Price Unit: *	<input type="text" value="BX"/>
	Unit Conversion: *	<input type="text" value="1"/>

L→	<input type="button" value="Line Item Actions ▼"/>	<input type="button" value="Delete"/>	<input type="button" value=""/>
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Detail Line Items

Additional information can be viewed at the Line-Item Level.

Please Note: You will not be able to change the price from the current price on the PO at this time. If you already confirmed a new price and 2 business days have passed without receiving a change order to reflect your updated price, please contact the buyer.

Line Item Actions ▾

Delete

Add ▾

Edit

Add

Shipping Documents

Turn on f
Hide/Shc

Line Items

2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents☐ Special Handling☐ Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1		MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

Create Invoice

DoneCancel

Invoice Item

* Indicates required field

Line Item Actions ▾

Quantity: *

5

Unit:

EA

Unit Price: *

1.00 EUR

Subtotal: 5.00 EUR

Description

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details

Price Unit: *

PCE

Price Unit Quantity: *

2

Unit Conversion: *

1

Description:

This field specifies that 1 Box is equivalent

Inspection Date:

Shipping

Ship From:

Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Ship To:

Sandbox Buyer - Test

Praha

Czech Republic

Deliver To:

Cristian Mihalache

2nd Floor, SI Team

View/Edit
Addresses

Georgia-Pacific LLC ®

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Line Item – Bill of Lading (BOL) Number

If you are a **Chemical, Direct Materials or Raw Materials** supplier, you **must** include a bill of lading number (BOL #) for each line item of your invoice.

1. Scroll down to the bottom of the invoice header and enter the bill of lading number in the BOL # field under each line item.

Line Items

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Not available	B163500708 10C WSO 163# NOM	B163500708	<input type="text" value="100"/>	FOT	\$10 USD	\$1,000.00 USD

Pricing Details

Price Unit: *

Unit Conversion: *

Price Unit Quantity: *

Description:

Additional Fields

GP Part #: B163500708

Vehicle ID #:

1.

↳

Line Item Actions ▾

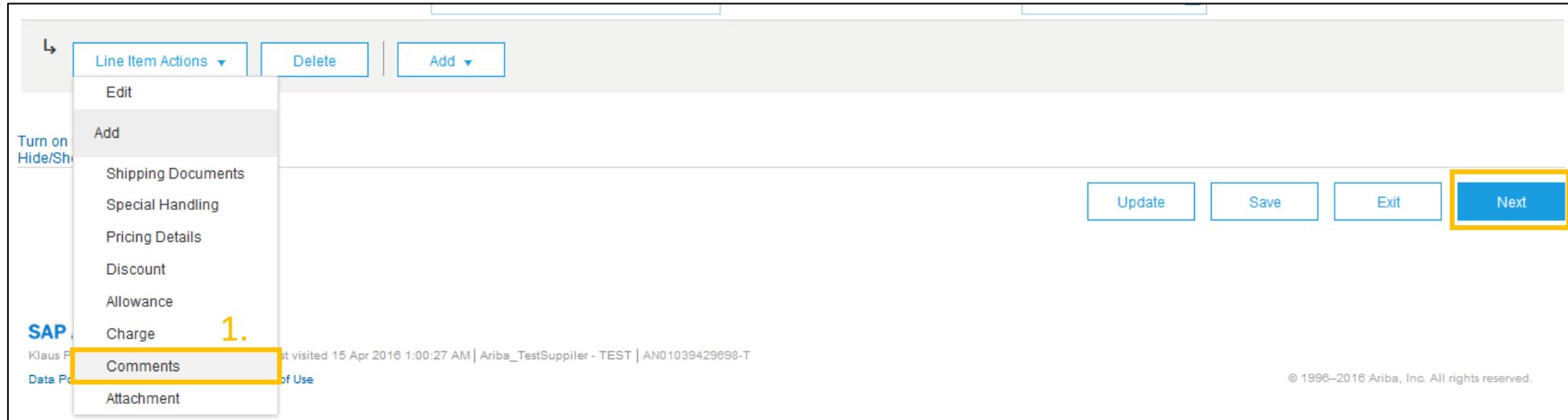
Delete

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Line Item Comments

*Not all Georgia-Pacific ERP systems consume comments

1. To add comments at the line items, select Line Items then click **Line Item Actions > Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable comments in this field.
3. Click **Next**.



This screenshot shows the SAP Line Item Actions menu. The 'Line Item Actions' dropdown is open, displaying options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments, and Attachment. The 'Comments' option is highlighted with a yellow box and labeled '1.'. In the top right corner, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Next' button is highlighted with a yellow box and labeled '3.'. The background shows a SAP interface with a header bar and a main content area.



This screenshot shows the SAP Comments field. The 'Comments' label is highlighted with a yellow box and labeled '2.'. To the right of the label is a large text input field. In the top right corner, there is a 'Remove' button. The background shows a SAP interface with a header bar and a main content area.

Review, Save or Submit Invoice

PO Flip Invoice

1. Review your invoice for Accuracy from the **Review** page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Georgia-Pacific.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Invoices > Drafts** on your dashboard.
 - You can keep draft invoices for up to 7 days.

Note: In the event of errors, there will be a notification in red where information must be corrected.

4.

Create Invoice

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Manitoba MB
Canada

Bank Account:
Bill To:

Home Enablement Workbench Orders ▼ Fulfillment ▼ Invoices ▼ Payments ▼ Catalogs

Invoices

Timestamp Verification

5.