



# Automatic Invoicing

Process Definition Document (PDD)

Complete UiPath RPA Developer – Final Project

---

1

# Introduction

Document and process introduction

---





# 1.1 Introduction

## About This Document

The Process Definition Document outlines the business process chosen for automation using UiPath Robotic Process Automation (RPA) technology.

The document describes the sequence of actions performed as part of the business process, and the document serves as a base for developers, providing them with the details required for applying robotic process automation to the selected business process.

## Table of Contents

1. Introduction
  1. Document Introduction
  2. Process Description
  3. Process Diagram
  4. Application Overview
2. Automatic Invoicing
  1. Open invoice spreadsheet
  2. Open invoice-generator.com
  3. Enter invoice details
  4. Download invoice
  5. Close invoice-generator.com
3. Attachments
  1. Excel spreadsheet containing invoice data



## 1.2 Process Description

### General Process Description

This document concerns the process of generating invoices at invoice-generator.com.

The process is performed manually by navigating to invoice-generator.com. Here, invoices are generated by manually filling out the web-based form based on data made available to the individual performing the process in an excel spreadsheet.

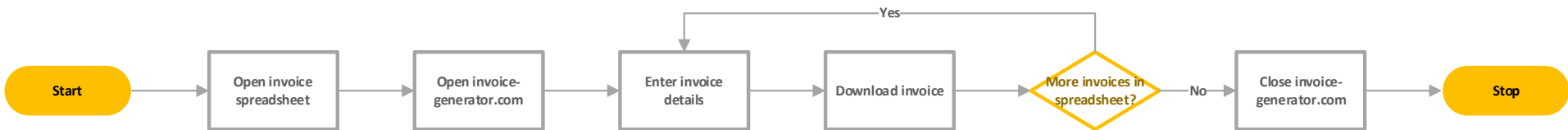
### Automation Objectives

The business objectives and benefits expected by the Business Process Owner after automation of the selected business process are:

1. Reduce processing time per item by 90%
2. Reduction and/or elimination of manual errors during invoice generation
3. Improved consistency of process execution as the robot can be scheduled to run at any time



## 1.3 Process Diagram





## 1.4 Application Overview

### Application used as part of the process

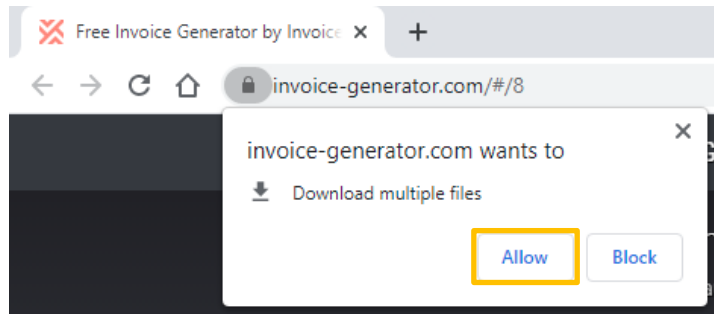
### Comment

Microsoft Excel

Invoice data is read from an excel document.  
Filetype: **.xlsx**

Google Chrome

Invoices are generated in Google Chrome.  
You may be asked by Google Chrome to allow download of multiples files. If so, select **Allow**.



---

2

# Automatic Invoicing

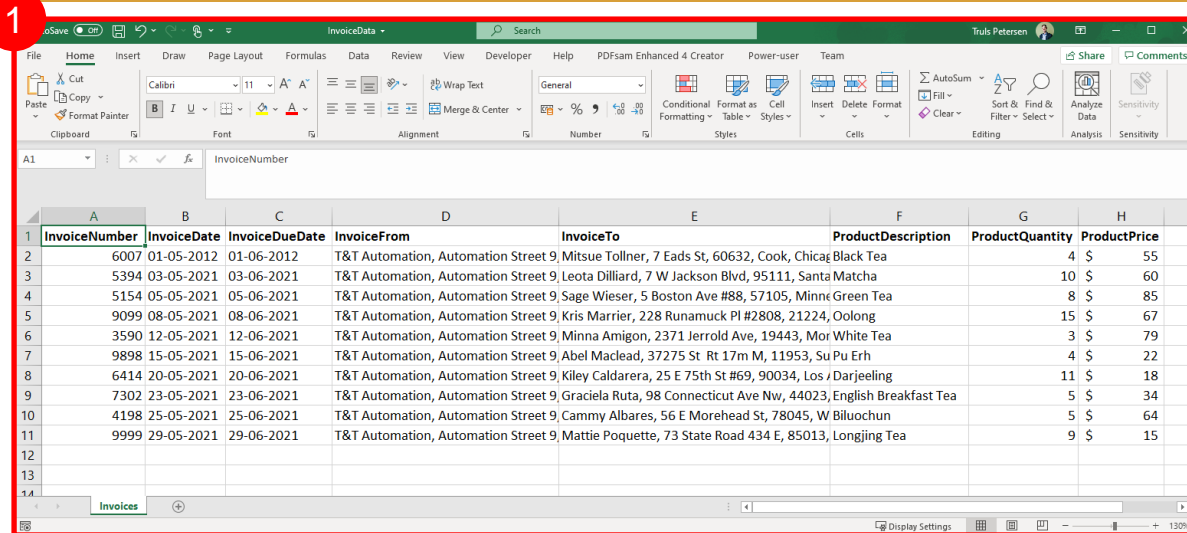
Detailed description of process actions

---

## 2.1 Open Invoice Spreadsheet

### Screenshot

1



InvoiceNumber	InvoiceDate	InvoiceDueDate	InvoiceFrom	InvoiceTo	ProductDescription	ProductQuantity	ProductPrice
6007	01-05-2012	01-06-2012	T&T Automation, Automation Street 9	Mitsue Tollner, 7 Eads St, 60632, Cook, Chicag	Black Tea	4	\$ 55
5394	03-05-2021	03-06-2021	T&T Automation, Automation Street 9	Leota Dilliard, 7 W Jackson Blvd, 95111, Santa Matcha		10	\$ 60
5154	05-05-2021	05-06-2021	T&T Automation, Automation Street 9	Sage Wieser, 5 Boston Ave #88, 57105, Minne	Green Tea	8	\$ 85
9099	08-05-2021	08-06-2021	T&T Automation, Automation Street 9	Kris Marrier, 228 Runamuck Pl #2808, 21224, Oolong		15	\$ 67
3590	12-05-2021	12-06-2021	T&T Automation, Automation Street 9	Minna Amigon, 2371 Jerrold Ave, 19443, Mor	White Tea	3	\$ 79
9898	15-05-2021	15-06-2021	T&T Automation, Automation Street 9	Abel Maclead, 37275 St Rt 17m M, 11953, Su Pu Erh		4	\$ 22
6414	20-05-2021	20-06-2021	T&T Automation, Automation Street 9	Kiley Calderera, 25 E 75th St #69, 90034, Los / Darjeeling		11	\$ 18
7302	23-05-2021	23-06-2021	T&T Automation, Automation Street 9	Graciela Ruta, 98 Connecticut Ave Nw, 44023, English Breakfast Tea		5	\$ 34
4198	25-05-2021	25-06-2021	T&T Automation, Automation Street 9	Cammy Albares, 56 E Morehead St, 78045, W Biluochun		5	\$ 64
9999	29-05-2021	29-06-2021	T&T Automation, Automation Street 9	Mattie Poquette, 73 State Road 434 E, 85013, Longjing Tea		9	\$ 15

### Description

1. Open **InvoiceData.xlsx**  
*This spreadsheet contains all the necessary information to generate one invoice per row.*

### Document pre-requisites

The name of the spreadsheet is **Invoices**

The following columns exist in the table:

- (1) InvoiceNumber,
- (2) InvoiceDate,
- (3) InvoiceDueDate,
- (4) InvoiceFrom,
- (5) InvoiceTo,
- (6) ProductDescription,
- (7) ProductQuantity,
- (8) ProductPrice





## 2.2 Open invoice-generator.com

### Screenshot

The screenshot shows the homepage of invoice-generator.com. The browser's address bar is highlighted with a red box and the number 2. The main content area has a dark header with the text 'Free Invoice Template' and a sub-header 'Make beautiful invoices with one click!'. Below this, there is a welcome message and a 'Read the Docs' link, which is highlighted with a red box and the number 3. The main form area is divided into two columns. The left column contains fields for 'Add Your Logo', 'Who is this invoice from?', 'Bill To', and 'Ship To'. The right column contains fields for 'Date', 'Payment Terms', and 'Due Date'. Below these is a table with columns 'Item', 'Quantity', 'Rate', and 'Amount'. The table has one row with 'Description of service or product...', '1', '\$ 0', and '\$0.00'. Below the table is a 'Notes' field. The bottom right of the form shows 'Subtotal \$0.00' and 'Tax 0 %'. The Windows taskbar is visible at the bottom, with the Start button highlighted by a red box and the number 1.

### Description

1. Open Google Chrome
2. Navigate to **invoice-generator.com**

When entering the website for the first time, you may have to perform this third activity to remove the welcome message. This is needed only once, unless you clear your browser history.

3. Click **Ok, got it!**



## 2.3 Enter Invoice Details (all)

### Screenshot

The screenshot shows the 'Free Invoice Generator by Invoice' web application. The interface includes a header with 'Invoice Generator', 'Learn More', 'Invoicing Guide', and an 'Upgrade' button. The main form is divided into several sections:

- Top Left:** A box for '+ Add Your Logo'.
- Top Right:** A large 'INVOICE' title and a 'Send Invoice' button (labeled 3).
- Form Fields:**
  - 'Invoice Number' field with value '4007' (labeled 4).
  - 'Date' field with value '01-05-2012' (labeled 4).
  - 'Due Date' field with value '01-06-2012' (labeled 5).
  - 'Currency' dropdown set to 'USD' (labeled 4).
  - 'Template' dropdown.
  - 'My Invoices' link with a notification badge '1'.
  - 'Bill To' field with address 'T&T Automation, Automation Street 9, 0248, Oslo, Norway' (labeled 2).
  - 'Ship To' field with address 'Missive Tollnes 7 Edda St, 60632, Cook, Chicago' (labeled 6).
  - 'Item' table with one row: 'Black Tea' (labeled 7), 'Quantity' '4' (labeled 7), 'Rate' '\$ 55' (labeled 8), and 'Amount' '\$220.00'.
  - 'Notes' field with placeholder text 'Notes - any relevant information not already covered'.
  - 'Terms' field with placeholder text 'Terms and conditions - late fees, payment methods, delivery schedule'.
  - 'Subtotal' '\$220.00'.
  - 'Tax' dropdown set to '0 %'.
  - 'Total' '\$220.00'.
  - 'Amount Paid' '\$ 0'.
  - 'Balance Due' '\$220.00'.

The bottom of the page features a footer with links: 'Invoice Template', 'Help', 'Invoicing Guide', 'Upgrade', 'API', 'Blog', and '@invoicedapp'. The text 'MADE BY INVOICED' is also present.

### Description

1. Enter Invoice From
2. Enter Invoice To (Bill To)
3. Enter Invoice Number
4. Enter Date
5. Enter Due Date
6. Enter Item Description
7. Enter Item Quantity
8. Enter Item Rate/Price



## 2.3 Enter Invoice Details: Invoice from

### Screenshot

Free Invoice Generator by Invoice Generator

Invoice Generator

Learn More

Invoice Guide

Upgrade

+ Add Your Logo

1

T&T Automation, Automation Street 9, 0248, Oslo, Norway

Bill To

Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago

Ship To

(optional)

Invoice

#

6007

Date

01-05-2012

Payment Terms

Due Date

01-06-2012

Send Invoice

Download Invoice

Currency

USD

Save template

My Invoices 1

Item	Quantity	Rate	Amount
Black Tea	4	\$ 55	\$220.00

Subtotal

\$220.00

Tax

0 %

Discount

Shipping

Total

\$220.00

Amount Paid

\$ 0

Balance Due

\$220.00

Notes

Notes - any relevant information not already covered

Terms

Terms and conditions - late fees, payment methods, delivery schedule

Invoice Template

Help

Invoice Guide

Upgrade

API

Blog

@invoiceapp

MADE BY INVOICE

### Description

#### 1. Enter Invoice From

InvoiceNumber	InvoiceDate	InvoiceDueDate	InvoiceFrom	InvoiceTo
6007	01-05-2012	01-06-2012	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago
5394	03-05-2021	03-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Leota Dillard, 7 W Jackson B
5154	05-05-2021	05-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Page Wieser, 5 Boston Ave #
9099	08-05-2021	08-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Chris Marrier, 228 Runamuck
3590	12-05-2021	12-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Minna Amigon, 2371 Jerold
9898	15-05-2021	15-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Shel Maclead, 37275 St. Rt 1
6414	20-05-2021	20-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Shley Calderera, 25 E 75th St
7302	23-05-2021	23-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Graciela Ruta, 98 Connecticut
4198	25-05-2021	25-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Cammy Albares, 56 E Moreh
9999	29-05-2021	29-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mattie Poquette, 73 State Ro



## 2.3 Enter Invoice Details: Invoice To

### Screenshot

Free Invoice Generator by Invoice Generator

Invoice Generator

Learn More Invoicing Guide Upgrade

+ Add Your Logo

INVOICE

# 6007

T&T Automation, Automation Street 9, 0248, Oslo, Norway

Date 01-05-2012

Payment Terms

Due Date 01-06-2012

Bill To: Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago

Ship To (optional)

Item	Quantity	Rate	Amount
Black Tea	4	\$ 55	\$220.00

Subtotal \$220.00

Tax 0 %

Total \$220.00

Amount Paid \$ 0

Balance Due \$220.00

Notes - any relevant information not already covered

Terms and conditions - late fees, payment methods, delivery schedule

Send Invoice

Download Invoice

Currency USD

Save template

My Invoices 1

Invoice Template Help Invoicing Guide Upgrade API Blog @invoiceapp

MADE BY INVOICED

### Description

## 2. Enter Invoice To (Bill To)

InvoiceData				Search	Sign in
Data	Review	View	Help	PDFsam Enhanced 4 Creator	Team
InvoiceFrom	InvoiceTo	ProductDescription	ProductQuantity		
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago	Black Tea			
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Leota Dillard, 7 W Jackson Blvd, 95111, Santa Clara	Atcha			
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Sage Wieser, 5 Boston Ave #88, 57105, Minneapolis	Green Tea			
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Kris Marrier, 228 Runamuck Pl #2808, 21224, Solong				
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Minna Amigon, 2371 Jerrold Ave, 19443, Morristown	White Tea			
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Abel Mackade, 37275 St Rt 17m M, 11953, St Erh				
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Kley Calderera, 25 E 75th St #69, 90034, Los Angeles	English Breakfast Tea			
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Graciela Ruta, 98 Connecticut Ave Nw, 44023, Waukegan				
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Cammy Albares, 56 E Morehead St, 78045, Waukegan	Bluechun			
T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mattie Poquette, 73 State Road 434 E, 85013, Longing Tea				



## 2.3 Enter Invoice Details: Invoice Number

### Screenshot

Free Invoice Generator by Invoice Generator

Invoice Generator

Learn More Invoicing Guide Upgrade

+ Add Your Logo

T&T Automation, Automation Street 9, 0248, Oslo, Norway

Bill To Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago

Ship To (optional)

Payment Terms

Due Date 01-06-2012

Invoice Number 6007

Send Invoice

Download Invoice

Currency USD

Save template

My Invoices 1

Item	Quantity	Rate	Amount
Black Tea	4	\$ 55	\$220.00

Notes - any relevant information not already covered

Terms Terms and conditions - late fees, payment methods, delivery schedule

Subtotal \$220.00

Tax 0 %

Discount Shipping

Total \$220.00

Amount Paid \$ 0

Balance Due \$220.00

### Description

### 3. Enter Invoice Number

InvoiceNumber	InvoiceDate	InvoiceDueDate	InvoiceFrom	InvoiceTo
6007	01-05-2012	01-06-2012	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago
5394	03-05-2021	03-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Leota Dillard, 7 W Jackson B
5154	05-05-2021	05-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Sage Wieser, 5 Boston Ave #
9099	08-05-2021	08-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Kris Marrier, 228 Runamuck
3596	12-05-2021	12-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Minna Amigon, 2371 Jerold
9899	15-05-2021	15-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Abel Maclead, 37275 St. Rt 1
6414	20-05-2021	20-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Kiley Calderera, 25 E 75th St
7302	23-05-2021	23-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Graciela Ruta, 98 Connecticut
4198	25-05-2021	25-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Cammy Albares, 56 E Moreh
9999	29-05-2021	29-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mattie Poquette, 73 State Ro



## 2.3 Enter Invoice Details: Invoice Date

### Screenshot

The screenshot shows the 'Invoice Generator' web application. The 'Date' field is highlighted with a red box and a red number '4', indicating the step to enter the invoice date. The date entered is '01-05-2012'. The 'Due Date' field shows '01-06-2012'. The 'Currency' is set to 'USD'. The 'Invoice' section shows the 'Invoice Number' as '6007'. The 'Bill To' section shows 'T&T Automation, Automation Street 9, 0248, Oslo, Norway'. The 'Ship To' section shows 'Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago'. The 'Item' section shows 'Black Tea' with a quantity of '4' and a rate of '\$ 55', totaling '\$220.00'. The 'Notes' section contains the text 'Notes - any relevant information not already covered'. The 'Terms' section contains the text 'Terms and conditions - late fees, payment methods, delivery schedule'. The 'Subtotal' is '\$220.00', 'Tax' is '0 %', and 'Total' is '\$220.00'. The 'Amount Paid' is '\$ 0' and the 'Balance Due' is '\$220.00'. The 'Send Invoice' button is visible.

### Description

#### 4. Enter Date

The screenshot shows an Excel spreadsheet with the following data:

InvoiceNumber	InvoiceDate	InvoiceDueDate	InvoiceFrom	InvoiceTo
6007	01-05-2012	01-06-2012	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago
5354	03-05-2021	03-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Leota Dillard, 7 W Jackson B
5154	05-05-2021	05-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Sage Wieser, 5 Boston Ave #
9099	08-05-2021	08-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Kris Marrier, 228 Runamuck
3599	12-05-2021	12-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Minna Amigon, 2371 Jerrold
9889	15-05-2021	15-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Abel Maclead, 37275 St Rt 1
6411	20-05-2021	20-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Kiley Calderera, 25 E 75th St
7302	23-05-2021	23-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Graciela Ruta, 98 Connecticut
4198	25-05-2021	25-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Cammy Albares, 56 E Moreh
9999	29-05-2021	29-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mattie Poquette, 73 State Ro





## 2.3 Enter Invoice Details: Invoice Due Date

### Screenshot

Free Invoice Generator by Invoice Generator

Invoice Generator

Learn More Invoicing Guide Upgrade

+ Add Your Logo

T&T Automation, Automation Street 9, 0248, Oslo, Norway

Bill To Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago

Ship To (optional)

Payment Terms

Date 01-05-2012

Due Date 01-06-2012

Invoice

# 6007

Currency USD

Send Invoice

Download Invoice

Template

My Invoices 1

Item	Quantity	Rate	Amount
Black Tea	4	\$ 55	\$220.00

Subtotal \$220.00

Tax 0 %

Discount Shipping

Total \$220.00

Amount Paid \$ 0

Balance Due \$220.00

Notes - any relevant information not already covered

Terms Terms and conditions - late fees, payment methods, delivery schedule

### Description

#### 5. Enter Invoice Due Date

InvoiceNumber	InvoiceDate	InvoiceDueDate	InvoiceFrom	InvoiceTo
6007	01-05-2012	01-06-2012	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago
5394	03-05-2021	03-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Leota Dillard, 7 W Jackson B
5154	05-05-2021	05-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Sage Wieser, 5 Boston Ave #
9099	08-05-2021	08-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Kris Marrier, 228 Runamuck
3590	12-05-2021	12-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Minna Amigon, 2371 Jerrold
9898	15-05-2021	15-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Abel Maclead, 37275 St Rt 1
6414	20-05-2021	20-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Kiley Calderera, 25 E 75th St
7302	23-05-2021	23-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Graciela Ruta, 98 Connecticut
4198	25-05-2021	25-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Cammy Albares, 56 E Moreh
9999	29-05-2021	29-06-2021	T&T Automation, Automation Street 9, 0248, Oslo, Norway	Mattie Poquette, 73 State Ro



## 2.3 Enter Invoice Details: Item Description

### Screenshot

The screenshot shows the 'Invoice Generator' web application. The 'Item' field is highlighted with a red box, and a red number '6' points to it. The 'Item' field contains 'Black Tea'. The 'Quantity' is 4, 'Rate' is \$ 55, and 'Amount' is \$220.00. The 'Subtotal' is \$220.00, 'Tax' is 0%, and 'Total' is \$220.00. The 'Amount Paid' is \$ 0, and 'Balance Due' is \$220.00.

Item	Quantity	Rate	Amount
Black Tea	4	\$ 55	\$220.00

Subtotal: \$220.00  
Tax: 0%  
Total: \$220.00  
Amount Paid: \$ 0  
Balance Due: \$220.00

### Description

#### 6. Enter Item Description

InvoiceTo	ProductDescription	ProductQuantity	ProductPrice
Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago	Black Tea	4	\$ 55
Leota Dillard, 7 W Jackson Blvd, 95111, San Jose	Matcha	10	\$ 60
Sage Wieser, 5 Boston Ave #88, 57105, Minneapolis	Green Tea	8	\$ 85
Kris Marrier, 228 Runamuck Pl #2808, 21222, Menominee	Oolong	15	\$ 67
Menna Amigon, 2371 Jerrold Ave, 19443, Malvern	White Tea	3	\$ 79
Abel Macleod, 37275 St. Rt 17m M, 11953, St. Louis	Pu Erh	4	\$ 22
Kiley Calderera, 25 E 75th St #69, 90034, Los Angeles	Darjeeling	11	\$ 18
Graciela Ruta, 98 Connecticut Ave Nw, 44021, Cleveland	English Breakfast Tea	5	\$ 34
Cammy Albares, 56 E Morehead St, 78045, Victoria	Biluochun	5	\$ 64
Mattie Poquette, 73 State Road 434 E, 85011, Phoenix	Longjing Tea	9	\$ 15



## 2.3 Enter Invoice Details: Item Quantity

### Screenshot

Free Invoice Generator by Invoice Generator

Invoice Generator

Learn More Invoicing Guide Upgrade

+ Add Your Logo

T&T Automation, Automation Street 9, 0248, Oslo, Norway

Bill To Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago

Ship To (optional)

Invoice # 6007

Date 01-05-2012

Payment Terms

Due Date 01-06-2012

Currency USD

Save template

My Invoices 1

Item	Quantity	Rate	Amount
Black Tea	4	\$ 55	\$220.00

+ Add Item

Notes

Notes - any relevant information not already covered

Subtotal \$220.00

Tax 0 %

+ Discount + Shipping

Terms

Terms and conditions - late fees, payment methods, delivery schedule

Total \$220.00

Amount Paid \$ 0

Balance Due \$220.00

Send Invoice

Download Invoice

Invoice Template Help Invoicing Guide Upgrade API Blog @invoiceapp

MADE BY INVOICED

### Description

#### 7. Enter Item Quantity

InvoiceTo	ProductDescription	ProductQuantity	ProductPrice
Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago	Black Tea	4	\$ 55
Leota Dillard, 7 W Jackson Blvd, 95111, Santa Matcha		10	\$ 60
Sage Wieser, 5 Boston Ave #88, 57105, Minna Green Tea		8	\$ 85
Kris Marrier, 228 Runamuck Pl #2808, 21224, Oolong		15	\$ 67
Menna Amigon, 2371 Jerrild Ave, 19443, Moo White Tea		3	\$ 79
Abel Macleod, 37275 St. Rt 17m M, 11953, Sui Pu Erh		4	\$ 22
Kiley Calderera, 25 E 75th St #69, 90034, Los J Darjeeling		11	\$ 18
Graciela Ruta, 98 Connecticut Ave Nw, 44023, English Breakfast Tea		5	\$ 34
Cammy Albares, 56 E Morehead St, 78045, W Bluoichun		5	\$ 64
Mattie Poquette, 73 State Road 434 E, 85013, Longjing Tea		9	\$ 15



## 2.3 Enter Invoice Details: Item Rate/Price

### Screenshot

Free Invoice Generator by Invoice Generator

Invoice Generator

Learn More Invoicing Guide Upgrade

+ Add Your Logo

T&T Automation, Automation Street 9, 0248, Oslo, Norway

Bill To Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago

Ship To (optional)

# 6007

Date 01-05-2012

Payment Terms

Due Date 01-06-2012

Send Invoice

Download Invoice

Currency USD

Save template

My Invoices 1

Item	Quantity	Rate	Amount
Black Tea	4	\$ 55	\$220.00

+ Add Item

Notes

Notes - any relevant information not already covered

Subtotal \$220.00

Tax 0 %

+ Discount + Shipping

Terms

Terms and conditions - late fees, payment methods, delivery schedule

Total \$220.00

Amount Paid \$ 0

Balance Due \$220.00

Invoice Template Help Invoicing Guide Upgrade API Blog @invoicedapp

MADE BY INVOICED

### Description

#### 8. Enter Item Rate/Price

InvoiceTo	ProductDescription	ProductQuantity	ProductPrice
Mitsue Tollner, 7 Eads St, 60632, Cook, Chicago	Black Tea	4	\$ 55
Leota Dillard, 7 W Jackson Blvd, 95111, Santa Matcha		10	\$ 60
Sage Wieser, 5 Boston Ave #88, 57105, Minna Green Tea		8	\$ 85
Kris Marrier, 228 Runamuck Pl #2808, 21224, Oolong		15	\$ 67
Menna Amigon, 2371 Jerrild Ave, 19443, Moo White Tea		5	\$ 75
Abel Macleod, 37275 St. Rt 17m M, 11953, Sio Pu Erh		5	\$ 27
Kiley Calderera, 25 E 75th St #69, 90034, Los J Darjeeling		15	\$ 18
Graciela Ruta, 98 Connecticut Ave Nw, 44023, English Breakfast Tea		5	\$ 34
Cammy Albares, 56 E Morehead St, 78045, W Bhuochun		5	\$ 64
Mattie Poquette, 73 State Road 434 E, 85013, Longjing Tea		5	\$ 15



## 2.3 Download Invoice (1/2)

### Screenshot

Free Invoice Generator by Invoice Generator

Invoice Generator Learn More Invoicing Guide Upgrade

+ Add Your Logo

T&T Automation, Automation Street 9,  
0248, Oslo, Norway

Bill To Ship To  
Mitsue Tollnes 7 Edda St,  
60632, Cook, Chicago (optional)

# 6007

Date 01-05-2012

Payment Terms

Due Date 01-06-2012

Item	Quantity	Rate	Amount
Black Tea	4	\$ 55	\$220.00

+ Add Item

Notes

Notes - any relevant information not already covered

Subtotal \$220.00

Tax 0 %

+ Discount + Shipping

Terms

Terms and conditions - late fees, payment methods, delivery schedule

Total \$220.00

Amount Paid \$ 0

Balance Due \$220.00

Send Invoice

Download Invoice

Currency USD

Save template

My Invoices 1

Invoice Template Help Invoicing Guide Upgrade API Blog @invoicedapp

MADE BY INVOICED

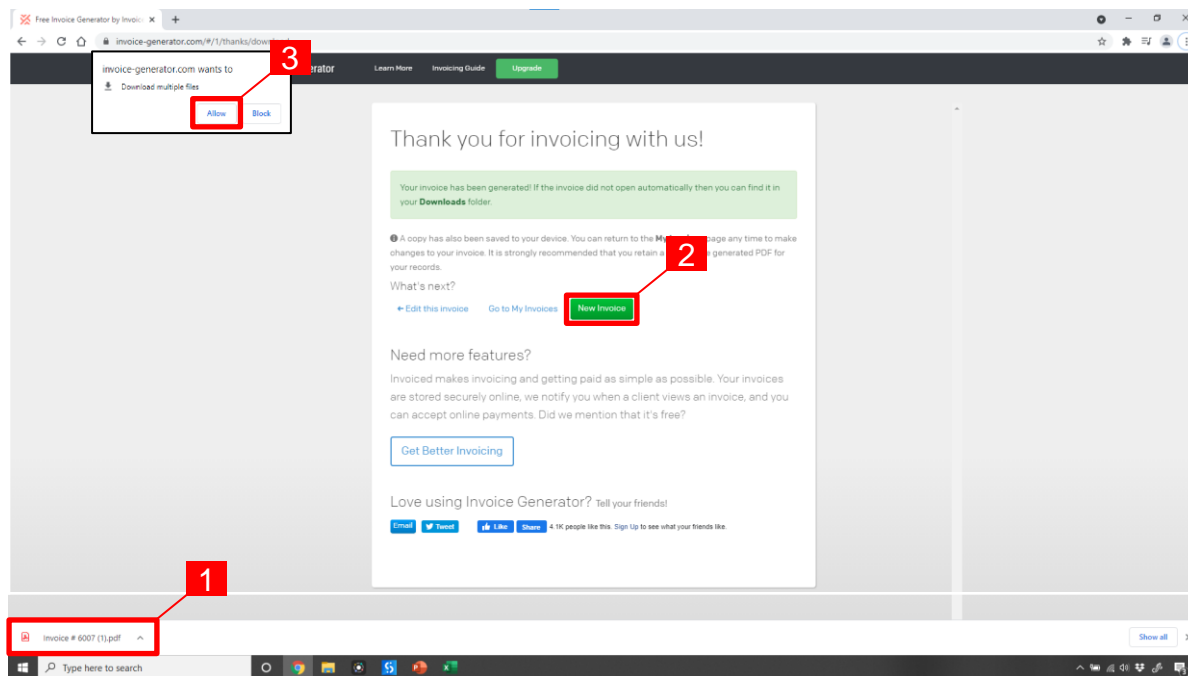
### Description

1. Click Download Invoice



## 2.3 Download Invoice (2/2)

### Screenshot



### Description

1. Confirm Successful download
2. Click **New Invoice** to return to home page to prepare for next invoice

You may be asked by Google Chrome for permission to download multiple documents. Follow the action below to allow multiple downloads from this webpage. This is required to do **once**:

3. Click **Allow**

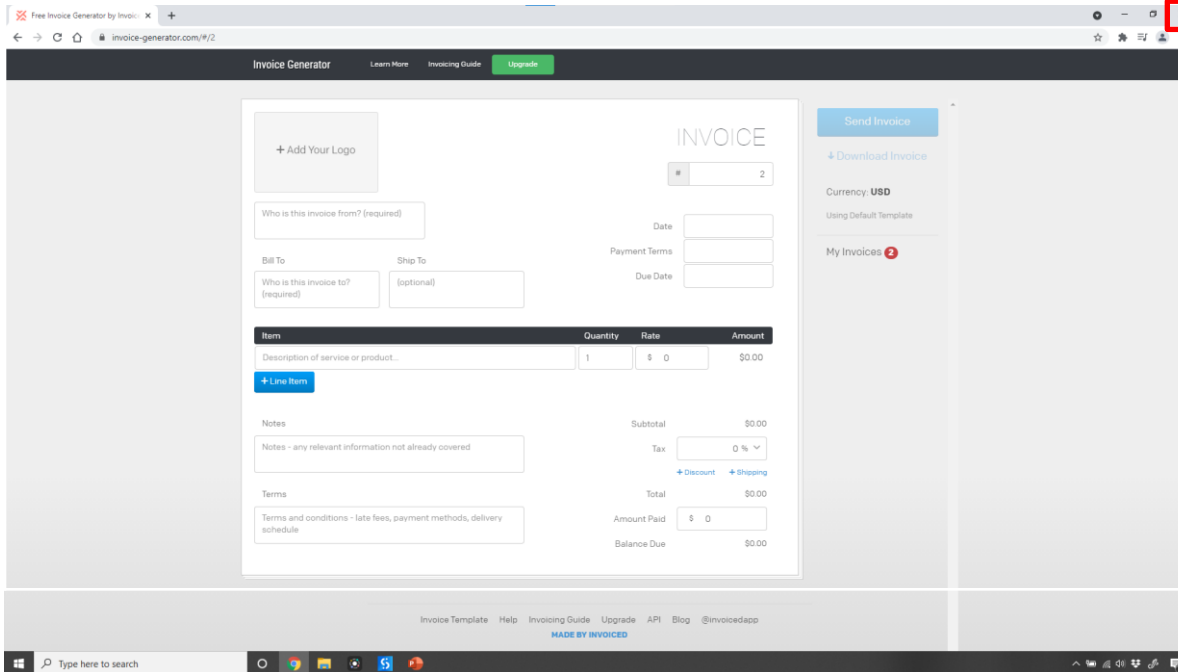




## 2.3 Close invoice-generator.com

### Screenshot

2



### Description

1. Close invoice-generator.com open in Google Chrome

*You can either close the tab or the entire window.*

---

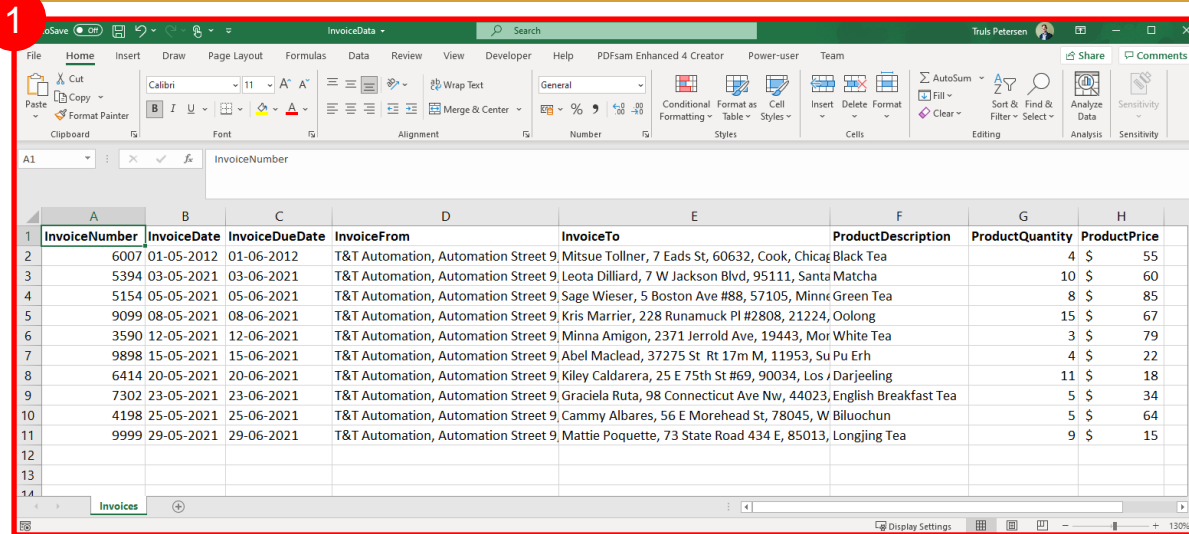
3

# Attachments

## 3.1 Excel Spreadsheet

### Screenshot

1



InvoiceNumber	InvoiceDate	InvoiceDueDate	InvoiceFrom	InvoiceTo	ProductDescription	ProductQuantity	ProductPrice
6007	01-05-2012	01-06-2012	T&T Automation, Automation Street 9	Mitsue Tollner, 7 Eads St, 60632, Cook, Chicag	Black Tea	4	\$ 55
5394	03-05-2021	03-06-2021	T&T Automation, Automation Street 9	Leota Dilliard, 7 W Jackson Blvd, 95111, Santa Matcha		10	\$ 60
5154	05-05-2021	05-06-2021	T&T Automation, Automation Street 9	Sage Wieser, 5 Boston Ave #88, 57105, Minne	Green Tea	8	\$ 85
9099	08-05-2021	08-06-2021	T&T Automation, Automation Street 9	Kris Marrier, 228 Runamuck Pl #2808, 21224, Oolong		15	\$ 67
3590	12-05-2021	12-06-2021	T&T Automation, Automation Street 9	Minna Amigon, 2371 Jerrold Ave, 19443, Mor	White Tea	3	\$ 79
9898	15-05-2021	15-06-2021	T&T Automation, Automation Street 9	Abel Maclead, 37275 St Rt 17m M, 11953, Su Pu	Erh	4	\$ 22
6414	20-05-2021	20-06-2021	T&T Automation, Automation Street 9	Kiley Calderera, 25 E 75th St #69, 90034, Los / Darjeeling		11	\$ 18
7302	23-05-2021	23-06-2021	T&T Automation, Automation Street 9	Graciela Ruta, 98 Connecticut Ave Nw, 44023, English	Breakfast Tea	5	\$ 34
4198	25-05-2021	25-06-2021	T&T Automation, Automation Street 9	Cammy Albares, 56 E Morehead St, 78045, W	Biluochun	5	\$ 64
9999	29-05-2021	29-06-2021	T&T Automation, Automation Street 9	Mattie Poquette, 73 State Road 434 E, 85013, Longjing	Tea	9	\$ 15

### Description

#### 1. InvoiceData.xlsx

*This spreadsheet contains all the necessary information to generate one invoice per row.*

#### Document pre-requisites

The name of the spreadsheet is **Invoices**

The following columns exist in the table:

- (1) InvoiceNumber,
- (2) InvoiceDate,
- (3) InvoiceDueDate,
- (4) InvoiceFrom,
- (5) InvoiceTo,
- (6) ProductDescription,
- (7) ProductQuantity,
- (8) ProductPrice