



# **Dynamics 365 - Purchase Order and Invoice Creation**

**Revision 1**



## Revision History

Date	Revision	Description	Signature / Date	
17/10/2022	1	Initial draft of user manual: Dynamics 365 - Purchase Order and Invoice Creation	Prepared	Salman Tahir
			Verified	
			Approved	
17/10/2022	2	User manual: Dynamics 365 - Purchase Order and Invoice Creation	Prepared	Waseem Abbas
			Verified	
			Approved	
			Prepared	





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## 1 About User Manual

This document describes the step-by-step guide of manually creation of a purchase order (PO) of a product or a list of sub-products (items). These purchase orders (POs) are usually created by a purchase user (employee) in a legal entity (legal organization). The user creates and forwards the purchase order (PO) to a vendor who has been chosen for that product through purchase requisition bidding process.

The step-by-step guide of a purchase order (PO) creation and then creation of invoice will be explained.

## 2 Dashboard Overview

After logging in, you will see the main dashboard, it includes the grid of individual Workspaces (in the middle), which are represented in the **Figure 1**. The purchase user can see a list of important processes related to purchase order (**Purchase order confirmation**, **Purchase order preparation**, **Purchase order receipt and follow-up**) in the dashboard.

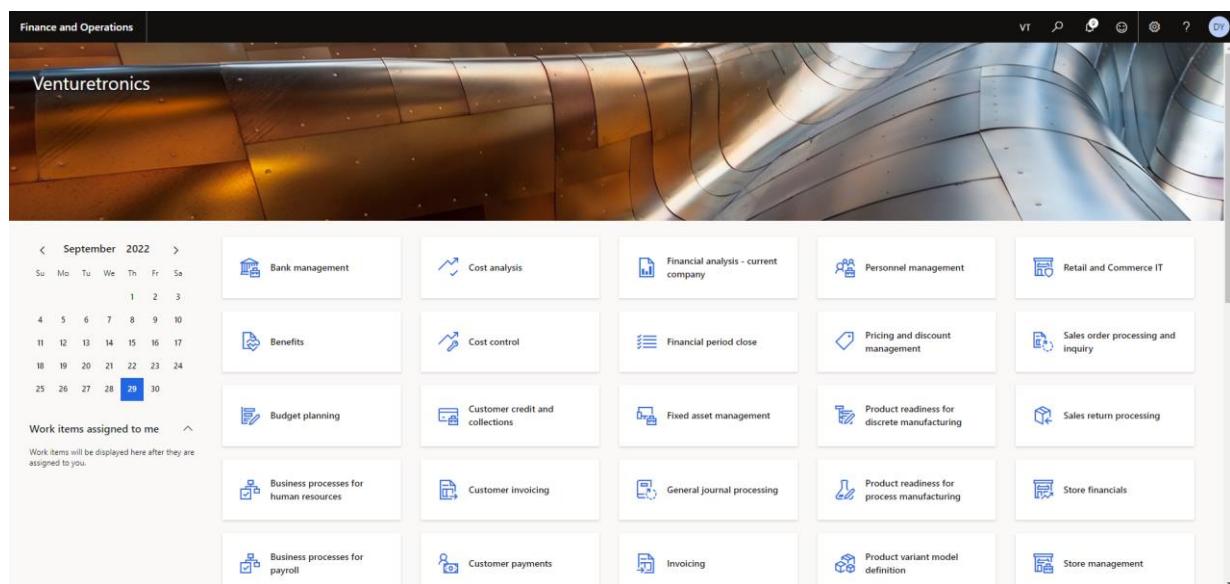


Figure 1. Important Purchase Order Processes in Dashboard

## 3 Purchase Order

### 3.1 Three Ways to access Purchase Order Workspace

There are various ways to access the purchase order (PO) workspace.

#### Approach 1: From Dashboard Workspaces

If you want to access the purchase order page(s) (PO's) quickly, click on the “Purchase order preparation” tab (for creating a new PO), the “Purchase order confirmation” tab (for getting the information of all the confirmed POs), and the “Purchase order receipt and follow-up” tab (for PO's receipt and follow-up information). These PO processes are already highlighted in the dashboard, which is shown in the **Figure 2**.

#### Approach 2: From Modules Icon

The user can also access the purchase order page(s) by clicking the **Modules**, select **Procurement and Sourcing**, and then **Purchase Orders** group. After clicking the **All Purchase Orders** link in Purchase orders group, following information will appear which is shown in **Figure 5**. Here the purchase user can see the list of all purchase order along with their information and a new PO can also be created by following this page.



The screenshot displays the SAP Fiori Launchpad interface for the Finance and Operations suite. The top navigation bar includes the 'Finance and Operations' title and a utility bar with icons for USMF, search, notifications, and user profile. The main area is a grid of application tiles. The left sidebar contains a vertical menu of icons. A red box highlights the 'Purchase order preparation' tile in the grid. Two red annotations are present: one pointing to the sidebar icon menu with the text 'Lit of icons (Modules, Recent, Favourite, etc.)' and another pointing to the 'Purchase order confirmation' and 'Purchase order preparation' tiles with the text 'List of processes related to purchase order (PO)'.

Finance and Operations					

The screenshot displays the SAP Purchase Order Preparation interface. The top navigation bar includes a 'New purchase order' button and an 'Options' menu. The main header is 'Purchase order preparation'. Below this, there are several tabs: 'Summary', 'Orders', 'Confirmed and Open', and 'Links'. The 'Summary' tab is active, showing a grid of cards for 'New purchase order', 'All purchase orders', '30 Without confirmed delivery date', '0 Assigned to me', '1 Draft', '0 In review', '32 Approved', and '2 In external review'. The 'Orders' tab is also visible, showing a table of purchase orders. The 'Confirmed and Open' tab shows a card for '9 All'. The 'Links' tab shows a list of links: 'Request for quotation', 'Release approved purchase request...', 'Planned purchase orders', and 'Confirm purchase orders'. Red annotations highlight specific features: 'New purchase order' button, 'Options' menu, 'Summary' tab, 'Orders' tab, 'Confirmed and Open' tab, 'Links' tab, and the '2 In external review' card.

**New purchase order** **Options** **For creating a new PO**

## Purchase order preparation

**Summary** **Orders** **Confirmed and Open** **Links**

**New purchase order** **All purchase orders**

**30** Without confirmed delivery date

**0** Assigned to me **1** Draft

**0** In review **32** Approved

**2** In external review

**In external review awaiting vendor response**

**For viewing all those PO, which are in external review of vendor**

**Confirmed and Open**

**9** All

**For viewing the successful confirmed and open PO**

**Links**

- Request for quotation
- Release approved purchase request...
- Planned purchase orders
- Confirm purchase orders

Purchase order	Vendor account	Vendor name	Created time
00000053	US-101	Fabrikam Electronics	5/10/2017 4:16:10 AM

Finance and Operations Preview													
Procurement and sourcing > Purchase orders > All purchase orders													
Edit + New Delete Purchase order Purchase Manage Receive Invoice Transportation General Options													
All purchase orders													
My view													
Filter													
SW PO Number	Purchase order	Vendor	Payment Terms	Currency	PO status	Approval status	Delivery date	Incoterms	Orderer	Requester	Mode of delivery	Last Email to Vendor	Confirmed... is mail sen... is remide... Last email vendor for expiry... is c...
SWG-8059	PO000717	ebm-pagot Inc	Net45	USD	Open order	Approved	11/22/2021	FOB	Ahmad lhtiaq	Ahmad lhtiaq	Fast&Easy		
SWG-8429	PO000718	Wuxi Antoon Electric Co., Ltd.	Net45	USD	Open order	Approved	12/14/2021	FOB	Ahmad lhtiaq	Ahmad lhtiaq	Will Call		
SWG-8422	PO000719	Wuxi Antoon Electric Co., Ltd.	Net45	USD	Open order	Approved	12/14/2021	FOB	Ahmad lhtiaq	Ahmad lhtiaq	Best Way		
SWG-8464	PO000720	Wuxi Antoon Electric Co., Ltd.	Net45	USD	Open order	Approved	12/26/2021	FOB	Ahmad lhtiaq	Ahmad lhtiaq	Best Way		
SWG-8406	PO000721	Beijing Red Sun Technolo...	Net45	USD	Open order	Approved	12/6/2021	FOB	Ahmad lhtiaq	Ahmad lhtiaq	Will Call		
SWG-8414	PO000722	Wuxi Antoon Electric Co., Ltd.	Net45	USD	Open order	Approved	12/8/2021	FOB	Ahmad lhtiaq	Ahmad lhtiaq	Best Way		
SWG-8465	PO000723	Fiberfin	Net45	USD	Open order	Approved	12/8/2021	FOB	Naeem Shehzad	Naeem Sheh...	Best Way		
SWG-8472	PO000724	Fiberfin	Net45	USD	Open order	Approved	12/9/2021	FOB	Naeem Shehzad	Naeem Sheh...	Best Way		
SWG-8372	PO000725	Amphenol Custom Cable	Net30	USD	Open order	Approved	12/8/2021	FOB	Naeem Shehzad	Naeem Sheh...	Best Way		
SWG-8382	PO000726	Amphenol Custom Cable	Net30	USD	Open order	Approved	12/8/2021	FOB	Naeem Shehzad	Naeem Sheh...	Best Way		
SWG-8474	PO000727	Mouser Electronics	Net45	USD	Open order	Approved	12/5/2021	FOB	Ahmad lhtiaq	Ahmad lhtiaq	Will Call		
SWG-8475	PO000728	Digi-Key Electronics	Net45	USD	Open order	Approved	12/5/2021	FOB	Ahmad lhtiaq	Ahmad lhtiaq	Will Call		
SWG-8473	PO000729	Wuxi Antoon Electric Co., Ltd.	Net45	USD	Open order	Approved	12/11/2021	FOB	Ahmad lhtiaq	Ahmad lhtiaq	Best Way		
SWG-8437	PO000730	TTI, Inc.	Net30	USD	Open order	Approved	11/28/2021	FOB	Naeem Shehzad	Naeem Sheh...	Best Way		
SWG-8346	PO000731	Wally Electric	Net45	USD	Open order	Approved	11/20/2021	FOB	Uzman Aslam	Uzman Aslam	Best Way		
SWG-8342	PO000732	Beijing Red Sun Technolo...	Net45	USD	Open order	Approved	11/15/2021	FOB	Uzman Aslam	Uzman Aslam	Will Call		
SWG-8375	PO000733	Dayton Lamina Corp.	Net45	USD	Open order	Approved	11/20/2021	FOB	Uzman Aslam	Uzman Aslam	Best Way		
SWG-8388	PO000734	Digi-Key Electronics	Net45	USD	Open order	Approved	11/16/2021	FOB	Uzman Aslam	Uzman Aslam	Best Way		
SWG-8461	PO000735	Digi-Key Electronics	Net45	USD	Open order	Approved	12/4/2021	FOB	Uzman Aslam	Uzman Aslam	Best Way		
SWG-8386	PO000736	AOS Prototypes Technolo...	Net45	USD	Open order	Approved	11/20/2021	FOB	Uzman Aslam	Uzman Aslam	Will Call		

### 3.2 Purchase Order from Module

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The screenshot shows the Dynamics 365 interface. On the left, the navigation pane has 'Procurement and sourcing' highlighted. The main area displays a list of purchase orders. The top bar shows 'Purchase order preparation' as the active workspace. The list of purchase orders includes columns for Scheduled start date/time, Active period, Created by, Run by, and Company account.

Figure 5 Purchase Order from Module

The screenshot shows the 'All Purchase Order' page in Dynamics 365. The page displays a list of purchase orders with the following columns: SW PO Number, Purchase order, Vendor, Payment Terms, Currency, PO status, Approval status, Delivery date, Incoterms, Orderer, Requester, Mode of delivery, Last Email to Vendor, Confirmed..., Is mail sen..., Is reminder..., and Last email vendor for expiry... The 'Purchase order' column is highlighted.

Figure 6. All Purchase Order page

### 3.3 Opening Purchase Order Form

As **step 1**, the purchase user can access the new purchase order (PO) creation form by adopting any one of the approaches discussed above. For instance, In the “**Approach 1**” click on the “purchase order preparation” workspace which has been highlighted in the **Figure 2**. The user can see the summarized and the detailed information of all purchase orders (POs) in the “**Summary**” and “**Orders**” areas at this page.

### 3.4 Clicking on NEW to Create Purchase Order

In **step 2**, the user can click at the “**New purchase order**” button located on the top or “New purchase order” item from the Summary area, which has been highlighted in the **Figure 3**. The “Create purchase order form” will appear at the right side, which is shown in the **Figure 7**.



Figure 7. Create Purchase Order form

### 3.5 Filling out Purchase Order Form

In **step 3**, the user needs to fill out the purchase order form which have been highlighted in the **Figure 7**. In this form, user needs to add the information of the vendor account. When you add vendor account, fields of 'Name' and 'Contact' will be automatically populated. The Purchase Order field will also be generated automatically. Drop down the field in the invoice account and select the desired account. In the '**Mode of Delivery**' field, different options are available like Best way, DHL, FedEx, Will Call etc. Select the option in the warehouse field. Upon selection, the site field will be automatically populated. In the **Delivery Terms** field, different options will be available like Free on Board. In the **Terms of Payment** field, enter the option which is most desired.

### 3.6 Click OK to Open PO Details

After clicking **OK**, the user can see the header area of the purchase order (PO) that we have just created, the purchase order lines area and Lines details area at the bottom. These areas are highlighted in the **Figure 9**.

Moreover, If the user wants to see the detailed information of the purchase order (PO), click on the Header view option, which is highlighted in the **Figure 10**.

Figure 8. Filling Out Purchase Order Form 1





The screenshot shows the 'Purchase order lines' section of the Dynamics 365 interface. The title bar indicates 'PO000913 : RS Components Ltd - RS Components Ltd'. The 'Purchase order header' section includes fields for Delivery date (1/20/2022), Vendor (RS Components Ltd), PO Priority (Normal), External Purchase Order ID Format (SWG-####), Invoice Approver (Francis Knelekbaum), Ship To - Will Call (No), Notes (Please mention SWPN and REV on packing slip. This PO is for Electronic Components for Proto-4. Attention: Felo Fahad-VT), and Project ID (Nazeem Shehzad). The 'Purchase order lines' section shows a table with columns: SW Part Number, REV, Quantity, Unit price, Location, Net amount, COC Req., Fair Needed, Requested shipping date, Delivery Date, Site, Warehouse, Location, and Product name. The table contains one line item: P113695, A, 10.00, 2.11000, R09501802, 21.10, 1/20/2022, 1/20/2022, VT-LHR, VT-LHRMain, R09501802, and TERMINAL BLOCK / TERMINAL BLOCK. The 'Line details' section shows the 'General' tab with fields for Product name (TERMINAL BLOCK / TERMINAL), REFERENCE (VPN / MPN), STATUS (Received), TRACKING TIME DETAILS (Inventory intake Time: 1, Transit Time: 0), and Customs Clearance Time (0).

Figure 9. Purchase Order Detailed Information page (When Lines)

The screenshot shows the 'Purchase order header' section of the Dynamics 365 interface. The title bar indicates 'PO000913 : RS Components Ltd - RS Components Ltd'. The 'General' section includes fields for Purchase order (PO000913), Vendor (RS Components Ltd), CONTACT INFORMATION (Email), STATUS (Received), Currency (GBP), Ordered By (Nazeem Shehzad), Terms of payment (Net30), Vendor Name (RS Components Ltd), PO Requester (Nazeem Shehzad), and Created date and time (2/7/2022 08:26:43 PM). The 'Purchase process' section includes fields for CONFIRMATION REQUEST TO VENDOR, PO APPROVAL EMAIL TO FINANCE, REMINDER EMAIL TO VENDOR, EXPIRY REMINDER EMAIL TO VENDOR, PO PREPAYMENT EMAIL TO FINANCE, and PREPAYMENT CONFIRMATION EMAIL TO VENDOR. The 'Address' section includes fields for Delivery name (Venturetronics Lab), Address (Tariq Ishaq Road, Punjab University Employees CHS, Rawind Link Road, Lahore, Punjab 54770, PAK), and ATTENTION (Notes: Please mention SWPN and REV on packing slip. This PO is for Electronic Components for Proto-4. Attention: Felo Fahad-VT). The 'Delivery' section includes fields for Delivery date (1/20/2022), Requested shipping date (1/20/2022), Shipping Method (Best Way), and Financial dimensions (Department, Item).

Figure 10. Purchase Order Detailed Information page (When Header)



### 3.7 Adding PO lines

In the Purchase Order Lines, click on the ‘Add line’ option. After clicking, select the desired SW Part Number. For some SW part number, the unit price will be automatically generated. The Rev field will also be automatically filled when you enter SW part number. which is highlighted in the **Figure 11**.

Unit price	SW Part Number	REV	Quantity	Net amount	COC Req.	Fair Needed	Requested shipping date	Site	Warehouse	Product name	Unit	Inventory L.	Customs C.	Transit Time	Currency
20.00000	P100027	8	1.00	20.00			2/9/2022	VT-LHR	VTWorkshop	MOUNTING BLOCK, CURRENT SENSOR / MOUNTING BLOCK, CURRENT SEN	ea	0	0	0	USD
7.00000	P100037	D	1.00	7.00			2/9/2022	VT-LHR	VTWorkshop	ASSEMBLY, MOV TO CLAMP, GROUNDING STRAP 10.50" / ASSEMBLY, M	ea	0	0	0	USD

Figure 11. Adding PO line(s) and Pre-payment for Purchase Order

### 3.8 PO Approver and Invoice Approver

In the Purchase order, open the specific purchase order and go to the purchase order header. The user will see the Invoice Approver and PO Approver fields. The user must have fill out these fields which is shown in the **Figure 12**.

SW Part Number	REV	Quantity	Unit price	Location	Net amount	COC Req.	Fair Needed	Requested shipping date	Delivery Date	Site	Warehouse	Location	Product name		
P111786	5	250.00	92.00000	Store	23,000.00	✓	✓	12/1/2021	12/1/2021	JBL-FL	JBL-FL	Store	BUSBAR, MVAR INPUT / BUSBAR, MVAR INPUT		
P111787	5	250.00	115.00000	Store	28,750.00	✓	✓	12/1/2021	12/1/2021	JBL-FL	JBL-FL	Store	BUSBAR, MVAR OUTPUT / BUSBAR, MVAR OUTPUT		
Total			500.00	207.00000	51,750.00										
2 rows															

Figure 12 PO Approver and Invoice Approver



### 3.9 PO Requestor

In the Purchase order, open the specific purchase order and go to the purchase order header. The user will see the Invoice Requestor. The user must have fill out this field which is shown in the **Figure 13**.

The screenshot shows the Dynamics 365 Purchase Order header for PO000722: Wuxi Aston Elec - Wuxi Aston Electric Co., Ltd. The PO Requestor field is highlighted with a red box. The field is labeled "PO Requestor" and contains the name "Ahmad Ishraq".

SW Part Number	REV	Quantity	Unit price	Location	Net amount	COC Req.	Fair Needed	Requested shipping date	Delivery Date	Site	Warehouse	Location	Product name
P112227	4	25.00	523.0000	Store	13,075.00	✓	✓	1/6/2022	1/6/2022	JBL-FL	JBL-FL	Store	BUSBAR, MVAR-VSL, INTERCONNECT, INPUT SIDE / BUSBAR, MVAR-VS
P112892	4	25.00	345.70000	Store	8,642.50	✓	✓	1/6/2022	1/6/2022	JBL-FL	JBL-FL	Store	BUSBAR, INTERCONNECT 1, SERIES, MVAR-MVAR / BUSBAR, INTERCO
P112908	4	25.00	687.10000	Store	17,177.50	✓	✓	1/6/2022	1/6/2022	JBL-FL	JBL-FL	Store	BUSBAR, INTERCONNECT 4, SERIES, MVAR-MVAR / BUSBAR, INTERCO
Total		125.00	1,568.80000		39,220.00								

Figure 13 PO Requestor

### 3.10 Shipment Tracking Details

In the Purchase order, open the specific purchase order and go to the Shipment Tracking Details. The user will see the Shipment Tracking Details. The user can add, remove and refresh any remaining shipment. User can also compare the shipment quantity with quantity in purchase order line, which is shown in the **Figure 14**.

The screenshot shows the Dynamics 365 Purchase Order Shipment Tracking Details for PO001103: Mouser Electron - Mouser Electronics. The Shipment Tracking Details section is highlighted with a red box. The section includes a table for shipment tracking details.

Part Number	Rev	Dev	Shipment	Line number
P106366	A	-	400.00	4
P106370	A	-	500.00	1
P115271	A	-	300.00	2
P115914	A	-	300.00	3

Figure 14 Shipment Tracking Details



### 3.11 Forwarding Purchase Order to Vendor

In **step 6**, the purchase order should be sent to the vendor to confirm it. The vendor either accepts, rejects, or accepts the received purchase order (PO) with changes (suggest changes). For that, the purchase user needs to click on the “Send for confirmation” in the vendor collaboration group which is highlighted in the **Figure 15**. After clicking, the purchase order (PO) has been sent to the vendor to confirm it. Now, the purchase order is in the external review. Finally, the purchase order creation status changes from “Approved” to “In external review” in the purchase order page, which is highlighted in the **Figure 15**.

### 3.12 Verifying Successful Creation of Purchase Order

The user can see the newly created purchase order (PO) information and its status (In external review), which is displayed in the **Figure 15**.

The screenshot shows the Dynamics 365 Purchase Order form for PO 00001809. The 'Purchase' tab is active. In the 'Vendor collaboration' group, the 'Send for confirmation' button is highlighted with a red box. A red arrow points to this button with the text: 'Click at the "Send for Confirmation" (send to vendor for his confirmation)'. Another red box highlights the 'Approved' status in the top right corner, with a red arrow pointing to it and the text: 'Status changes from "Approved" to "In external review"'. The 'Purchase order lines' table shows one line item: P100649, Adhesive, Lotcite 425 / A... with a quantity of 10.00. The 'Line details' section shows various fields like 'Purchase requisition', 'Intercompany', and 'Delivery reference'.

Figure 15 Clicking at Send for Confirmation in Vendor Collaboration Group

After clicking at the purchase order number (clickable link), the purchase order information, along with its updated status, page will appear, which is shown in the **Figure 16**.

The screenshot shows the 'My view' page in Dynamics 365. A table lists purchase orders. The first row is highlighted with a red box, showing PO 00001825, Digi-Key, Digi-Key, Digi-Key, Purchase order, In external review, Open order, USD, 6/11/2021, LahoreWH. The 'In external review' status is also highlighted with a red box in the top left corner of the page.

Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Direct del...	Warehouse
00000051	US-104	US-104	Fabrikam Supplier	Purchase order	In external review	Open order	USD	4/11/2018		24
00000024	US-104	US-104	Fabrikam Supplier	Purchase order	In external review	Open order	USD	4/24/2018		24
00001825	Digi-Key	Digi-Key	Digi-Key	Purchase order	In external review	Open order	USD	6/11/2021		LahoreWH

Figure 16 In External Review POs page

The screenshot shows the Dynamics 365 Purchase Order form for PO 00001825. The 'Purchase' tab is active. The 'Purchase order' section shows the PO number 00001825 and the vendor Digi-Key. The 'Status' section shows the status 'In external review'. The 'Vendor' section shows the vendor name 'Digi-Key' and the contact 'Alicia Thornber'. The 'Purchase requisition' section shows the requisition number '10'. The 'Delivery reference' section shows the reference '01'. The 'Storage dimensions' section shows the dimensions 'LahoreSite' and 'LahoreWH'. The 'Reasons' section shows the reason 'Customer requisition'. The 'References' section shows the reference '000057'. The 'Date and time' section shows the date '6/8/2021 05:36:01 AM'. The 'Unplanned purchases' section shows the status 'Confirming PO'.

Figure 17 In External Review Purchase Order Information



## 4 Invoice Creation for Purchase Order

Once the purchase order (PO) is created successfully, confirmed and verified by the both the purchase user and the vendor entities. The PO will be in the “opened and confirmed” status. This process is comprehensively described in the above sections.

These following steps will guide the vendor to create a new invoice for the purchase order (PO).

### 4.1 Accessing Invoicing Process Page

The “Invoicing” page can be accessed by either clicking at the “Invoicing” process located in the dashboard or clicking the Invoicing link in the Workspaces which is highlighted in the **Figure 18**. After clicking, the vendor can see the concise information of vendor invoices in the “Invoicing” page, which highlighted in the **Figure 19**.

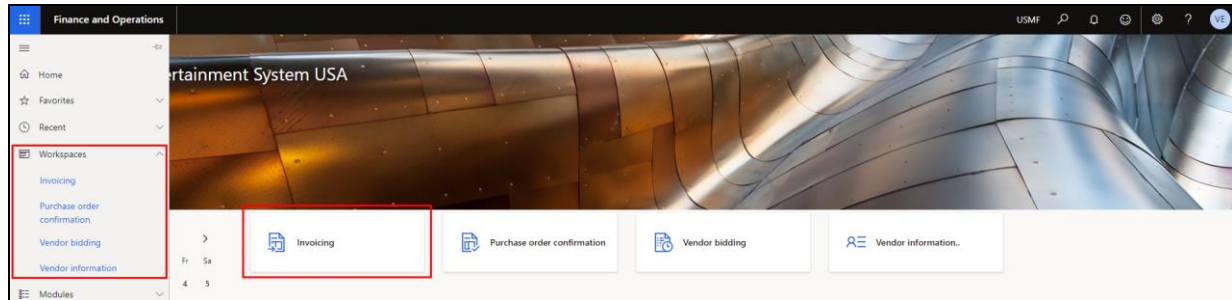


Figure 18 Invoicing Process in Dashboard

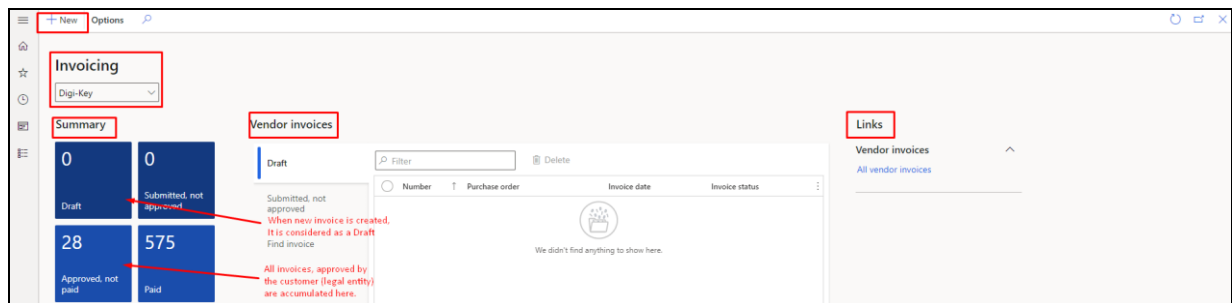


Figure 19 Summary and Vendor Invoices in Invoicing page





## 4.2 Clicking at New Button

After clicking **New** button at the top, the “New invoice from purchase order” form appears at the right side of the page which is shown in the **Figure 20**. During the creation of invoice, the vendor can either type the Purchase order (PO) number manually or select it from PO list (it appears after clicking at arrow in the Purchase order textbox) which is shown in the **Figure 20**.

Purchase order	Vendor name	Vendor account	Purchase order status	Project ID	Prepayment l...	Prepayment re...
00001401	Digi-Key	Digi-Key	Received			
00001550	Digi-Key	Digi-Key	Open order			
00001776	Digi-Key	Digi-Key	Open order	000185		
00001778	Digi-Key	Digi-Key	Received	000057		
00001825	Digi-Key	Digi-Key	Open order	000057		

Figure 20 New Invoice for Purchase Order Form

## 4.3 Viewing Detailed Information of Vendor Invoice

After clicking at the “Create Invoice” button (which is highlighted in the **Figure 20**), the detailed information of the newly created vendor invoice will appear in the “Vendor invoice” page which is shown in the **Figure 21**. In this page, the vendor can see the invoice and purchase order numbers along with the other information that has been highlighted. In addition, the vendor can click at the “Notes and attachments” tab, for attaching some additional notes and files with this vendor invoice, which is highlighted in the **Figure 21**.

Item number	Item name	Procurement category	Quantity	Unit price	Line net amount	Sales tax group	Item sales tax group	Has notes and ...
P100649	Adhesive, Loctite 425 / Adhesive...		10.00	90.00	900.00			

Figure 21 Detailed Information of Vendor Invoice

## 4.4 Verifying Forwarding of PO Invoice to Customer

In order to verify the successful forwarding of purchase order (PO) invoice to the customer (legal organization), the vendor can notice that the count value of the “Draft” item in the “Summary” area updated and the Invoice status becomes “Unposted” in the “Vendor invoices” area in the Invoicing page which is highlighted in the **Figure 22**. In order to get the detailed information of the forwarded invoice, the vendor can either click on the invoice number in the Vendor invoices or click at the Draft item in the Summary area.

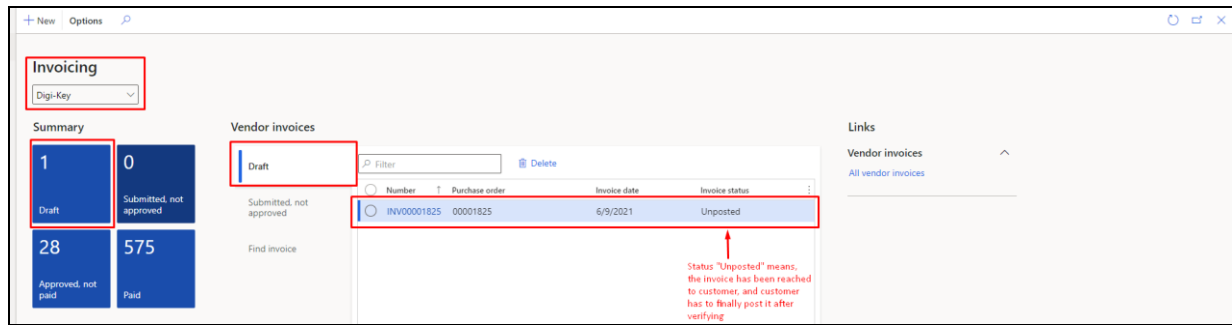


Figure 22 Updated Draft Count Value in Invoicing page

#### 4.5 Viewing Approved PO Invoice by Customer

As the vendor forwards the purchase order (PO) invoice to the customer (legal organization), the purchase user will update the product receipt number, provided by the vendor in the system and verify this PO invoice. After verification, the PO invoice is confirmed by the customer. The vendor can see the approved PO invoice information in the “**Approved, not paid**” item of the Summary area on Invoicing page, which is highlighted in the **Figure 23**. The PO Invoice status is changed from the “**Unposted**” to the “**Unpaid**” in this page.



Figure 23 Updated Count value of Approved Invoices in Invoicing Page

