S2Pconnect

Supplier Portal Training Guide: How to flip a Purchase Order into invoice

DUPONT™

Please note:

These instructions are ONLY for suppliers who have been onboarded to the S2P Connect Supplier Portal.

In addition, if your Purchase Order or billing instructions include the term “ERS,” you should not use the S2P Connect Portal to submit invoices. (ERS stands for Evaluated Receipt Settlement, and reflects a prior agreement on a specific invoice process with designated suppliers.)

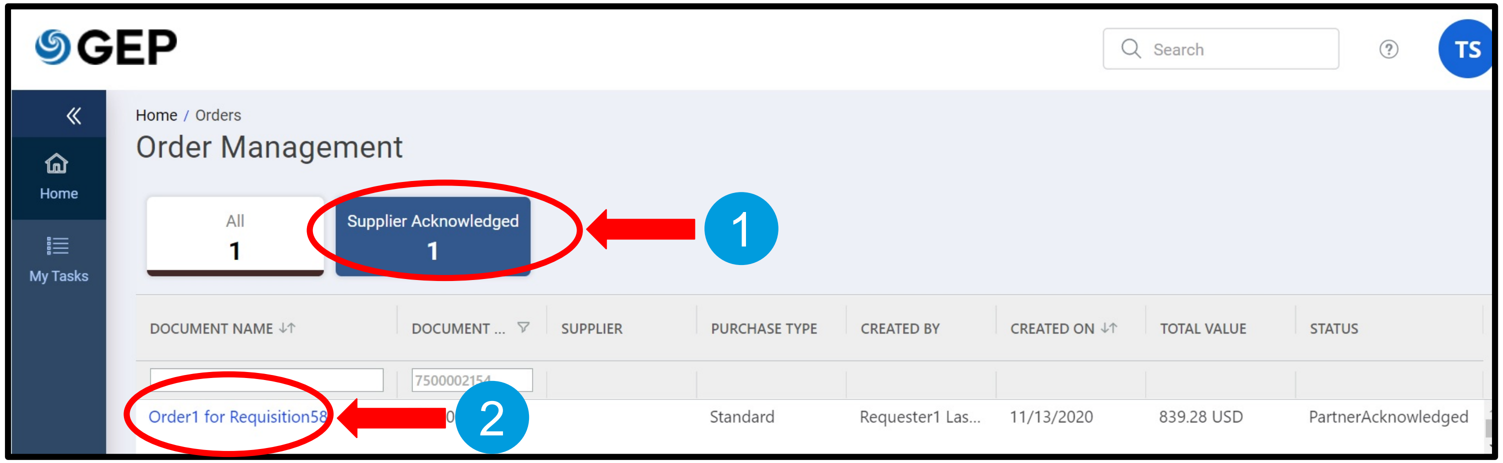
Create Invoice

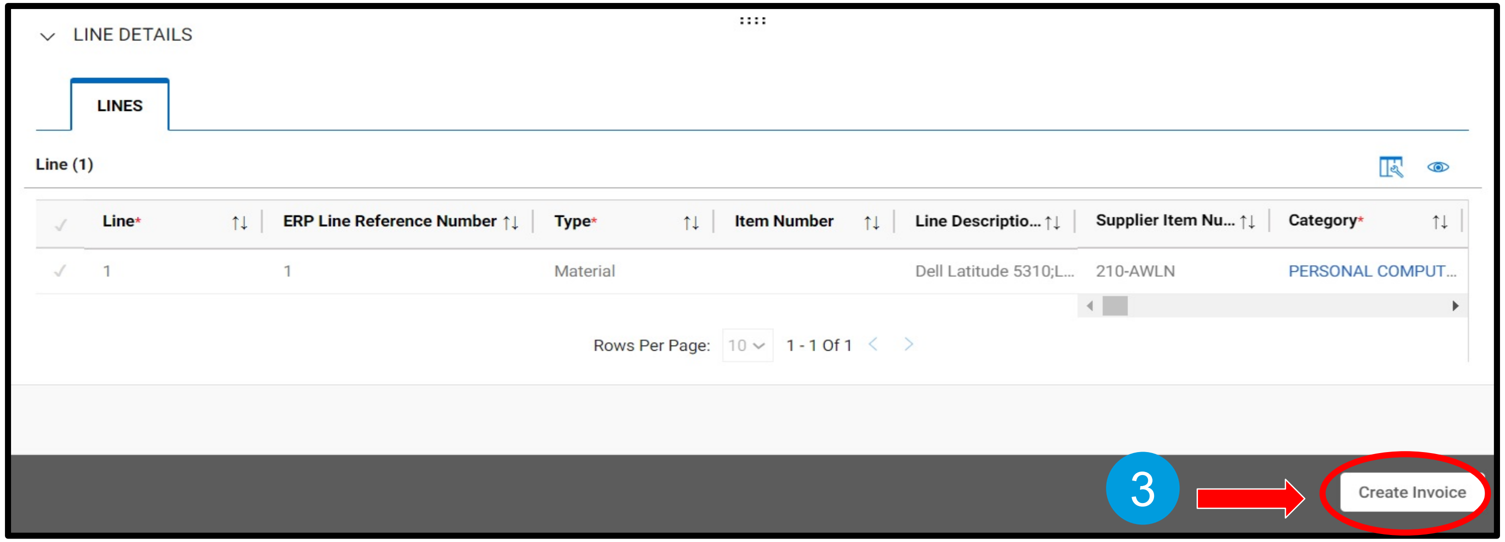
Note: You will NOT have to acknowledge new POs in the Portal as they will already be in acknowledged status

1) On the order Management Page, choose the PO in supplier/partner acknowledged status.

2) Select the order you want the Invoice for by clicking the order name. This will show the order details screen.

3) Click on the **Create Invoice** button.





Create Invoice (cont.)

4) You can enter a unique **Invoice Name**.

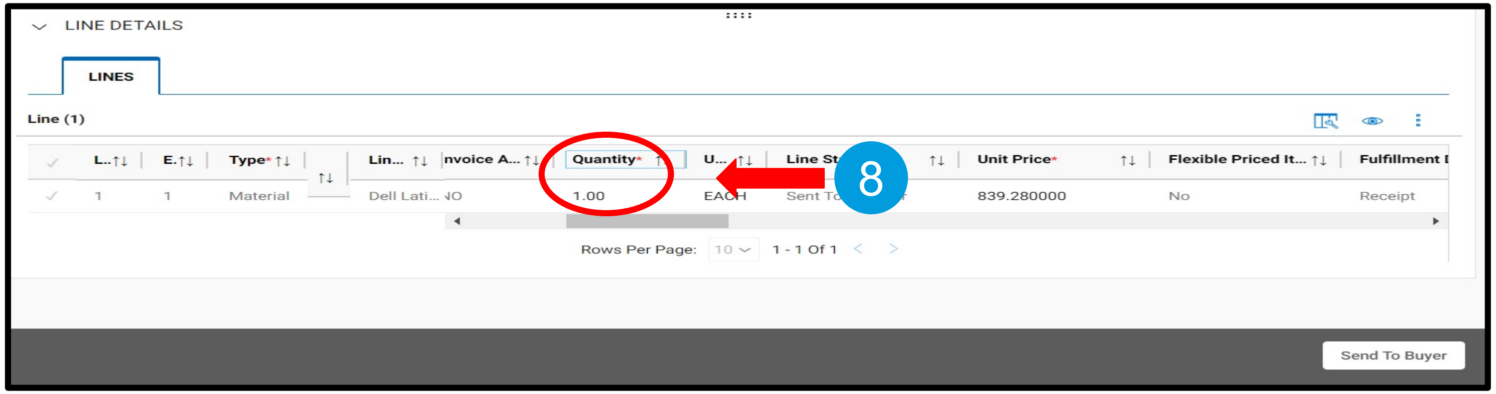
5) Make sure that the amount in **Invoice Amount** is exactly what is depicted at the top right corner.

6) Enter the unique **Invoice number** generated from your invoice system.

   NOTE: Special Characters cannot be used in the Supplier Invoice Number field

7) You can edit the **Supplier Invoice Date,** but it must be not be earlier than the PO date.

8) Scroll down to check the line item. You can create a partial invoice by changing the value in the **Quantity** field.

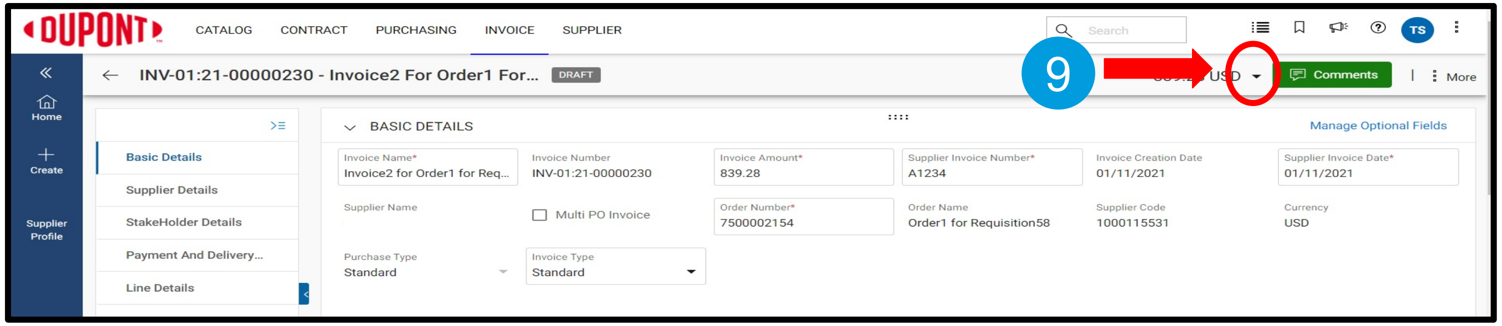


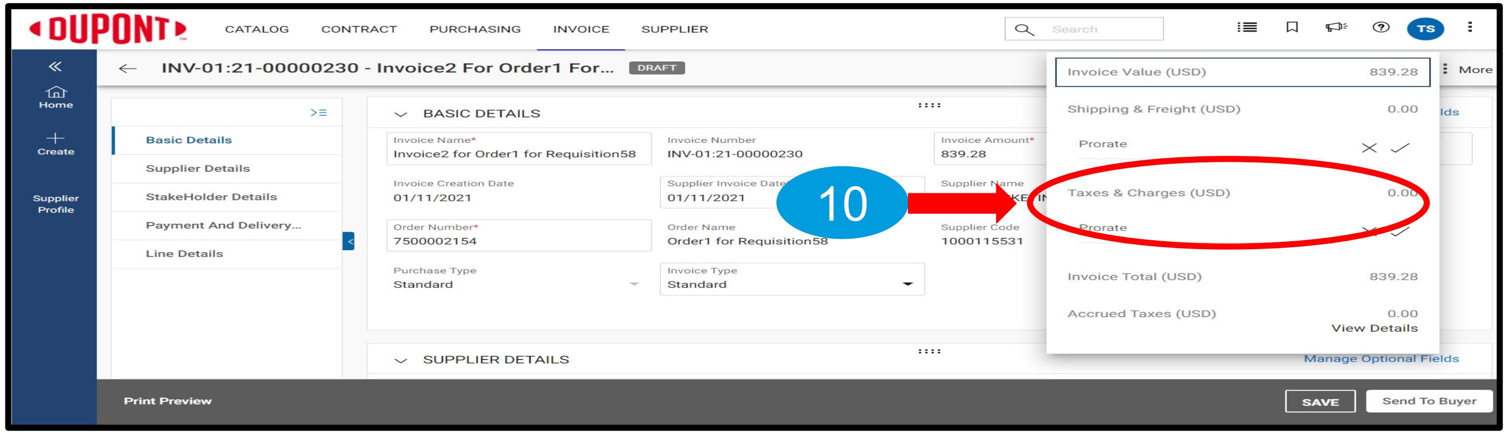
Create Invoice (cont.)

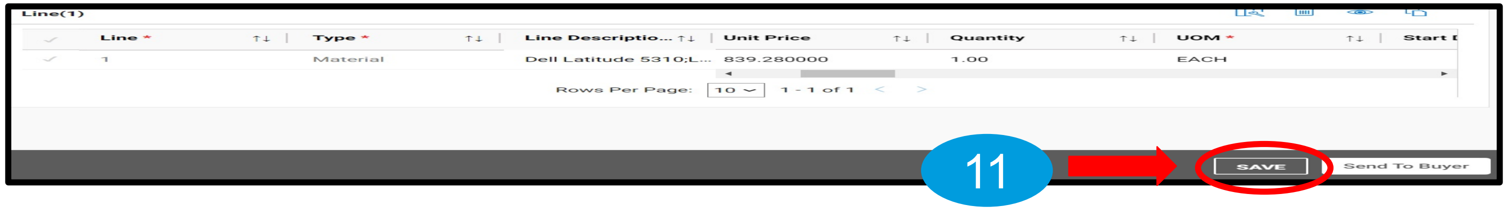
9) Click on the **drop-down menu** in the upper right corner.

10) You can add **Taxes** and other charges in this column.

11) Once the taxes are added, click **Save**.







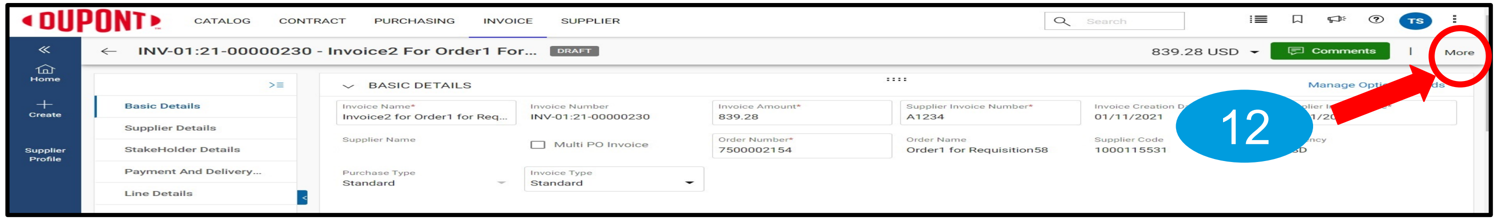
Create Invoice (cont.)

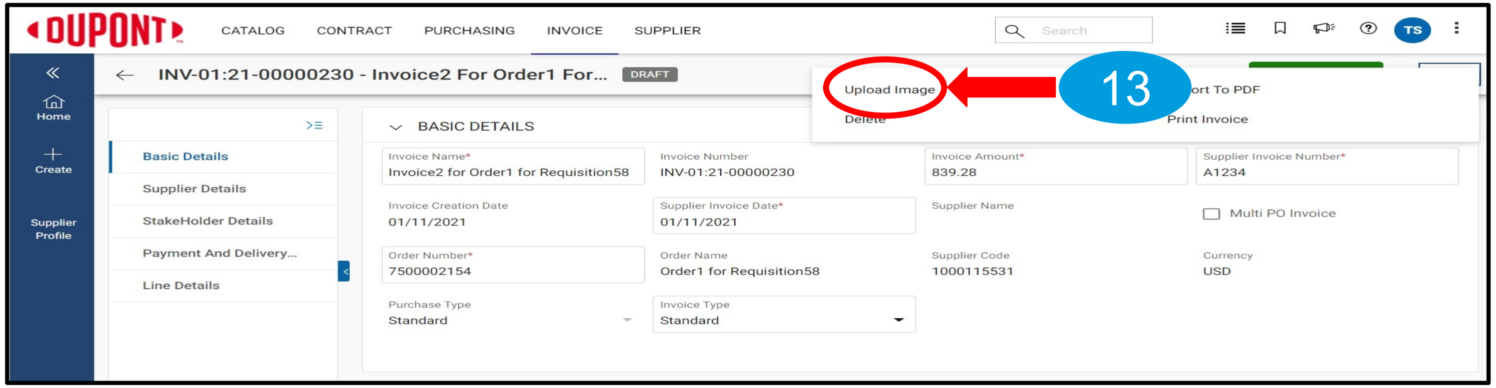
12) Click on **More.**

13) Click on **Upload Image** to upload the invoice copy (acceptable formats are PDF, JPG & PNG).

    NOTE: Attaching an image is mandatory

14) Once the image is uploaded, click on **Send to Buyer** tab.





Create Invoice (cont.)

15) You will receive the message *Invoice Submitted to Buyer Successfully.* Click **OK**.

16) You will then be taken to the Invoice Management screen, where the status of the invoice(s) created will read *Sent for Payment*.