Supplier Portal Training Guide: Creating a partial invoice
Please note:

These instructions are ONLY for suppliers who have been on-boarded 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 Partial 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, locate the PO for which you need to create a partial invoice

2) Select the order by clicking the order name. This will show the order details screen.

3) Click on the Create Invoice button.
Create Partial Invoice (cont.)

4) You can enter a unique Invoice Name.

5) For now, leave Invoice Amount blank.

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.
Create Partial Invoice (cont.)

8) Select the lines you do NOT want included in the partial invoice.

9) Click on the Delete icon to remove the selected lines.

Note: The deleted lines will remain open in the PO & can be invoiced when required.

10) Make any needed changes to Quantity and Unit Price fields for a Material line item.

11) Make any needed changes to Unit Price for a Service line item.
Create Partial Invoice (cont.)

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

13) You can add Shipping & Freight and Taxes and other charges in this pop-up. Click the check mark once value is entered.

14) Once the taxes and other charges are added, click Save to save the invoice in draft.

15) The invoice amount in the upper right (next to the drop down arrow in step 12) will now reflect the changes you have made. Return to the Basic Details section and enter the new amount in the Invoice Amount field.
Create Partial Invoice (cont.)

16) Click on More.

17) Click on Upload Image to upload the invoice copy (Format – PDF, JPG & PNG)

**NOTE:** Attaching an image is mandatory.

18) Once the image is uploaded, click on Send to Buyer.
Create Partial Invoice (cont.)

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

20) The invoice will be marked as **Sent to Buyer**.