- Select the “Inbox” Tab to view all Purchase Orders
- View more details on the PO by clicking on the ID #
On this page you can view more detailed information about the PO. When ready to submit an Invoice, click Create Invoice → Standard Invoice.

Purchase Order: 4500001821

Create Order Confirmation ▼, Create Ship Notice ▼, Create Invoice ▼, Standard Invoice ▼, Credit Memo ▼, Line Item Credit Memo ▼

Order Detail Order History

TEST ORDER
DO NOT FULFILL

From: Purdue University, Freehafer Hall of Admin. Services, Accounts Payable Dept.
401 S. Grant Street
West Lafayette, IN 47907-2024
United States
Phone: +1 (765) 496-4370
Fax: +1 (765) 496-3179

To: Purdue University - TEST
401 South Grant St.
West Lafayette, IN 47907
United States
Phone: 
Fax: 
Email: cconner@purdue.edu

PAYMENT TERMS
NET 30

Routing Status: Sent
Fill out the Invoice # and Date fields.
Make sure both Tax and Shipping are set to “Header” level.

If tax is not applicable enter $0 (Reminder that Purdue is tax-exempt in most cases).
In this section you can add additional information, but no action is required.

Click the “Add to Header” button to add discounts/special handling costs etc.

Review the information and Line Item's then click “Next”
• Review your Invoice, Then click Submit.

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer’s invoice rules. The document’s originating country is: United States. The document’s destination country is: United States.

Standard Invoice

<table>
<thead>
<tr>
<th>Invoice #:</th>
<th>3464536</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date:</td>
<td>Wednesday 23 Oct 2013 2:32 PM GMT-04:00</td>
</tr>
<tr>
<td>Original Purchase Order:</td>
<td>45000001821</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$1,000.00 USD</td>
</tr>
<tr>
<td>Total Tax:</td>
<td>$0.00 USD</td>
</tr>
<tr>
<td>Total Gross Amount:</td>
<td>$1,000.00 USD</td>
</tr>
<tr>
<td>Total Net Amount:</td>
<td>$1,000.00 USD</td>
</tr>
<tr>
<td>Amount Due:</td>
<td>$1,000.00 USD</td>
</tr>
</tbody>
</table>

• Once your Invoice is submitted, You have the option to Print to keep for your own record.

Invoice 3464536 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.