

# Create Electronic Invoice Guide

Once you have an approved registration profile within the Princeton University Supplier Portal, you will have the ability to create and send invoices through that portal. These invoices will be electronically sent to the University, eliminating the need to send a paper invoice by mail or email. The only thing needed to do this is a Princeton purchase order number. **Note:** If sending invoices through the portal, please do not also send in a paper invoice.

1. To begin, login to your Princeton University Supplier/Payee portal account - <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=Princeton>.
2. Locate the **Create Invoice / Credit Memo** section on the homepage, enter the PO number for which you want to create an invoice for, and click **Create**.

The screenshot displays the Princeton University Supplier/Payee Portal interface. The 'Create Invoice / Credit Memo' section is highlighted with an orange border. It contains the following fields and options:

- Type:** Radio buttons for 'Invoice' (selected) and 'Credit Memo'.
- Invoice No.:** A text input field.
- Invoice Date:** A date picker showing '06/13/2018' with a calendar icon and the format 'mm/dd/yyyy' below it.
- PO Number:** A text input field with the placeholder 'Optional PO Number'.
- Currency:** A dropdown menu showing 'US Dollar'.
- Create:** A blue button at the bottom right of the form.

3. A new invoice template opens. You will be prompted to complete some necessary information to create the invoice – Invoice number, Invoice date, Remit To Address, and Due Date.
4. Change the quantities of each line (if necessary) to ensure you are billing for the correct number of items.
5. Remove any purchase order lines you do not intend to invoice. To do that, check the box to the right of the line you want to remove, click the “Actions for Selected Items” drop down arrow, and select “Remove lines”.

# Create Electronic Invoice Guide

Invoice Messages History Save Send To Customer

Hide header Hide value descriptions

General Information	Billing Information	Customer Invoice Information									
<b>Invoice Info</b> Create Date: 6/21/2018 Invoice No.: 0000285626test Invoice Date: 6/21/2018 Invoiced By: Bob Salesman Supplier: Princeton Test Supplier Customer: Princeton Supplier Account No.: <b>Order Info</b> Sales Order Number: No Sales Order PO Number: 0000285626	<b>Billing Address</b> Accounts Payable Department invoices@princeton.edu Princeton, NJ 08543-0033 <b>Remit To Address</b> Remit To Address Remit To Location List Remittance 122 222 street New York, New York 10003 United States	Customer invoice information unavailable.									
<b>Payment Terms</b> Due Date: mm/dd/yyyy	<b>Tax, Shipping &amp; Handling</b> Discount: 0.00 Tax 1: 0.00 Tax 2: 0.00 Shipping: 0.00 Handling: 0.00										
<b>Shipping Info</b> Notes: F.O.B. <b>Shipping Address</b> Attr: Lloyd,Victoria Washington Rd NEW Frick Chemistry Lab Princeton, NJ 08544 United States											
<b>Line Item Details</b>											
Actions for Selected Items											
Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling	
1	0000285626	1	13213131	electronic invoice line 1		5.00	50.00	EA	250.00	show	Actions
2	0000285626	2		electronic invoice line 2		4.00	30.00	EA	120.00	show	Actions
3	0000285626	3		electronic invoice line 3		1.00	200.00	EA	200.00	show	Actions


6. When finished with steps 3 – 5, click **Save** and then **Send to Customer** (at the top of the screen).

# Create Electronic Invoice Guide

7. You will receive a confirmation that the invoice has been submitted and sent to the Buyer.
8. To review the submitted invoice, simply click on the invoice number.

**Invoice Sent To Buyer** ?

Invoice Number **test000285624** has been submitted.

Invoice Number	<b>test000285624</b> 
Invoice Date	6/12/2018
Invoice Total Amount	800.00 USD
Number of line items	1

[Search Sales Orders](#)

9. You may continue processing other POs that are ready to be invoiced by repeating the steps 1 - 6.