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.


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**.

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”.

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

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