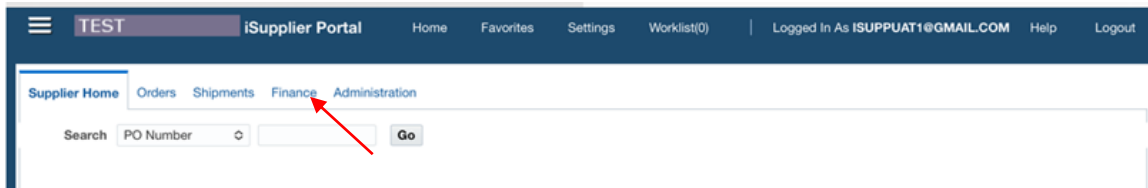
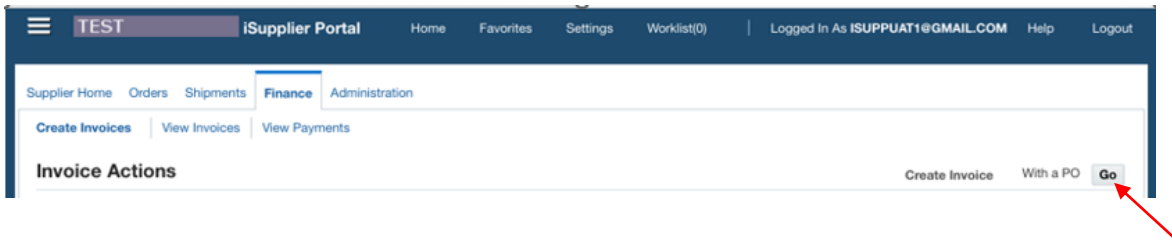


1. Create Invoicing Match to PO

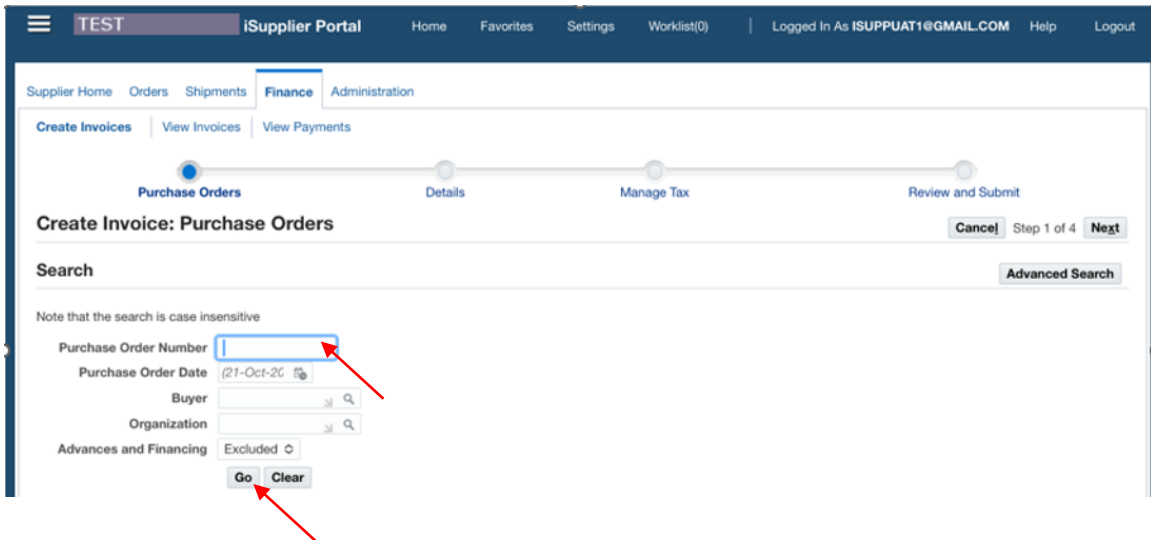
1.1 Once Logged into the Okta App, Click on 'Finance'



1.2 Click 'Go'



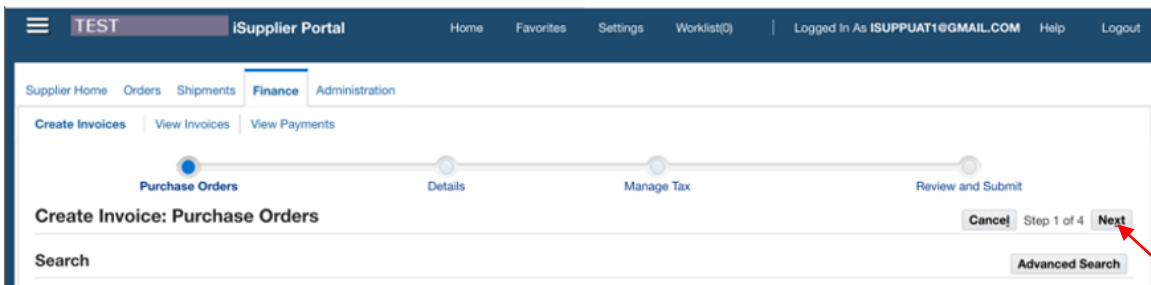
1.3 Enter 'Purchase Order Number' then click 'Go'



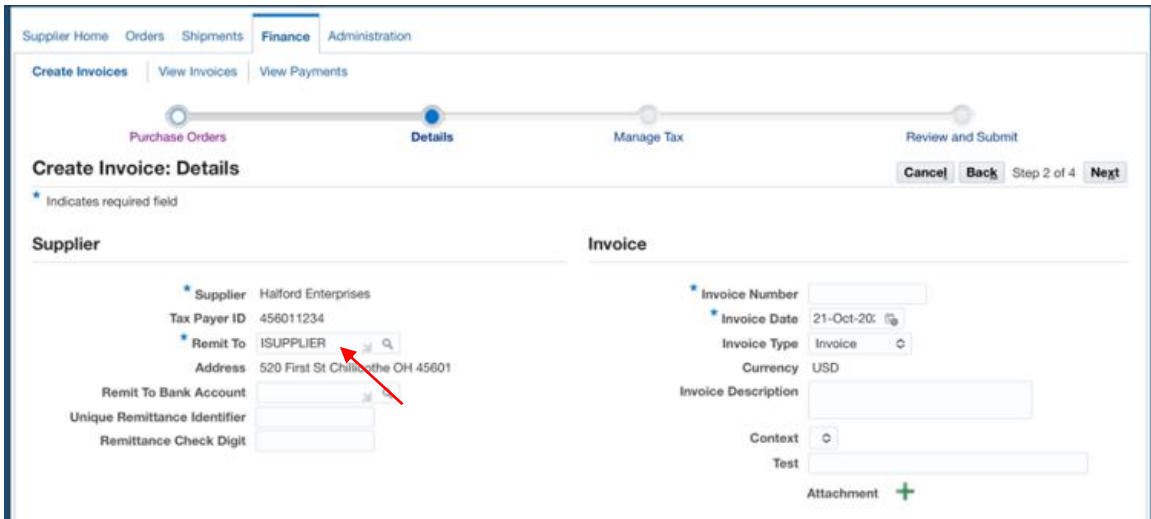
1.4 Check the box next to the PO line(s) you are to bill against

| PO Number | Line | Shipment | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Unit Price | Curr | Ship To | Organization | Packing Slip | Waybill |
|-------------------------------------|------|----------|--------------------------|---------------------------|-------------|----------------------|---------|----------|----------|-----|------------|------|------------------|---|--------------|---------|
| <input checked="" type="checkbox"/> | 1 | 1 | <input type="checkbox"/> | (TEST) 50,000 Mats & Bats | | | 20000 | 0 | 5000 | EA | 2.5 | USD | WAREHO... BC-200 | Oak Ridge Associated Universities, Inc. | | |

1.5 Click 'Next'



1.6 Ensure 'Remit To' is 'ISUPPLIER'. If not click on magnifying glass to choose 'ISUPPLIER'



1.7 Enter Invoice Number and enter the Purchase Order # in 'Invoice Description'

Supplier Home | Orders | Shipments | **Finance** | Administration

Create Invoices | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

Create Invoice: Details Cancel Back Step 2 of 4 Next

* Indicates required field

| Supplier | Invoice |
|--|---|
| * Supplier: Halford Enterprises | * Invoice Number: <input type="text"/> |
| Tax Payer ID: 456011234 | * Invoice Date: 21-Oct-20 |
| * Remit To: ISUPPLIER | Invoice Type: Invoice |
| Address: 520 First St Chillicothe OH 45601 | Currency: USD |
| Remit To Bank Account: <input type="text"/> | Invoice Description: <input type="text"/> |
| Unique Remittance Identifier: <input type="text"/> | Context: <input type="text"/> |
| Remittance Check Digit: <input type="text"/> | Test: <input type="text"/> |
| | Attachment: + |

1.8 Click on the plus sign by 'Attachment' and add a pdf of your invoice and any pertinent backup

Supplier Home | Orders | Shipments | **Finance** | Administration

Create Invoices | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

Create Invoice: Details Cancel Back Step 2 of 4 Next

* Indicates required field

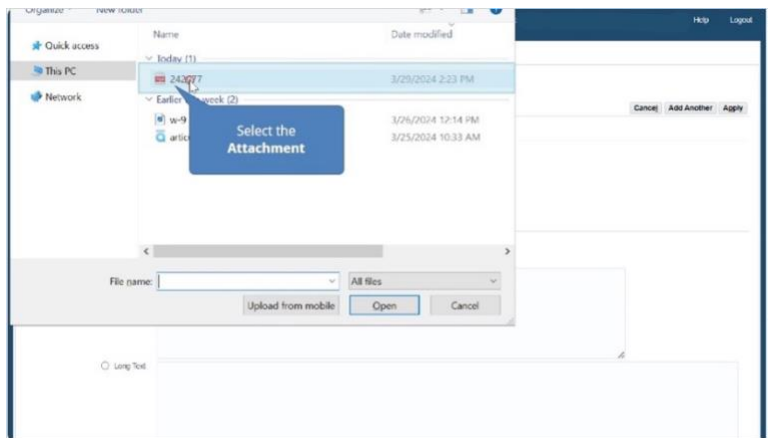
| Supplier | Invoice |
|--|---|
| * Supplier: Halford Enterprises | * Invoice Number: <input type="text"/> |
| Tax Payer ID: 456011234 | * Invoice Date: 21-Oct-20 |
| * Remit To: ISUPPLIER | Invoice Type: Invoice |
| Address: 520 First St Chillicothe OH 45601 | Currency: USD |
| Remit To Bank Account: <input type="text"/> | Invoice Description: <input type="text"/> |
| Unique Remittance Identifier: <input type="text"/> | Context: <input type="text"/> |
| Remittance Check Digit: <input type="text"/> | Test: <input type="text"/> |
| | Attachment: + |

Customer

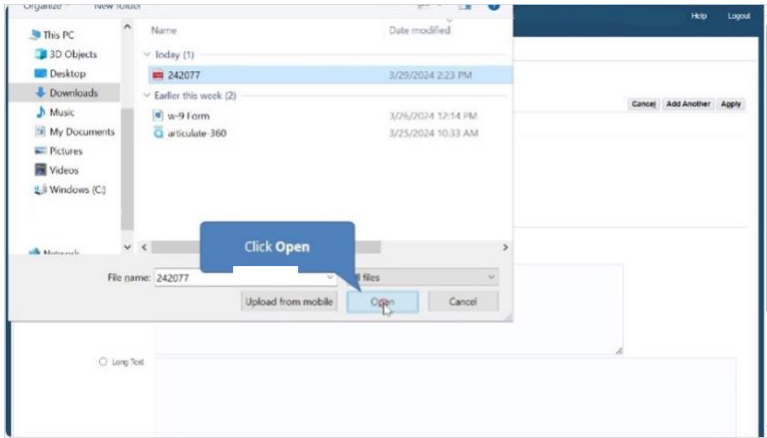
1.9 Click the 'Choose File' button



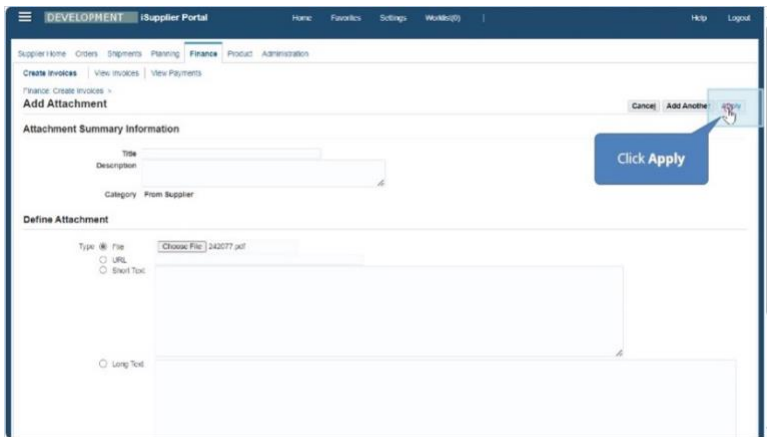
1.10 Select the Attachment



1.11 Click 'Open'



1.12 Click 'Apply'

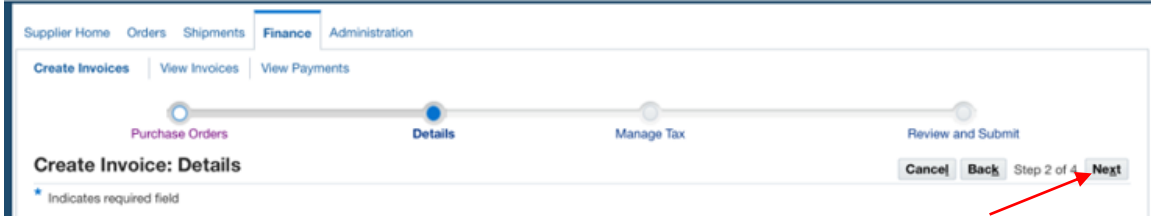


1.13 Scroll down to the Items Sections, and update the quantity, if needed

Items

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | Quantity | Unit Price | UOM | Amount |
|-----------|------|----------|-------------|----------------------------|----------------------|------------------|--------------------|----------|------------|-----|--------|
| | 1 | 1 | | [TEST] 50,000 Nuts & Bolts | | WAREHOUSE SC-200 | 15000 | 15000 | 2.5 | EA | 37500 |

1.14 Click 'Next'



1.15 Verify your information and either click 'Back' to make corrections or Click 'Submit'

