Use this procedure to process an invoice for a Service Purchase Order (PO) or for a PO which does not require an Advance Shipping Notice (ASN). This work instruction reviews the following instructions:

- Create/modify/update an invoice quantity
- Attach a file to the invoice

In the following examples of this work instruction, we will be using the Purchase Order below that has a quantity of 50,000 EA and a total dollar value of $50,000

Log into WBSCM. (user must have been added to WBSCM and assigned the invoice creator role by the Corporate Vendor Administrator (CVA) or assigned the CVA role.
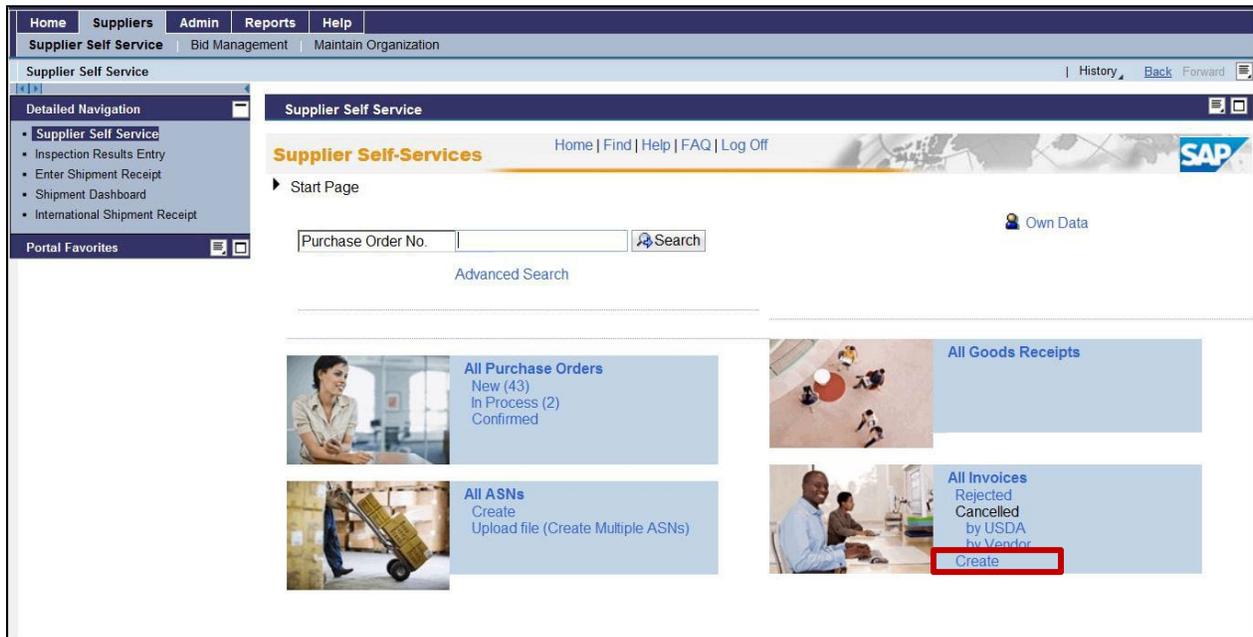
Portal Path: **Suppliers>Supplier Self Service**

In the **All Invoices** section of the Supplier Self Services Page, click **Create** link to begin the process of creating an invoice.

Select **For a Purchase Order**
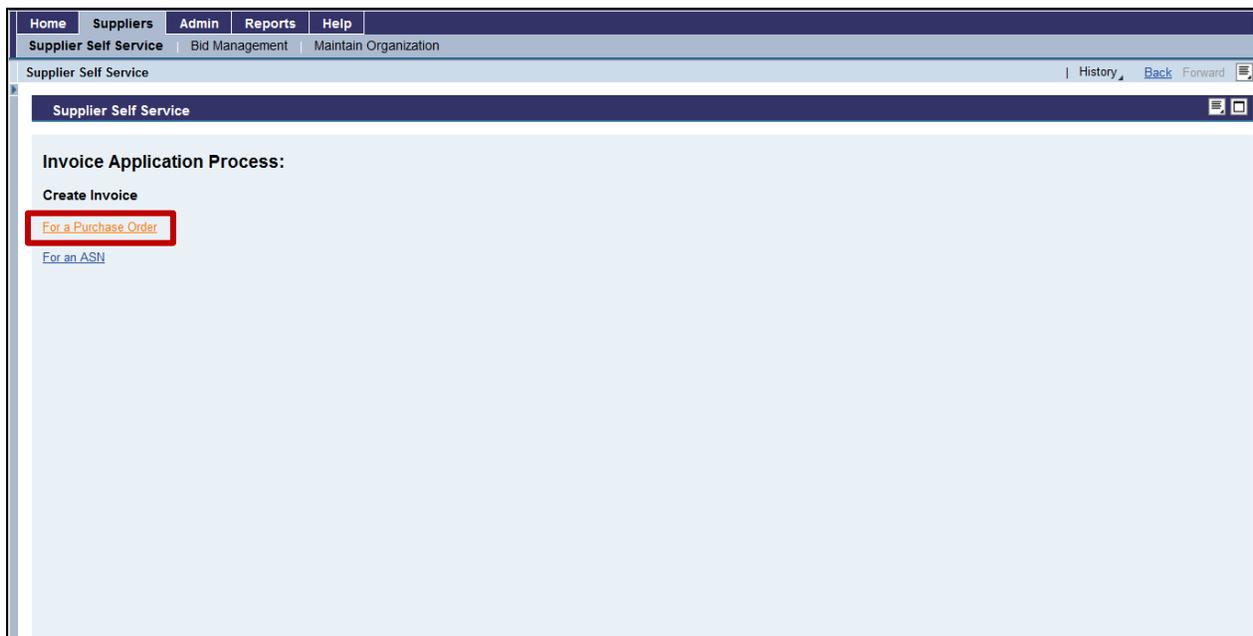
A list of Purchase Orders (PO) will be displayed. Select the applicable PO that one wants to submit the invoice under by clicking the **Gray box** to the left of the PO. The selected row should be highlighted in orange.

Click **Create Invoice** at bottom of tab

Create Invoice:Select Document for Processing

View: [Standard View] ▼ | Print Version Export ⌟   ▸ 👤

	Transaction ID	Name	Doc. Date	Status	TOTALVALUE	PO Number
	3100026118	12-3J14-17-P-1760-P00002	07/25/2017	In Process	54400.00	4300006673
	3100040024	12-3J14-20-C-2984-P00001	08/17/2020	In Process	75000.00	4300009909
	3100052137	FA-AMCP-23-C-0010	07/05/2023	Confirmed	50000.00	4360000015

Create Invoice Go Back

Invoice creation page is displayed.

The **Quantity** for the line item is populated from the Purchase Order, with any previously invoiced amounts subtracted from it. The full **Quantity** of 50,000 is displaying because an invoice has not been created against it yet.

In the **Quantity field**, enter the dollar amount you would like to invoice for. Click the **Update Quantity** button.

Document Action

Submit Hold Print/Download Cancel Back

Basic Data

Invoice:	7100990192	Status:	In Process	Description:	FA-AMCP-23-C-0010
Document Date:	05/08/2024	Reference Po No.:	4360000015	Invoice Amount:	50,000.00
Vendor Reference:		Invoice Receipt Date:			

Products and Services

View: [Standard View] ▼   ▸ 👤

	Item Number	Product Name	Short Text	Quantity	Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item	
	1	310070	AMS PILOT-UF&V	50,000.000	EA	50,000.00	I0	4360000015	0000000001	🗑

Update Quantity

In the example below, quantity was updated from 50,000 to 10,000. An invoice will get created for $10,000.00.

Click the **Down Arrow** on the vertical scrollbar to display the **Message** box.

- This message will be viewed by the invoice reviewer and is Optional. Enter text for clarification purposes in the **Message** box and click **Save Text**.

Click the **Down Arrow** on the vertical scrollbar to access the **Attachments** section to attach required documents. Click the **Browse** button.
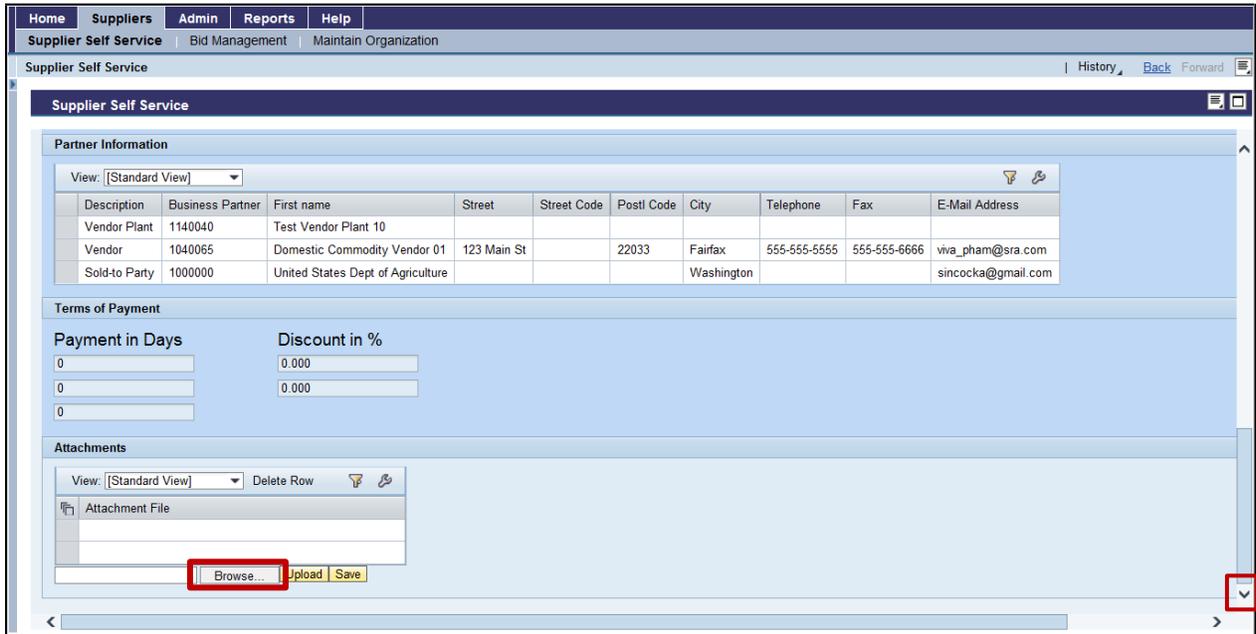
Choose File to Upload from the Pop-up window.
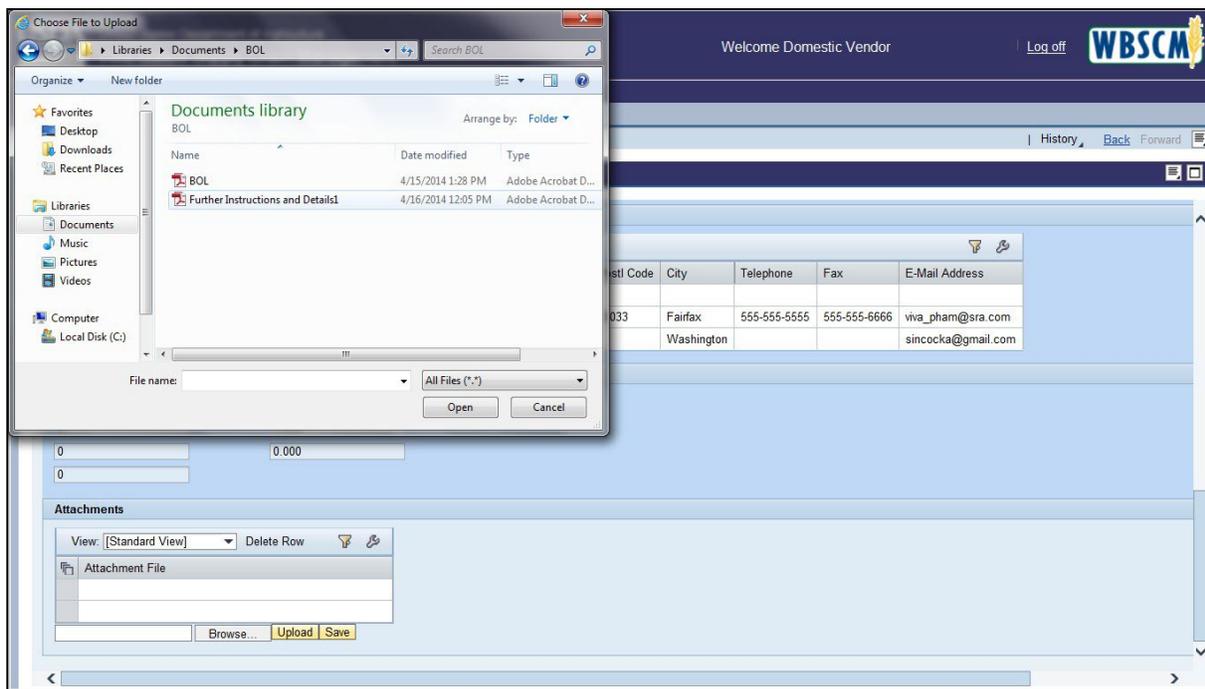
Double-click the **File** name or Open to attach to the invoice. Click **Upload** button to attach the electronic document to the invoice in WBSCM.

Click the **Save** button.

Click the **Up Arrow** on the vertical scrollbar to submit the invoice. Click **Submit** button to process the invoice

Should receive message **Invoice Successfully Processed**.

To check the status of the invoice, select **All Invoices**. Notice that invoice number 7100990192 was created for a quantity of 10,000EA in the amount of $10,000.

To create additional invoices, **Highlight row** and Click **Create Invoice** button.

- Please note: the **Total Value** field is static, the PO is for $50,000.00.

On this screen, the previously submitted invoice of 10,000 EA is reflected. The new **Quantity** will show 40,000 EA and **Invoice Amount** defaults to $40,000. Follow the same process as above to continue creating invoices.