

Upload Invoice Through Supplier Portal



Learn how to upload an invoice through the CSUBUY Supplier Portal.

Supplier Portal: <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=CalStateUniv>

UPLOAD AN INVOICE

1. Navigate to **Orders > Sales Orders And Shipments > Search for Sales Orders**.
2. Select the Sales Order (PO) you want to invoice.
3. Open the **Create...** drop-down menu and select **Invoice**.
4. Select **Add Invoice Image** to upload an Invoice PDF.

The screenshot shows the 'Invoice' entry form for invoice 2388466. The interface includes a top navigation bar with 'Add Invoice Image', 'Complete', and 'Save' buttons. Below the navigation are tabs for 'Entry', 'Summary', 'Messages', 'Attachments', and 'History'. The main form area is divided into several sections:

- Supplier Information:** Supplier Name: Stockpile Inc.
- Invoice Details:** Invoice Date: 8/2/2023 (with a calendar icon), Voucher Number: (empty field with a red asterisk and 'Required' label).
- Remit To:** 123 Main Street, New York, New York 10001, United States.
- Customer:** The California State University.
- Discount, Tax, Shipping & Handling:** A table with an 'Allocation' dropdown set to 'Weighted'. The table has columns for the tax type and the amount.

	Header-level
Terms Discount	0.00 USD
Discount	0.00
Sales Tax	0.00
Use Tax	0.00

Numbered callouts (4-10) point to the 'Add Invoice Image' button, the 'Complete' button, the 'Messages' tab, the 'Voucher Number' field, the 'Remit To' address, the 'Discount, Tax, Shipping & Handling' section, the 'Terms Discount' row in the table, and the 'Complete' button again.

5. Switch to **Detailed** to add taxes and or shipping charges.
6. Enter the **Voucher Number** and **Invoice Date**.
7. Enter applicable tax, shipping, and handling in these fields.
8. Modify each line to indicate the amount or quantity to be billed on the current invoice.
9. CSUBUY contacts can send messages within the invoice. The **Messages** tab displays messages for each invoice. Select the plus symbol to reply or send messages.
10. Select **Complete**.