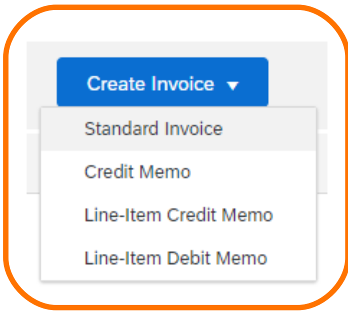
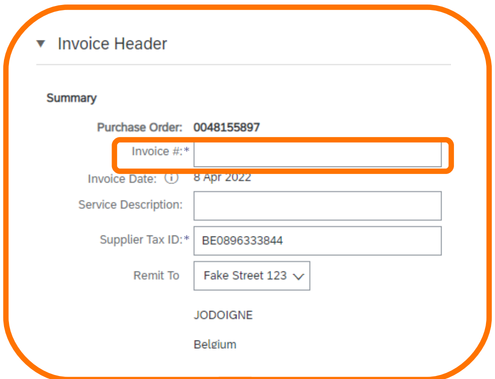
How to create an invoice

This step is **not** necessary for suppliers who participate in the **credit memo procedure**. To be able to create an invoice supplier must be assigned to the **Default group.** In case of confusion kindly check with support (**purchasing@50hertz.com**) which group you are assigned to.

1. Retrieve the order you want to invoice (see Manual 2.1).

2. Then on the document, click on **'Create invoice'** - **'Standard invoice'** on the top of the screen.

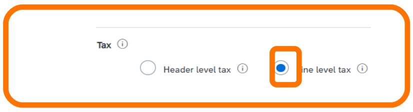


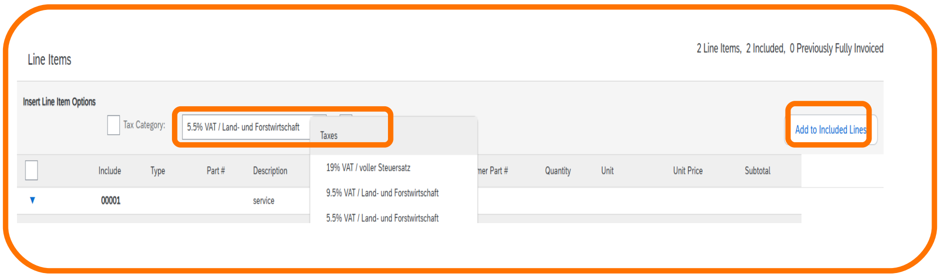


3. Enter your **invoice #** (required). (can only contain numbers and capital letters, max 16 characters).

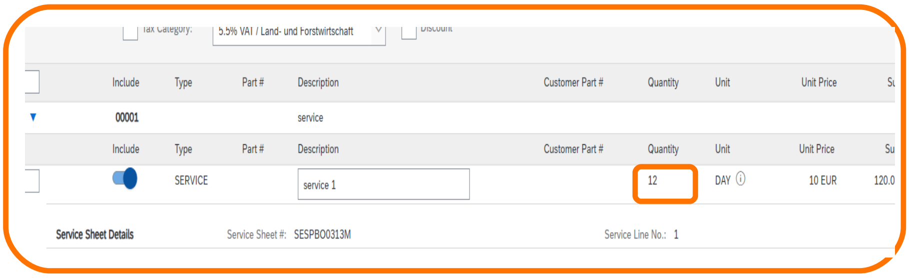
4. Check if the **VAT** and **bank details** are filled in. If they aren't, please check if you filled them in as indicated in the **first manual** on the **account set-up**.

5. Select the **VAT from the drop-down list** either at **tax header section for whole PO or at line level section** and click on "**Add to included lines**" on the right.

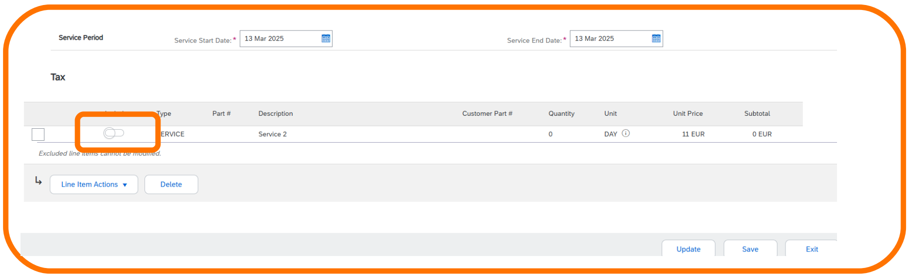




6. Change the **quantity** if necessary (number of hours, pieces, ... This can be <1)



7. Deselect the position you would like to opt out from the invoice by clicking on blue button in position



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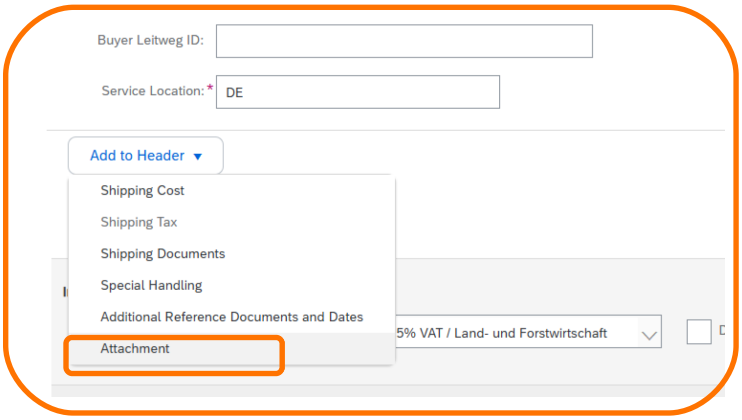
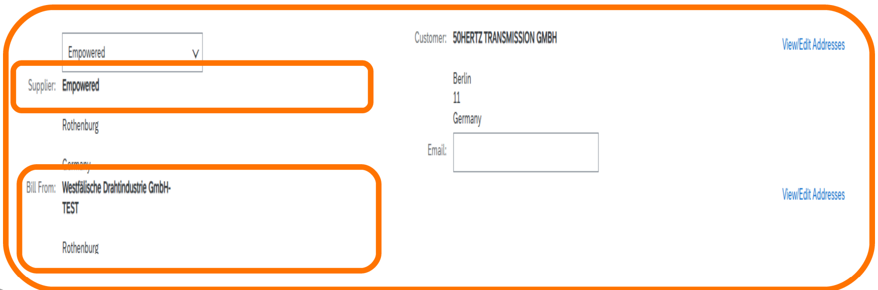
8. include attachments, make sure you have Attached your **invoice** document and also supporting documents like **measurement sheet** etc.

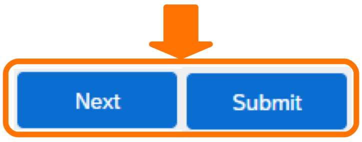


9. also check all the mandatory fields(* marked) are filled.
Like supplier tax Id, Service location etc.

10. if you see any address is not correct at supplier, ship from and bill from option then you can edit by clicking View/Edit Addresses



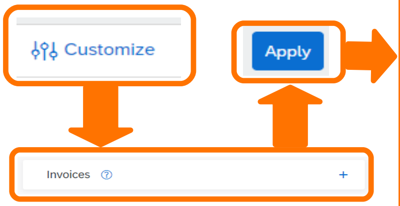
10. To send your invoice, click "**Next**", then "**Submit**".
The invoice is now complete. (the rest of the fields can remain empty)

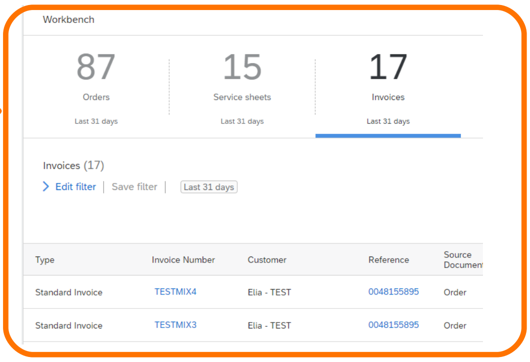


After creating your invoice, it will appear both on the PO under "**related documents**" (on the right) and in the **workbench**, if you have added the **"invoices" tab** (using "customize").

In the workbench: click on "customize" (top-right), select "invoices" and "apply".

Attention: you should still modify the filter!





In case of any issues, you can always send a message to the technical or administrative contact.
Their contact information is mentioned on the **Purchase Order**, at header level.

How to create an invoice

Is your invoice rejected? Edit & resubmit the invoice

1. Go to the rejected invoice, click on "**Edit & Resubmit**".

2. On the next screen, you can **re-use your invoice-# by adding a capital letter at the end.**

3. Back-dating is always limited to 15 days.