

This job aid will provide the navigation an invoice that doesn't have a PO. This will include entering details, reviewing the invoice information, and submitting the invoice. At Nutrien, most invoices must have a purchase order unless previously authorized by procurement. If you are in doubt please contact your procurement contact.

Step 1. In iSupplier, click the **Finance** Tab and the **Create Invoices** sub-tab.

Step 2. Select **Without a PO** from the dropdown menu. Click **Go**.

Step 3. Enter in the desired Invoice information. Note: an * indicates a required field.

Step 4. Click **Next**.

Step 5. You must attach an invoice PDF. You can add the attachment by clicking **Add**. Once you have added an attachment, there will be an **Attachment List** link you can click to view all attached items.

Step 6. Enter either the email address and/or the first name and last name of your Nutrien contact that needs to approve the invoice.

Create Invoice: Manage Tax

Cancel Save Back Step 2 of 3 **Next** Submit

Supplier

* Supplier **UPK SUPPLIER**
 Tax Payer ID **222-22-2222**
 * Remit To **MAIN OFFICE**
 Address : **123 MAIN STREET KALAMAZOO MI 49001**
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number **879435**
 * Invoice Date **2017-05-24**
 * Currency **USD**
 Invoice Description
 MRO Search Criteria
 Invoice Sequence Number
 MRO PO Number
 Invoice Number
 Electronic Approver
 Attachment [Attachment List...](#)

Customer

* Customer Tax Payer ID **SYS11981**
 Customer Name **USD**
 Address **POTASHCORP NORTHBROOK 60062-4123 US**
 Requester Email **financialstestdev@potashcorp.com**
 Requester First Name **JAVIER**
 Requester Last Name **SANCHEZ**

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	US_SALES_TAX_EAM	US NC STATE TAX	US NC STATE TAX STD	US NC STATE TAX JURIS	US NC STATE TAX	6.75	67.5	Active

Items

Description	Ship To	Quantity to Invoice	Unit Price	Amount
UPK				1,000.00

Step 6. Click Next.

Step 5. Enter the desired tax information into the invoice details.

Create Invoice: Review and Submit

Cancel Save Back Step 3 of 3 Submit

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 Requester First Name **JAVIER**
 Requester Last Name **SANCHEZ**

Items

Description	Ship To	Quantity to Invoice UOM	Unit Price	Amount
UPK				1,000.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
US_SALES_TAX_EAM	US NC STATE TAX	US NC STATE TAX STD	US NC STATE TAX JURIS	US NC STATE TAX	6.75	67.5

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
US_SALES_TAX_EAM	US NC STATE TAX	US NC STATE TAX STD	US NC STATE TAX JURIS	US NC STATE TAX	6.75	67.5

Invoice Request Summary

Items	1,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	67.50
Total (USD)	1,067.50

Cancel Save Back Step 3 of 3 Submit

Step 7. Review the invoice details.

Step 8. Click Submit.

Confirmation

Invoice 879435 was submitted to our Accounts Payable department on 2017-05-24. The confirmation number for this invoice is [redacted]. You can query its status by using Search by navigating to the Home page.

SUCCESS!! You have now submitted an invoice without a PO for Nutrien approval.