Create Invoice and Credit Memos with a PO	Job Aide	**Nutrien**™

This job aid will provide the navigation for suppliers to create an invoice or a credit Memo against a Purchase Order. This will include searching a purchase order and submitting the invoice or credit memo.

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

Step 2. Select **With a PO** from the dropdown menu. Click **Go**.

Step 3. Enter in the PO Number. Click **GO**.

Step 5. Click **Next**.

Step 4. Select the PO lines and Click **Add to Invoice.**

Step 6. Enter the Invoice details. Note that all the fields with an asterisk are mandatory.

If you are entering a credit memo, the Invoice Type should be set to Credit Memo.

* Indicates required field

Cancel

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	87654
* Invoice Date	2017-05-23
	(example: 2017-05-23)
Invoice Type	Invoice
Currency	**USD**
Invoice Description	

Invoice Type Credit Memo ▼

Attachment   Attachment List...   Add...

Step 7. 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.

Customer

* Customer Tax Payer ID	SYS11981
Customer Name	**USD**
Address	**POTASHCORP NORTHBROOK 60062-4123 US**

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
2101061054	1	1	2201010	ADAPTOR, FRAME, FOR		AUR AURORA	3	3	545.4	EACH	1636.2

Shipping and Handling

Charge Type

No results found.

Add Row

Note: The amount displayed is the maximum amount you are able to bill for; if you are billing us for something that is not displayed, please contact your buyer contact.

If you are entering a credit memo, the quantity must be negative and it shouldn't bring the total amount you have invoiced us to be less than 0.

Cancel   Back   Step 2 of 4   Next

Step 8. Click **Next**.

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	87654
* Invoice Date	2017-05-23
Invoice Type	Standard
* Currency	USD
Invoice Description	
MRO Search Criteria	
Invoice Sequence Number	
MRO PO Number	
Invoice Number	
Electronic Approver	
Attachment	Attachment List

> **Step 9. Review or change** the tax details & Click **Next.**

Customer

* Customer Tax Payer ID	SYS11981
Customer Name	USD
Address	POTASHCORP NORTHBROOK 60062-4123 US

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	110.44	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
2101061054	1	1	ADAPTOR, FRAME, FOR		AUR AURORA	3	3.00	EACH	545.40	1,636.20

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	87654
* Invoice Date	2017-05-23
Invoice Type	Standard
* Currency	USD
Invoice Description	
MRO Search Criteria	
Invoice Sequence Number	
MRO PO Number	
Invoice Number	
Electronic Approver	
Attachment	Attachment List...

> **Step 11. Review** and Click **Submit.**

Customer

* Customer Tax Payer ID	SYS11981
Customer Name	USD
Address	POTASHCORP NORTHBROOK 60062-4123 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
2101061054	1	1	ADAPTOR, FRAME, FOR		AUR AURORA	3	3.00	EACH	545.40	1,636.20

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	110.44

Confirmation

Invoice 87654 was submitted to our Accounts Payable department on 2017-05-23. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

> **SUCCESS!!** You have now submitted an invoice / credit memo with a PO for Approval. You will be notified once the Invoice is approved.