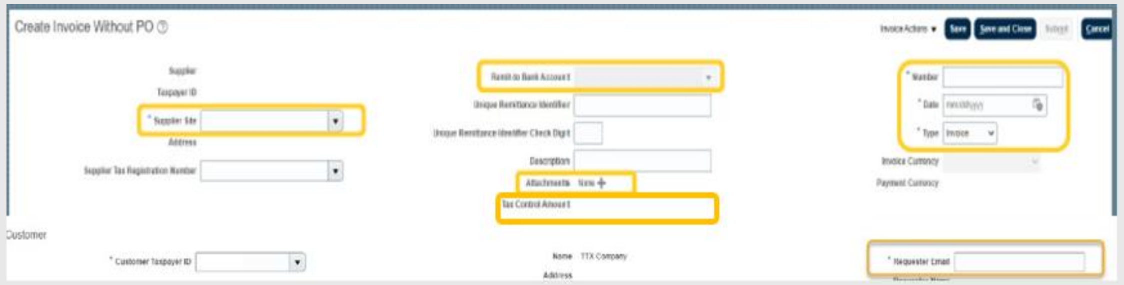
Create Invoice Without a PO

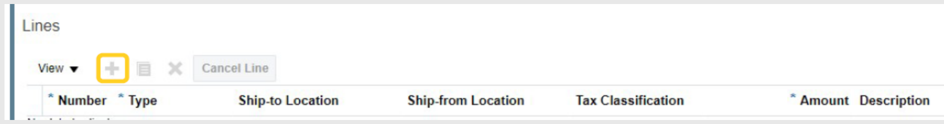
1) Create Invoice Without a PO

- Complete this section as follows:
  - **Supplier** and **Taxpayer ID** fields populate based on your user profile. (No action required)
  - From the **Supplier Site** drop down menu**,** select the site that provided the good/service The associated address will generate directly underneath.
  - **Supplier Tax Registration Number** is not required.
  - From the **Remit-to-Bank Account** drop-down menu, select the bank account to remit payment. If your bank account is not available or needs to be updated, please contact VendorRequests@ttx.com**.**
  - Select the add icon **(+)** to the right of **Attachments** and then **Browse** to attach a copy of your invoice. PDF is preferred.
  - Enter the invoice **Number** and **Date** as shown on the invoice.
  - Enter the **Tax Control Amount** for the total tax amount that you plan on charging for this invoice.
    - If good or service is *tax exempt*, update **Tax Control Amount** to "0".
- Under the Customer section...
  - The **Taxpayer ID** field will already be populated.
  - The **Requester Email** is the only required field. The Requester is your TTX contact for the order you're invoicing. This is also whose queue you are submitting the invoice into for processing.



2) Create Invoice Lines

- Under Lines, select the add icon**(+)**.



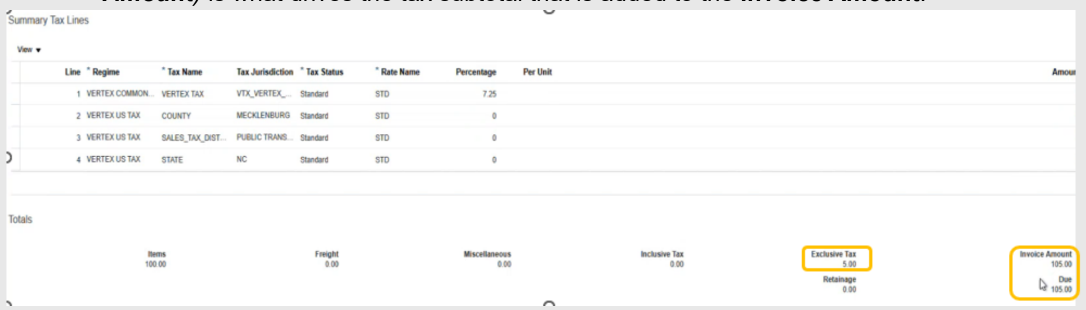
- Under **Type**, select **Item** for all goods and services.
- Enter the **Ship-To Location** code where the goods and/or services were/are being provided. It is critical that the **Ship-To Location** is correct to accurately process the invoice.
- For all maintenance and repair shop locations, please use this link to determine the correct ship-to location code. For all corporate invoices, the ship-to location code is **CORNC.**
- In the **Amount** field, enter the total of the invoice minus tax. **Description** is optional.

- If there are shipping and handling fees...
  - Select **Add (+)**. Under **Type**, select drop down arrow and select **Freight**.
    - In the box under **Amount**, add the freight fees as they appear on the invoice.
  - **Ship-To Location** on Freight line should remain blank. **Tax Classification** should be left blank
- If there is a fuel surcharge on the invoice…
  - Select **Add (+)**. Under **Type**, select **Miscellaneous** from the drop-down menu.
    - In the box under **Amount**, add the fee(s) exactly as they appear on the invoice.
  - **Ship-To Location** on the **Miscellaneous Fees** line should remain blank. **Tax Classification** should remain blank.

3) Calculate Tax

- Select **Invoice Actions** and then **Calculate Tax** from the drop-down menu. Then review the **Exclusive Tax** total along the bottom.
- The **Exclusive Tax** amount should match what you populated in the **Tax Control Amount** field. This **Exclusive Tax** is added to the invoice total and reflected in the **Invoice Amount** field.
  - Click **Save** on the top right to update the **Due** total to match the **Invoice Amount.**

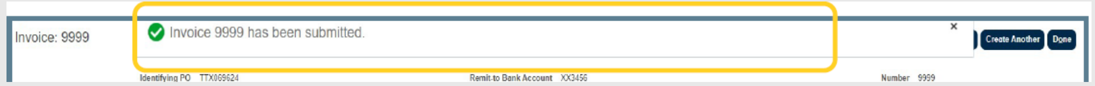
  - Please disregard the **Summary Tax Lines** as the **Exclusive Tax** *(ie: what you entered in **Tax Control Amount**)* is what drives the tax subtotal that is added to the **Invoice Amount**.



4) Submit Invoice

- When all the invoice header, line and tax data are complete. Select the **Submit** button in the top right to finalize the invoice creation.

  - If the submission is successful, you'll receive a banner notification confirming that the invoice has been submitted.



- From this same screen, another invoice can be created by clicking **Create Another**. To return to the home page, click **Done**