# How to Create Invoices

The Supplier Portal allows you to generate an invoice in the system against a purchase order.

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| Step | Action |
| 1 | Select the **Finance** Icon |
| 2 | Select the **Create Invoices** tab |
| 3 | Select the **Go** button |
| Create PO |
| 4 | Perform a simple **Search** to locate the purchase order and then press the **Go** button. **Note**: The **Advanced Search** function can also be used if desired.  |
| 5 | Select the relevant checkboxes for the purchase order lines to be invoiced  |
| 6 | Select the **Next** button |
| Create your invoice 2 |

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| Step | Action |
| 7 | The **Create Invoice: Details** screen will display |
| 8 | Enter the Invoice Number  |
| 9 | Enter an Invoice Description  |
| 10 | **Add** the Delivery Docket or Waybill as the attachment |
| 11 | Enter the **Remit to Bank Account**. Note – only the current active bank account that is listed in the administration tab of the Supplier Portal can be entered in this field.  |
| 12 | Update the **Invoice Line Item** quantities if required  |
| 13 | Select **Next**  |
| Create your invoice 3 |
| 14  | The Create Invoice: Manage Tax screen will display |
| 15 | The **Summary Tax Lines** section can be updated if required. **Note**: If changing the Tax Rate or Tax Amount (i.e. GST does not apply) you must update the fields and then select the **Calculate** button |

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| Step | Action |
|  | Create your invoice 4 |
| 16 | Review the Invoice Summary **Note**: If the Tax Lines have been updated you must select the **Recalculate Total** button within the Invoice Summary |
| 17 | Select **Submit** |
|  | Create your invoice 5 |
| 18 | A **Confirmation** message will display. You have completed this task. |
|  | Create your invoice 6 |

**NOTE:** When creating an invoice, you MUST add the corresponding Delivery Docket or Waybill as an attachment.

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**Questions? Email to** SupplierSupport@justice.vic.gov.au