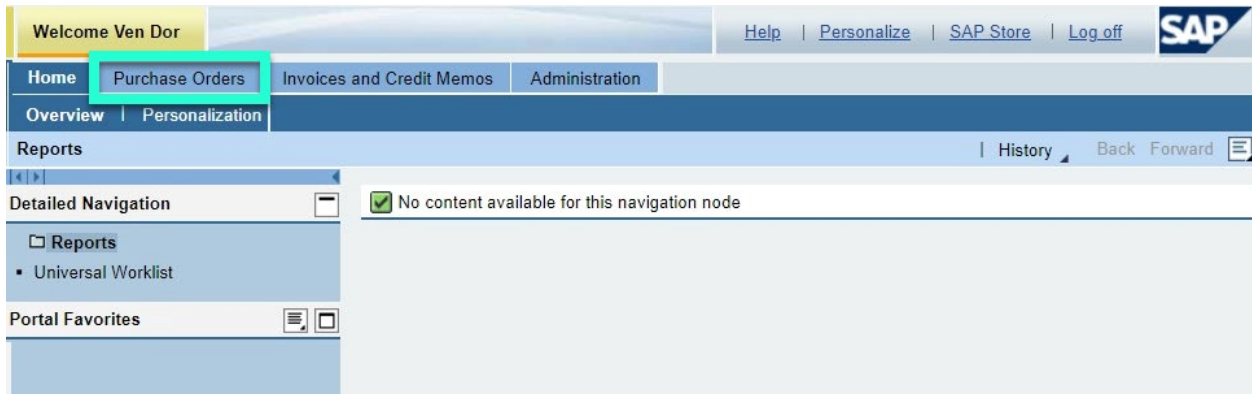
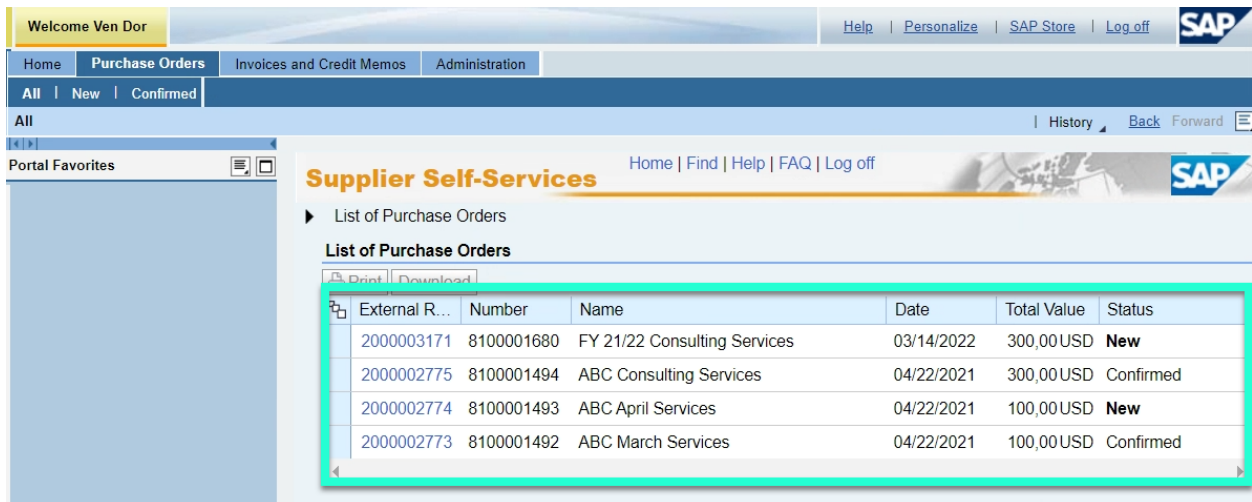


Creating an Invoice from a Purchase Order

1) To create an invoice from a purchase order, click the Purchase Orders tab.



2) The system displays a list of all purchase order related to goods or services you have provided to CalSTRS.



3) To create an invoice for a purchase order, click the purchase order number in the External Reference column. For this example, we are selecting 2000003171.



4) The system displays the purchase order for your review.

The screenshot shows the SAP Purchase Order interface for PO 2000003171. The top navigation bar includes 'Welcome Ven Dor', 'Help', 'Personalize', 'SAP Store', and 'Log off'. The main navigation menu has 'Home', 'Purchase Orders', 'Invoices and Credit Memos', and 'Administration'. The 'Purchase Orders' menu is expanded to show 'All', 'New', and 'Confirmed'. The 'All' view is selected, and the 'History', 'Back', and 'Forward' buttons are visible.

The 'Purchase Order: 2000003171' header includes buttons for 'Create Invoice', 'Display Document Flow', 'Print', and 'Download'. Below this is the 'Communication and Collaboration' section. The 'General Information' section is expanded, showing 'Basic Data' and 'Terms of Payment'.

Basic Data:

Purchase Order ID:	2000003171
Number:	8100001680
Name:	FY 21/22 Consulting S...
Date:	03/14/2022
Status:	New

Terms of Payment:

Payment in Days	Discount in %
45	

Follow-On Documents:

1 Invoice

Terms of Delivery:

Incoterm	Location
----------	----------

The 'Item Overview' section shows a table with the following data:

Num...	Short Text	Product	PO Quantity	Purchase...	Required ...	Status
1	March		100,000Activ	100,00USD	Timeframe	New
2	April		100,000Activ	100,00USD	Timeframe	New
3	May		100,000Activ	100,00USD	Timeframe	New

5) Click the Create Invoice button.

This screenshot is identical to the previous one, but the 'Create Invoice' button in the 'Purchase Order: 2000003171' header is highlighted with a red box, indicating the next step in the process.

6) The system displays the Process Invoice screen.

Welcome Ven Dor | Help | Personalize | SAP Store | Log off | SAP

Home | Purchase Orders | Invoices and Credit Memos | Administration

All | New | Confirmed | History | Back | Forward

Supplier Self-Services | Home | Find | Help | FAQ | Log off | SAP

List of Purchase Orders > Display Purchase Order > Process Invoice

Process Invoice: 9100000930

Send | Save | Cancel | Update Prices | Print | Download

Communication and Collaboration

Please note, the pending invoiced amount is only reflective of invoices submitted via the Supplier Self-Service Portal

Message to Purchaser

Attachment Type
Select the Option

Attachments
Add Attachment
No Attachments Available

All PDFs attached will be sent to CalSTRS with your invoice or credit memo. All other document types will not be visible to CalSTRS and are for your records only.

General Information

Basic Data		Terms of Payment	
Number:	9100000930	Payment in Days	Discount in %
Name:	FY 21/22 Consulting Servi...	45	0,000
Date:	03/14/2022	0	0,000
External Reference No.:	00000000002000003171	0	
Status:	In Process		
Unplanned Delivery Costs:	0,00	USD	

- 7) Information from the purchase order is copied to the invoice. Scroll down to review invoice details. Modify the Quantity as necessary to invoice the correct amount.

The screenshot shows the SAP Invoice details for invoice number 9100000930. The 'Basic Data' section includes the invoice number, name, date, and status. The 'Terms of Payment' section shows a 45-day payment term. The 'Item Overview' table lists three items with a quantity of 50 each.

Basic Data		Terms of Payment	
Number:	9100000930	Payment in Days	Discount in %
Name:	FY 21/22 Consulting Servi...	45	0,000
Date:	03/14/2022	0	0,000
External Reference No.:	0000000002000003171	0	
Status:	In Process		
Unplanned Delivery Costs:	0,00 USD		

Number	Description	Product	Quantity	Unit of Meas...	Net Value	Tax	External R...	Purchase ...
10	March		50	Activ.unit	100,00 USD	Not Valid	2000003171	1
20	April		50	Activ.unit	100,00 USD	Not Valid	2000003171	2
30	May		50	Activ.unit	100,00 USD	Not Valid	2000003171	3

Net Value	300,00 USD
Unplanned Delivery Costs	0,00 USD
Tax	0,00 USD
Gross Price	300,00 USD

- 8) Once Quantity is updated, click "Update Prices" to update invoice totals.

The screenshot shows the 'Supplier Self-Services' interface. The 'Process Invoice' button is highlighted in green, indicating the next step in the workflow.

The screenshot shows the 'Item Overview' table with updated quantities of 50,000 for each item. The 'Update Prices' button is highlighted in green. The totals at the bottom of the table are also updated.

Number	Description	Product	Quantity	Unit of Meas...	Net Value	Tax	External R...	Purchase ...
10	March		50,000	Activ.unit	50,00 USD	Not Valid	2000003171	1
20	April		50,000	Activ.unit	50,00 USD	Not Valid	2000003171	2
30	May		50,000	Activ.unit	50,00 USD	Not Valid	2000003171	3

Net Value	150,00 USD
Unplanned Delivery Costs	0,00 USD
Tax	0,00 USD
Gross Price	150,00 USD

- 9) *Optional:* If multiple addresses are listed, select correct Remit to address for payment. If you do not see the payment address you desire, please contact Partners@CalSTRS.com.

The screenshot shows the SAP interface for a purchase order. At the top, there is a navigation bar with 'Home', 'Purchase Orders', 'Invoices and Credit Memos', and 'Administration'. Below this, there are tabs for 'All', 'New', and 'Confirmed'. The main content area is divided into several sections:

- Summary:** A table showing financial values: Net Value (150,00USD), Unplanned Delivery Costs (0,00USD), Tax (0,00USD), and Gross Price (150,00USD).
- Partner Information:** A table with columns: Partner, Number, Name, Street, Ho..., PostC..., City, Telep..., Fax, E-mail. It lists 'Sold-to Party' and 'Ship-To Addr...' both pointing to '310000... 7920' at '100 Waterfront Place, 95605 West Sacra...'. An 'Edit or Add Service Agent' button is present.
- Remit To Address:** A section with a radio button selected for 'Consultant Business, 000 Waterside Road, West Sacramento 95605 US'. A note below states: 'If a new or updated remit to address is needed, please contact Partners@CalSTRS.com.' A green arrow points to this section.

- 10) *Optional:* Include additional attachments with your SUS Portal Invoice such as a timesheet or your company's invoice. **Note: Only PDFs will be sent to CalSTRS – all other document types will not transmit but will remain available to you in the SUS Portal.**

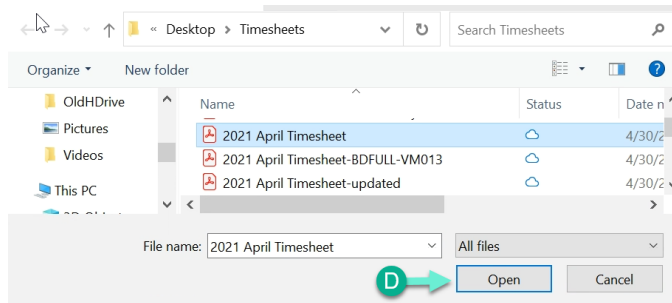
- Select an attachment type prior to uploading your attachment.
- Click Add Attachment

The screenshot shows the 'Supplier Self-Services' interface for processing an invoice. The breadcrumb trail is 'List of Purchase Orders > Display Purchase Order > Process Invoice'. The invoice number is '9100000930'. There are buttons for 'Send', 'Save', 'Cancel', 'Update Prices', 'Print', and 'Download'. A 'Communication and Collaboration' section contains a 'Message to Purchaser' text area. Below this, there is an 'Attachment Type' dropdown menu with options: 'Invoice' (selected), 'Invoice', and 'Other Attachment'. A green arrow labeled 'A' points to this dropdown. To the right, there is an 'Attachments' section with an 'Add Attachment' button and a status 'No Attachments Available'. A green arrow labeled 'B' points to the 'Add Attachment' button. A green box at the bottom contains the text: 'All PDFs attached will be sent to CalSTRS with your invoice or credit memo. All other document types will not be visible to CalSTRS and are for your records only.'

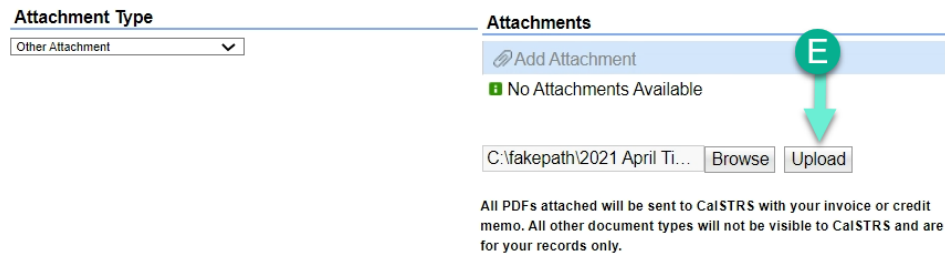
- Click Browse to find file

This screenshot is a close-up of the 'Attachments' section. The 'Attachment Type' dropdown is now set to 'Timesheet'. The 'Add Attachment' button is highlighted with a green arrow labeled 'C'. Below the button, there is a text field 'No file chosen.' followed by 'Browse' and 'Upload' buttons. The same disclaimer about PDFs is visible at the bottom.

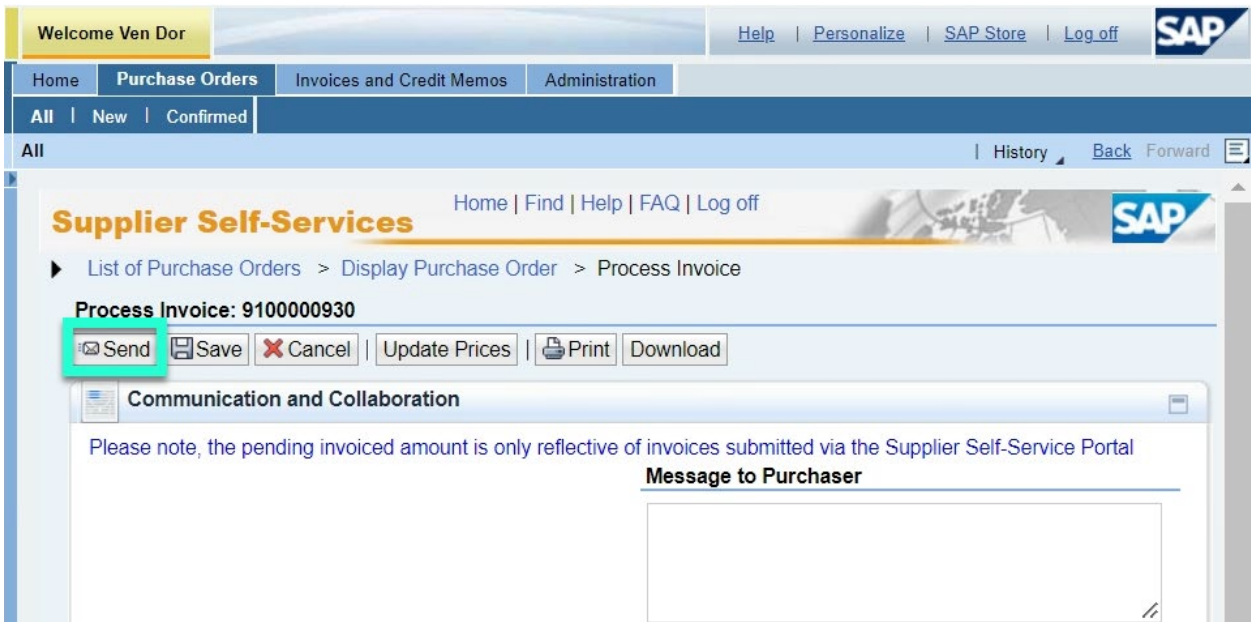
d. Select file



e. Click Upload and the attachment will be linked within the invoice.



11) Once you have updated/reviewed your invoice and added your attachments, click the **Send** button to submit your invoice to CalSTRS.



12) The system displays the Display Invoice Screen.

Welcome Ven Dor

[Help](#) | [Personalize](#) | [SAP Store](#) | [Log off](#)



[Home](#) | **Purchase Orders** | [Invoices and Credit Memos](#) | [Administration](#)

All | [New](#) | [Confirmed](#)

All

| [History](#) | [Back](#) | [Forward](#) |

Supplier Self-Services

[Home](#) | [Find](#) | [Help](#) | [FAQ](#) | [Log off](#)



► [List of Purchase Orders](#) > [Display Purchase Order](#) > [Display Invoice](#)

Info: Your changes have been adopted successfully

Display Invoice: 9100000930

[Set Status](#) | [Copy](#) | [Create Credit Memo](#) | [Display Document Flow](#) | [Print](#) | [Download](#)

Communication and Collaboration

Attachments

[2021 April Timesheet.pdf](#)

All PDFs attached will be sent to CalSTRS with your invoice or credit memo. All other document types will not be visible to CalSTRS and are for your records only.