Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

These instructions are split into two sections.
- **PART ONE:** is for the creation of a new invoice
- **PART TWO:** is how to submit a replacement invoice for an invoice that has been rejected by USDA.

**Part One: Invoice Creation—NEW – Pages 1-8**

**Part Two: Replacement Invoice Created from a REJECTED invoice – Pages 9-12**

**Part One: Invoice Creation**

**Step 1:** Proceed to Suppliers Self Service Page (SUS) by following the Portal Path:
- Suppliers ➔ Supplier Self Service ➔ Supplier Self Service

![Image of Suppliers Self Service Page](image)

Figure 1.
Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

**Step 2:** Click on “Create”.

![Image of invoice options]

Figure 2.

**Step 3:** Click on “For an ASN”.

![Image of USDA webpage]

Figure 3.
Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

**Step 4:** Locate the ASN number and select the corresponding row by clicking the blue box to the left of the number.

- The ASN for which an invoice is to be created should be highlighted in yellow before next step.
- Note: Use the filter feature to look for specific ASN or PO number to select.

**Step 5:** Click on “Create Invoice”

![Figure 4](image-url)

- Note: If one does click on the ASN hyperlink, it will pull up the ASN information. One can continue to creating the invoice by scrolling to the bottom of the page and click “Create Invoice”.

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**Step 6:** Click on “Create Invoice”

- Review and verify all information is correct (Quantity/Invoice Amount).
- Note: WBSCM invoice number always starts with a 71.
- The “Vendor Reference” field is not required however any information entered in this box will display on the disbursement statement.

![Image of invoice creation and verification process](image_url)

*Figure 5.*
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- If the quantity field needs corrected, make the necessary changes and then click on “Update Quantity”. The quantity and the invoice amount will be updated.

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Figure 6.

Step 7: To add Attachments scroll to bottom of the page.

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Figure 7.
Step 8: Click the “browse” button.

Step 9: Go to location for the associated attachment(s). A pop-window will be displayed. Select the file and Click on the “open” button.
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**Step 10:** Click the “Upload” button.

![Image of the upload process](image10.png)

**Figure 10.**

**Step 11:** Click the “Save” button.

![Image of the save process](image11.png)

**Figure 11.**
Step 12: Scroll back up to the top of the page and click the “Submit” button.

- If successful, a message will show at the top of the page “invoice created successfully”
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Part Two: Replacement Invoice:

When USDA rejects an invoice, the rejected invoice will be shown on the SUS page under the “Rejected” link (see below). An e-mail will also be sent to those users that have the role of Corporate Vendor Admin role or any user with the Invoice approver role and assigned to that plant.

Following the instructions below will result in the rejected invoice to be removed from the list. If these procedures are NOT followed, then the rejected invoice will continue to show under the “Rejected” list.

Step 1.1: Proceed to Suppliers Self Service Page (SUS) and follow the Portal Path:
- Suppliers → Supplier Self Service → Supplier Self Service

Step 2.1: Click on “Rejected”
Step 3.1: Locate and click on the invoice (invoice number always starts with 71XXXXXXX) that needs to be resubmitted.

Figure 16.
Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

**Step 4.1:** Click on the “Create Replacement Invoice” button

![Image of Create Replacement Invoice button](image17.png)

- Follow the same procedures as submitting an invoice.

**Step 5.1:** Click on “Continue to Create Invoice”

![Image of Continue to Create Invoice button](image18.png)

To complete submission of new replacement invoice follow the instructions contained in pages 4 through 9 making sure that all updates and attachments are added.