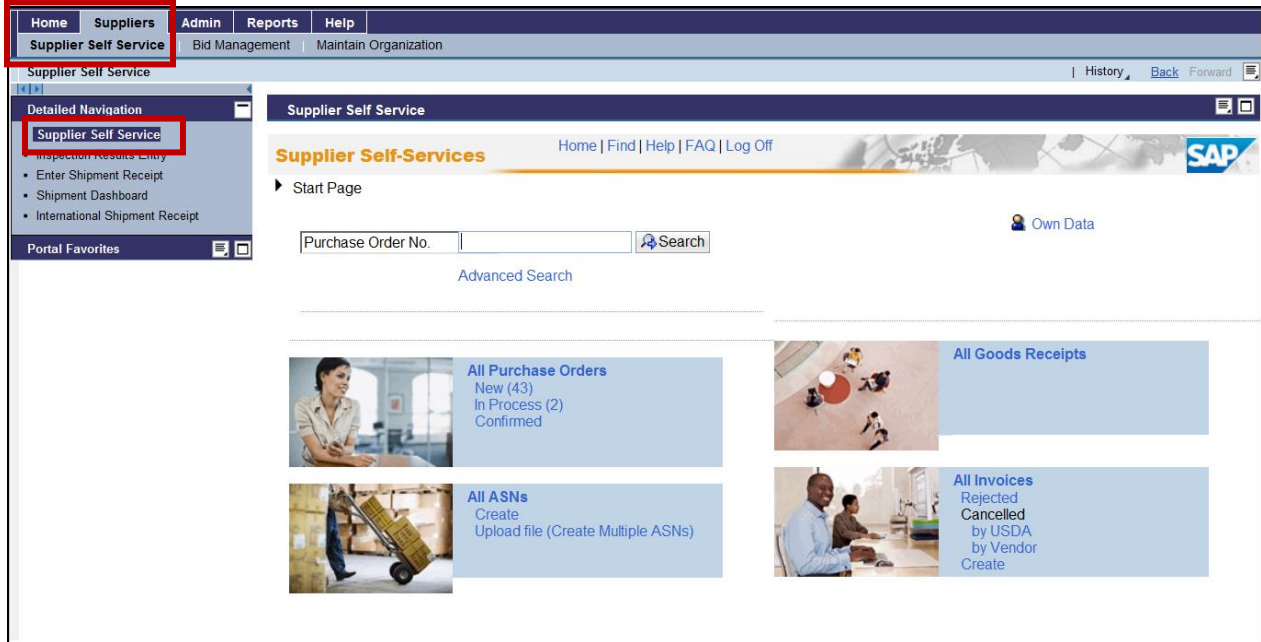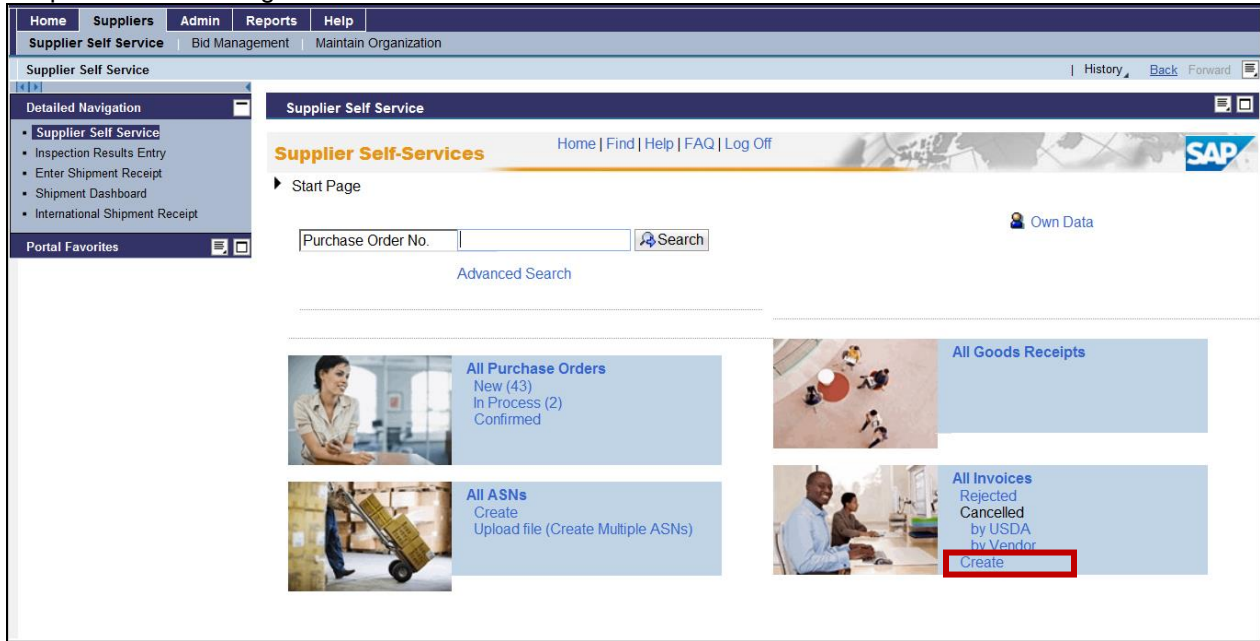Log into WBSCM. (user must have been added to WBSCM and assigned the invoice creator role by the Corporate vendor administrator (CVA) or assigned the CVA role.
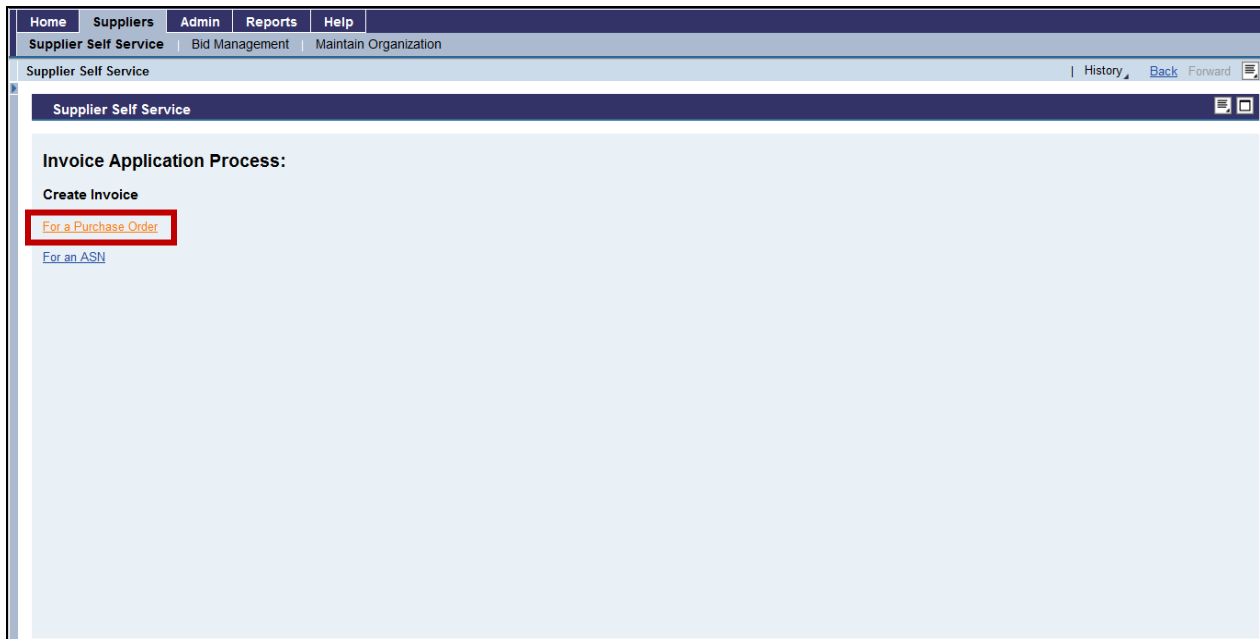
Navigate to: **Suppliers** ➡ **Supplier Self Service**

In the "All Invoices" section of the Supplier Self Services Page, click Create (the **Create** link) to begin the process of creating an invoice.
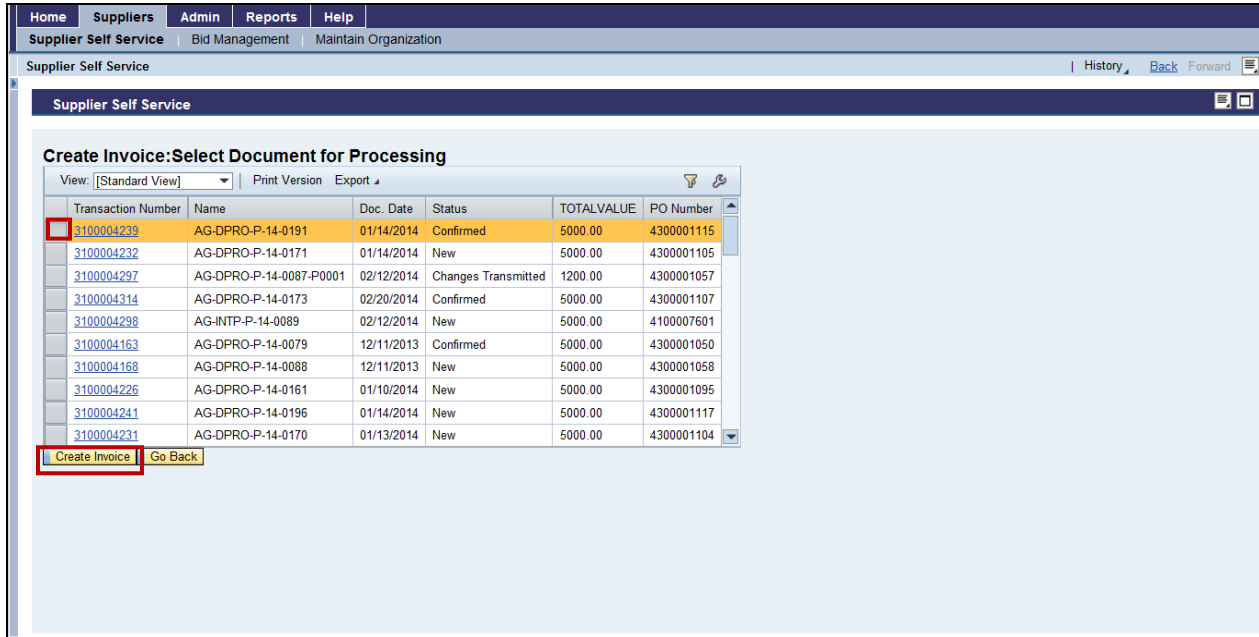

Select "For a Purchase Order"

A list of Purchase Orders (PO) will be displayed. Select the applicable PO that one wants to submit the invoice under by clicking the gray box to the left of the PO. The selected row should be highlighted in orange.

Click "Create Invoice" [Create Invoice] at bottom of table.

Invoice creation page is displayed.

In the Vendor Reference box, please enter "FL Pilot"

The quantity for the line item is derived from the Purchase Order less any quantities previously invoiced against this PO. The quantity should be the quantity for the bi-monthly invoice. Once the quantity (XX,XXX.XX) has been edited click the **Update Quantities** button.

Note: the Invoice Quantity is the amount that was awarded under the PO line item or the remaining balance once invoices have been submitted and approved.
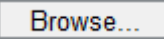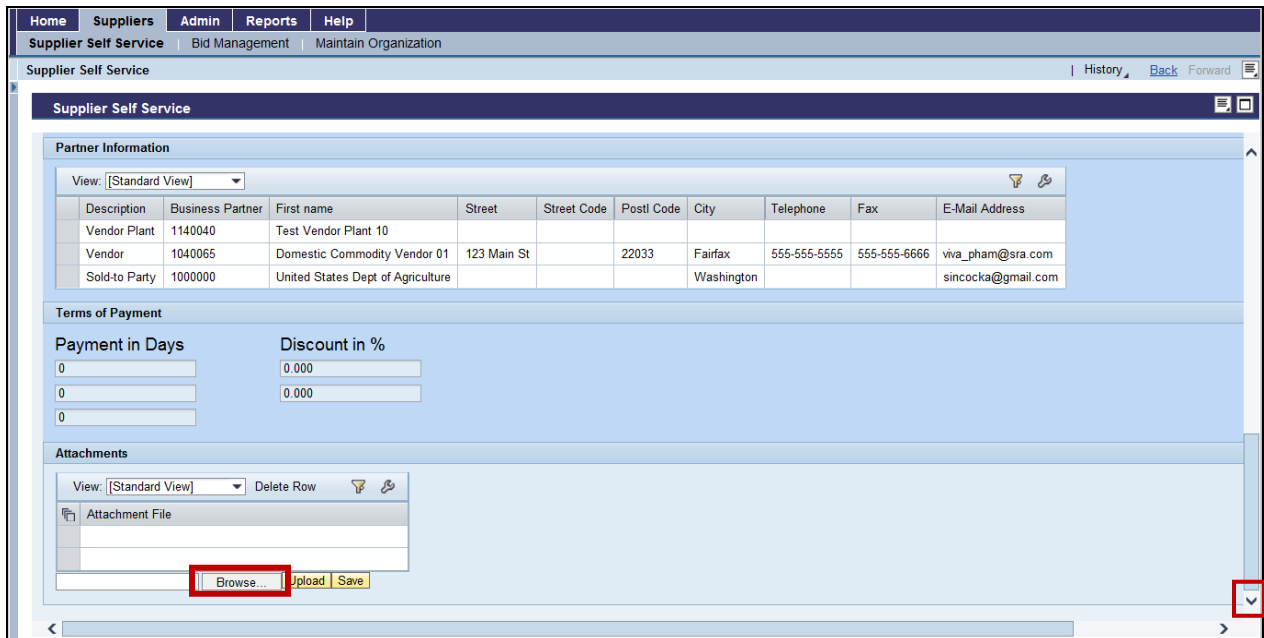
Click ⌄ (the **Down** arrow) on the vertical scrollbar to display the **Message** box. **Optional**- enter text for clarification purposes in the **Message** box and click "Save Text".
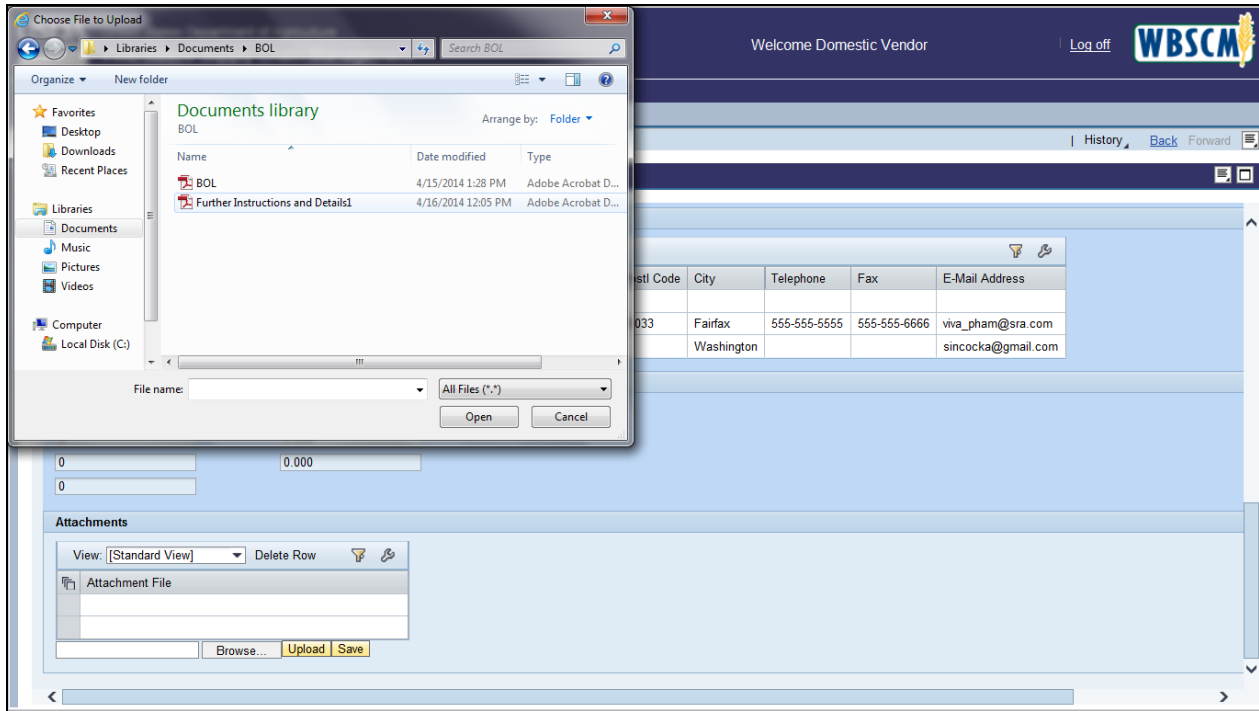

Click ⌄ (the **Down** arrow) on the vertical scrollbar to access the **Attachments** section. Attach the excel invoice file in this section. Click Browse... (the **Browse...** button).
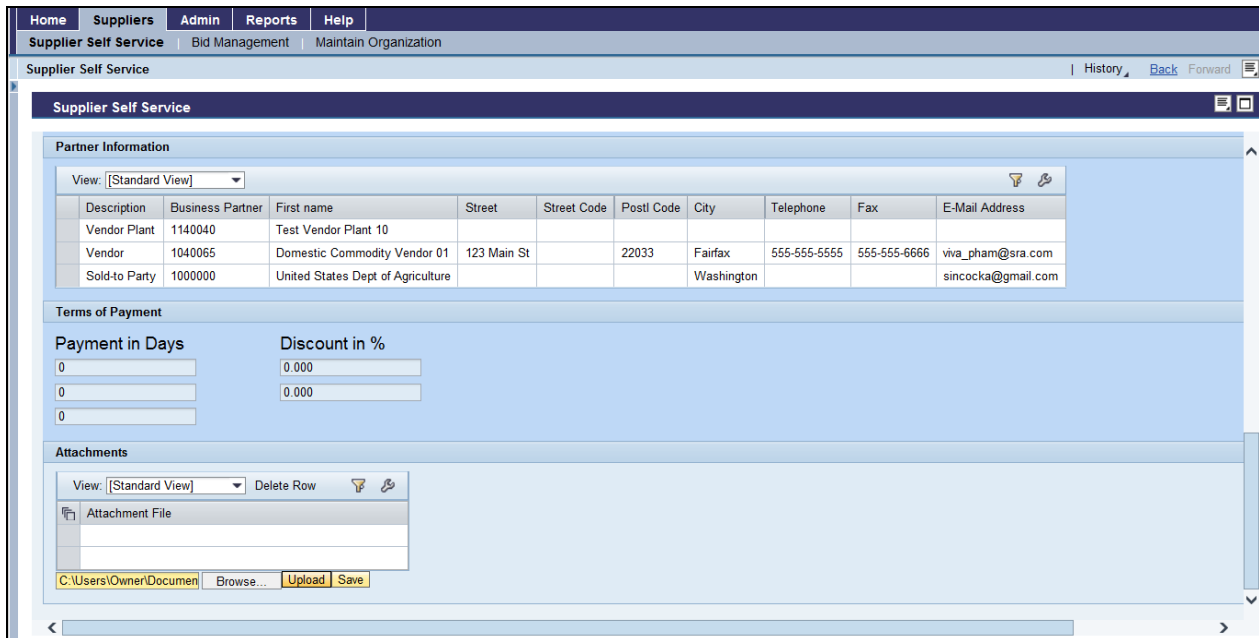
Choose File to Upload from the Pop-up window

Double-click **Further Instructions and Details1** (the **File** name) or Open to attach to the invoice.

Click **Upload** (the **Upload** button) to attach the electronic document to the invoice in WBSCM.

Click **Save** (the **Save** button).

Click ∧ (the **Up** arrow) on the vertical scrollbar to submit the invoice. Click **Submit** (the **Submit** button) to process the invoice
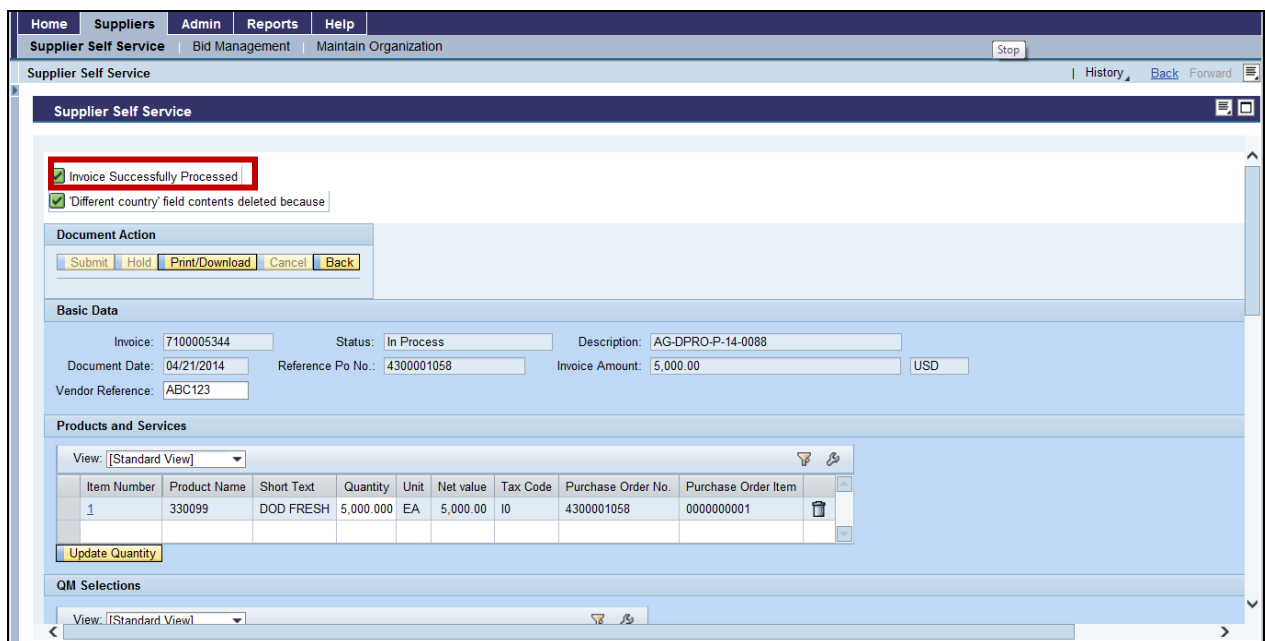
.One should receive message "Invoice Successfully Processed".

You have completed this transaction.