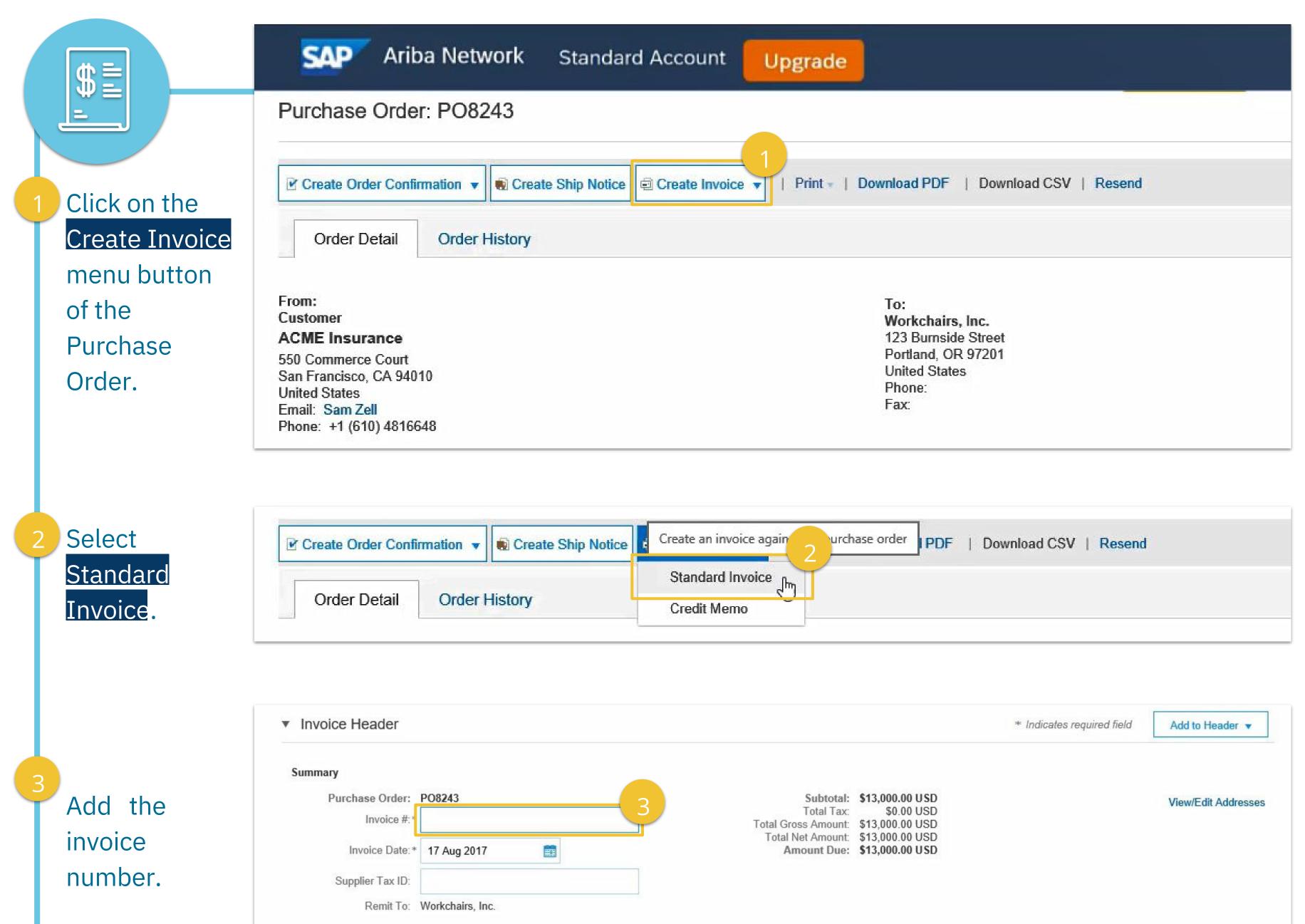
HOW TO CREATE AN INVOICE



Portland, OR United States Bill To: ACME Insurance

> El Paso, TX United States

If needed, add 4 additional fields to the Invoice Header, like: special handling payment term and comment.

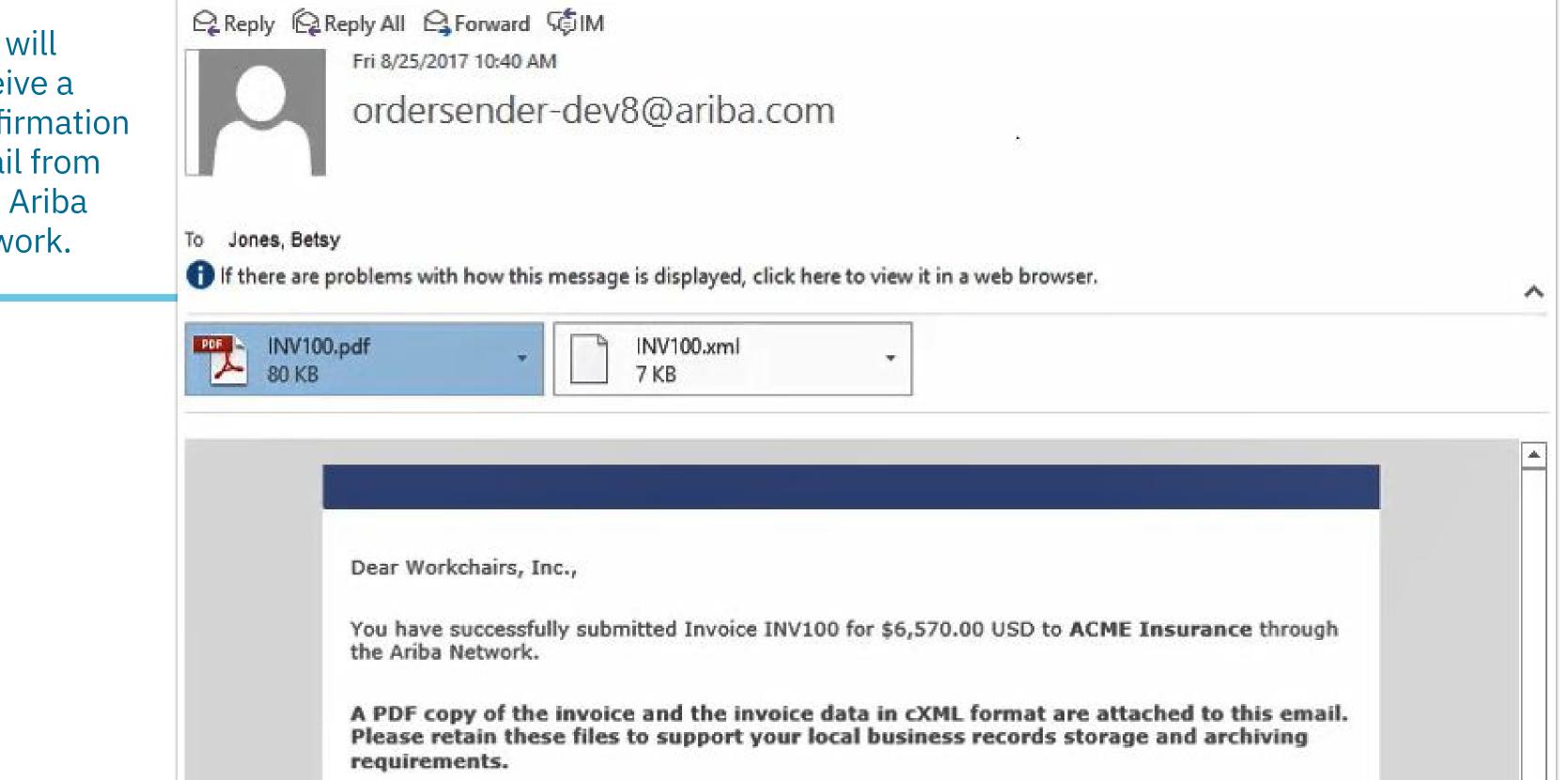
Special	l Handling						2 Line Ite	ms, 2 Included, (0 Previously Fully Invo
Discou	nt		-						
Payme	nt Term								
Addition	nal Reference D	ocuments and Da	tes s <mark>ales</mark>	tax 🗸	Special	l Handling	Discount		Add to Included Lines
Comme	ent							L	
No.	Include	Туре	Part #	Description	Customer Part #	Quantity	/ Unit	Unit Price	Subtotal
1	۲	MATERIAL	72652	Task cubicle with 5-foot walls		5	EA	\$2,000.00 USD	\$10,000.00 USD
Shippi	ing	Ship From: Workchairs, Inc. Portland, OR			Ship To: ACME Insurance San Francisco, CA United States			View/Ed Addresse	
7			Unite	ed States		Deliver To:	Robert Jenkins		
Shippi	ing Cost	Shipping A	Amount * \$().00 USD	Ship	pping Date:			
No.	Include	Туре	Part #	Description	Customer Part #	Quantity	/ Unit	Unit Price	Subtotal
2	۲	MATERIAL	27728	Padded desk chair, blue		6	EA	\$500.00 USD	\$3,000.00 USD

The "Line
Items" section
lists the goods
and services
from the
purchase order.

6	This column
Γ	indicates which
L	line items will
L	be included in
	the invoice.

	Line Items								
Items" section	Insert Line Item Options	ory: 7.5% Sales Tax	/ state color toy	\sim	Specia	l Handling	Discount		
lists the goods		1							Add to Included Lines
and services	No. Include	Type MATERIAL		escription ask cubicle with 5-foot walls	Customer Part #	Quantity 5	Unit	Unit Price \$2,000.00 USD	Subtotal \$10,000.00 USD
from the		6				86976 1578			
purchase order.	Shipping	Ship	From: Workchai Portland, 0				ACME Insurance San Francisco, CA United States		View/Edit Addresses
			United Sta	ites		Deliver To:	Robert Jenkins		2
6 This column	Shippinç Cost	Shipping Ar				pping Date:			
indicates which	No. Include	Type MATERIAL		escription added desk chair, blue	Customer Part #	Quantity 6	Unit	Unit Price \$500.00 USD	Subtotal \$3,000.00 USD
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be included in	Shippinç	Ship	From: Workchai Portland, (DR			ACME Insurance San Francisco, CA United States		View/Edit Addresses
the invoice.			United Sta	ites		Deliver To:	Robert Jenkins		
	Shippin <mark>c</mark> Cost	Shipping Ar	mount:* \$0.00 U	ISD	Shi	pping Date:		Ē	
	Line Item Actions	Delete	Add	•					
7 If needed, click	No. Include	Туре	Part # De	scription	Customer Part #	Qua	ntity Unit	Unit Price	Subtotal
on the button to exclude a	2	7 ATERIAL	27728 Pa	dded desk chair, blue		0	EA	\$500.00 USD	\$0 USD
line item.	Excluded line items cannot b	e modified.							
8 Enter the	Insert Line Item Options								
quantity of each line item.	Tax Category:	7.5% Sales Tax / sta	ate sales tax	10	Speci	al Handling	Discount		Add to Included Lines
caen inc item.	No. Include	Туре	Part # Des	cription	Customer Part #	Quanti	tyUnit	Unit Price	Subtotal
Check the box	9 •	MATERIAL	72652 Tasł	cubicle with 5-foot walls		3	8 EA	\$2,000.00 USD	\$10,000.00 USD
9 Check the box to add "Tax"					the stated				
to an item.		Ship Fr	om: Workchairs	s, Inc.	the total Int is not	Ship To:	ACME Insuranc		View/Edit
	Shipping		Portland, O	R correct,	the change		San Francisco, C United States	CA	Addresses
			United State	must be	done in the	Dollyar Ta:	Robert Jenkins		
10 Choose the			United State	65		Deliver To.	report vontano		
10 Choose the Tax Category.				Purcha	ase Order.	Deliver 10.			
V	Shipping Cost	Shipping Amo	unt: * \$0.00 US	Purcha	ase Order.	ipping Date:			
Tax Category.	No. Include	Туре	ount: * \$0.00 US Part # Dese	Purcha SD cription	ase Order.	ipping Date: Quanti	ty Unit	Unit Price	Subtotal
V		Type MATERIAL	ount: * \$0.00 US Part # Dese	Purcha	ase Order.	ipping Date:			Subtotal \$0 USD
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Important: Remember to follow your country's electronic invoice (e-invoice) management regulations, such as