

Create Invoice w/Attachment

Suppliers can create and submit invoices with supporting documentation.

<https://einvoice.usps.com>

Step 1 • Select USPS iSupplier External e nvoice Creation or Home Page.

Home

Navigator Personalize

- USPS iSupplier External Account Inquiry
- USPS iSupplier External eInvoice Creation**
- Home Page
- USPS iSupplier External User Maintenance

Worklist Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

TIP Vacation Rules - Redirect or auto-respond to notifications.

Table Diagnostics

Step 2 • Select the Finance tab.

Supplier Home Orders **Finance**

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier OSHKOSH DEFENSE LLC

Invoice Number

Invoice Date From (14-Sep-2023)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Table Diagnostics

- Step 3**
- Select GO to create invoice with PO on the right hand side.
 - Leave this page blank

Supplier Home Orders Finance

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With PO

Search

Note that the search is case insensitive

Supplier OSHKOSH DEFENSE LLC

Invoice Number

Invoice Date From (14-Sep-2023)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Table Diagnostics

- Step 4 & 5**
- Enter the Purchase Order Number/Contract number in all CAPS with no dashes.
 - Leave all other fields blank.
 - Select GO

Supplier Home Orders Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 3DVPRT22C0001 X

Purchase Order Date (14-Sep-2023)

Buyer

Organization

PO Number	Line	Shipment	Item Description	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
No search conducted.											



Step 6 & 7

- Select the check box for the appropriate line item and shipment.
- Please note you can select more than one line item if your invoice is for more than one line item.
- Select 'Next' on the right hand side.

Supplier Home Orders Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 **Next**

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 3DVPRT23C0016
Purchase Order Date (14-Sep-2023)
Buyer
Organization

Go Clear

Select Items: Add to Invoice

PO Number	Line	Shipment	Item Description	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
3DVPRT23C0016	1	1	50,000 NEXT GENERATION DELIVERY VEHICLES IN ACCORDANCE WITH U.S. POSTAL SERVICE STATEMENT OF WORK CONFIGURED WITH INTERNAL COMBUSTION ENGINE AND BATTERY ELECTRIC POWERTRAINS. THE PRODUCTION YEAR 1 MODEL MIX CANNOT BE CHANGED AFTER THE DELI	2984140052	0	101315500	DOLLARS	1	USD	1831BH	UNITED STATES POSTAL SERVICE
3DVPRT23C0016	2	1	test 99 mil inv	3000000000	0	0	DOLLARS	1	USD	USPS LOCATION	UNITED STATES POSTAL SERVICE

Diagnosics

Step 8

- Enter invoice details.
 - Your invoice number.
 - Description of product or services rendered.
 - Add attachment(s)
 - Quantity
 - If UOM is set to dollars enter dollar amount.
 - If UOM is EACH enter quantity amount.

Supplier Home Orders Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details Cancel Back Step 2 of 4 **Next**

* Indicates required field

Supplier Invoice

* Supplier
* Remit To 1
Address XX.XXX.XXXXXX.XXXXXXX.WI.XXXXXXXX

* Invoice Number TEST1234
NOTE: Invoice Number is uppercase with maximum length of 30 characters and cannot contain any invalid characters (tabs or carriage returns).
Invoice Date 14-Sep-2023
Invoice Type Invoice
Currency USD
* Invoice Description Testing Services
NOTE: Descriptions exceeding 30 characters will be truncated on the Remittance when the Invoice is paid.
Attachment +

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
3DVPRT23C0016	1	1		50,000 NEXT GENERATION DELIVERY VEHICLES IN ACCORDANCE WITH U.S. POSTAL SERVICE STATEMENT OF WORK CONFIGURED WITH INTERNAL COMBUSTION ENGINE AND BATTERY ELECTRIC POWERTRAINS. THE PRODUCTION YEAR 1 MODEL MIX CANNOT BE CHANGED AFTER THE DELI		1831BH	2882824552		2000	1	DOLLARS 2000
3DVPRT23C0016	2	1		test 99 mil inv		USPS LOCATION	3000000000		600 X	1	DOLLARS 600



Step 9

1. Add attachments - i.e. soft copy of invoice, bill of lading etc. as required by contract or contracting officer.
 - a. Select the green + and browse to attach files.
 - b. Select OK to confirm attachment.
2. Select Next at the top right hand corner.

Supplier Portal - Create Invoice: Details

Supplier: OSHKOSH DEFENSE LLC

Invoice Number: TEST1234

Invoice Date: 14-Sep-2023

Invoice Type: Invoice

Currency: USD

Invoice Description: Testing Services

Attachment: +

Attachment Type: File

Title: 2023-09-14 12:30:23 ICF Invoice 1

Description: 2023-09-14 12:30:23 ICF Invoice charges updated 9_24_2023 (Doc: 29195)

Category: From Supplier

File: C:\Users\jw\OneDrive\... Browse

Buttons: Cancel, Add Another, Apply (circled in red)

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
3DVPRT23C0016	1	1		50,000 NEXT GENERATION DELIVERY VEHICLES IN ACCORDANCE WITH U.S. POSTAL SERVICE STATEMENT OF WORK CONFIGURED WITH INTERNAL COMBUSTION ENGINE AND BATTERY ELECTRIC POWERTRAINS. THE PRODUCTION YEAR 1 MODEL MIX CANNOT BE CHANGED AFTER THE DELI	1831BH	2882824552	2000	1		DOLLARS	2000
3DVPRT23C0016	2	1		test 99 ml inv	USPS LOCATION	3000000000	600	1		DOLLARS	600

Supplier Portal - Create Invoice: Details

Supplier: OSHKOSH DEFENSE LLC

Invoice Number: TEST1234

Invoice Date: 14-Sep-2023

Invoice Type: Invoice

Currency: USD

Invoice Description: Testing Services

Attachment: +

Confirmation: Attachment 2023-09-14 12:30:23... has been added successfully but not committed. It would be committed when you commit the rest of the current transaction.

Buttons: OK (circled in red)

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
3DVPRT23C0016	1	1		50,000 NEXT GENERATION DELIVERY VEHICLES IN ACCORDANCE WITH U.S. POSTAL SERVICE STATEMENT OF WORK CONFIGURED WITH INTERNAL COMBUSTION ENGINE AND BATTERY ELECTRIC POWERTRAINS. THE PRODUCTION YEAR 1 MODEL MIX CANNOT BE CHANGED AFTER THE DELI	1831BH	2882824552	2000	1		DOLLARS	2000
3DVPRT23C0016	2	1		test 99 ml inv	USPS LOCATION	3000000000	600	1		DOLLARS	600

Step 10

1. Verify entries.
2. Select Submit.
3. Agree to Confirmation to submit invoice.

Supplier Portal - Create Invoice: Management Tax

Supplier: OSHKOSH DEFENSE LLC

Invoice Number: TEST1234

Invoice Date: 14-Sep-2023

Date Invoice Received: 14-Sep-2023

Invoice Type: Standard

Currency: USD

Invoice Description: Testing Services

Attachment: +

Confirmation: I certify that the information contained in or accompanying this invoice submission is true, accurate, and complete. Furthermore, I acknowledge that submitting false statements in an invoice to the United States Postal Service could result in civil or criminal penalties, including, but not limited to criminal prosecution for violating Title 18, United States Code, Section 201 (False Claim on the United States), Section 641 (Theft of Government Property), Section 1001 (False Statement in a Federal Matter), Section 1343 (Wire Fraud), and Section 1707 (Theft of Property Used by the Postal Service).

Buttons: Disagree, Agree (circled in red)

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
3DVPRT23C0016	1	1	50,000 NEXT GENERATION DELIVERY VEHICLES IN ACCORDANCE WITH U.S. POSTAL SERVICE STATEMENT OF WORK CONFIGURED WITH INTERNAL COMBUSTION ENGINE AND BATTERY ELECTRIC POWERTRAINS. THE PRODUCTION YEAR 1 MODEL MIX CANNOT BE CHANGED AFTER THE DELI	1831BH	2882824552	2000	2000	DOLLARS	1	2,000.00
3DVPRT23C0016	2	1	test 99 ml inv	USPS LOCATION	3000000000	600	600	DOLLARS	1	600.00

Invoice Summary

Item	Amount
Items	2,600.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	Total (USD) 2,600.00