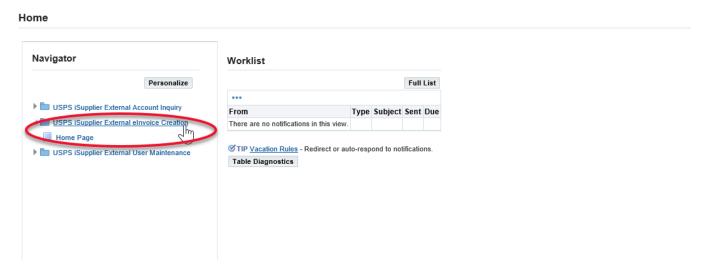


Create Invoice w/Attachment

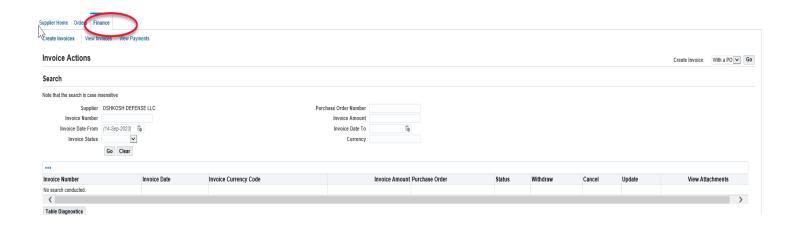
Suppliers can create and submit invoices with supporting documentation.

https://einvoice.usps.com

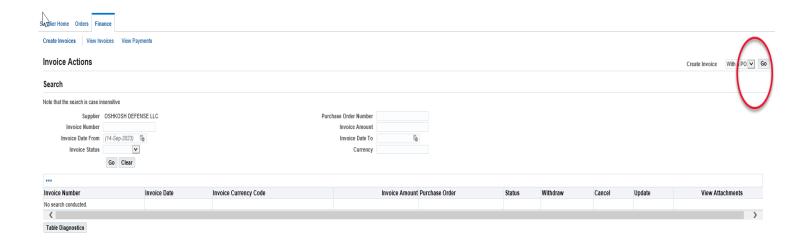
• Select USPS iSupplier External e nvoice Creation or Home Page.



Step 2 • Select the Finance tab.

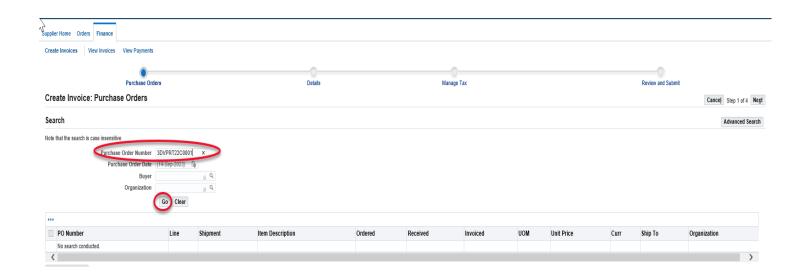


- **Step 3** Select GO to create invoice with PO on the right hand side.
 - Leave this page blank



Step 4 & 5

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



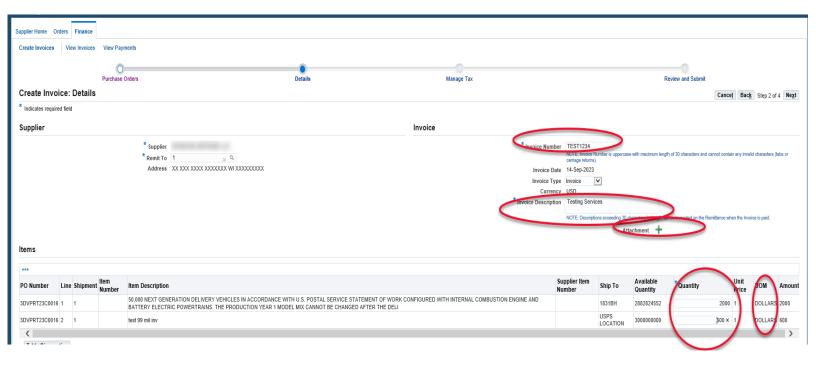
Step 6 & 7

- 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.



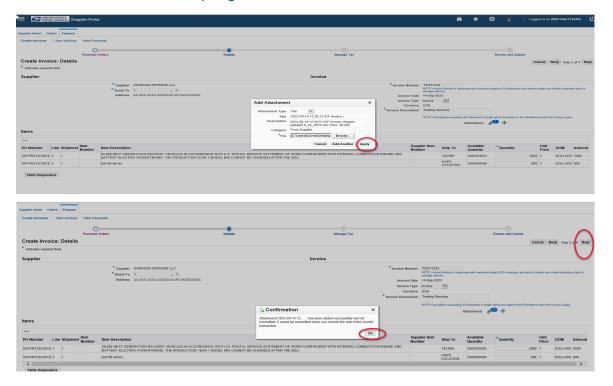
Step 8

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





- 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.



Step 10

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

