

Quick Reference Guide

iSupplier – How to Create Invoices

Process Description

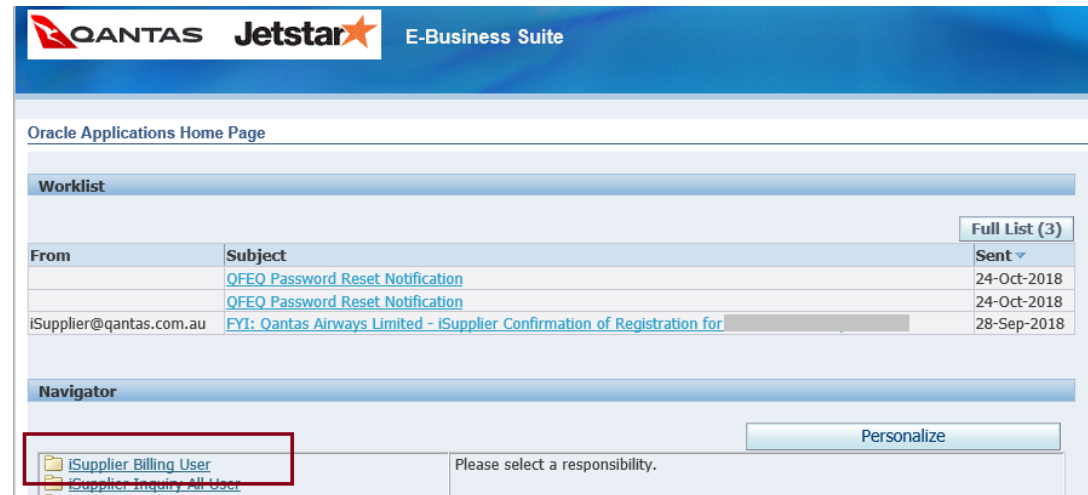
The **Create Invoices** page is the main page to create **PO-Based** invoices directly in the system.

How to Create Invoices

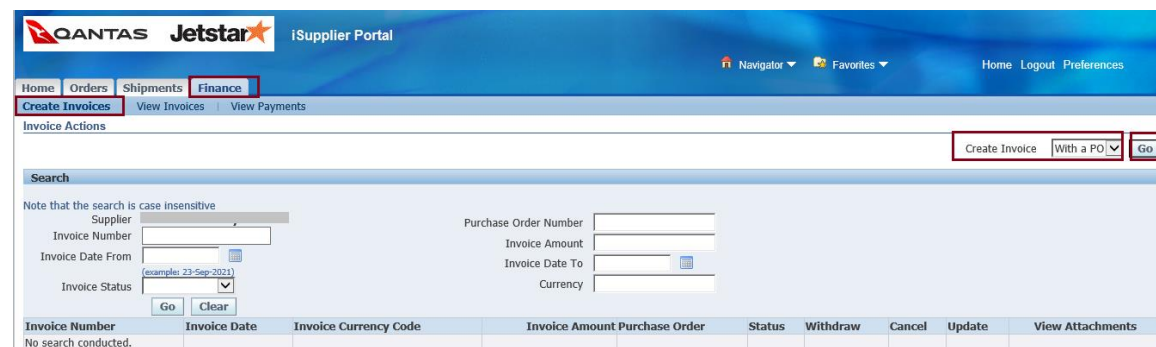
Access the **iSupplier** webpage using the following URL: <https://eq.qantas.com.au>. Enter the **username** and **password** credentials.

Step # Description

Step 1 Select the iSupplier Billing User Responsibility



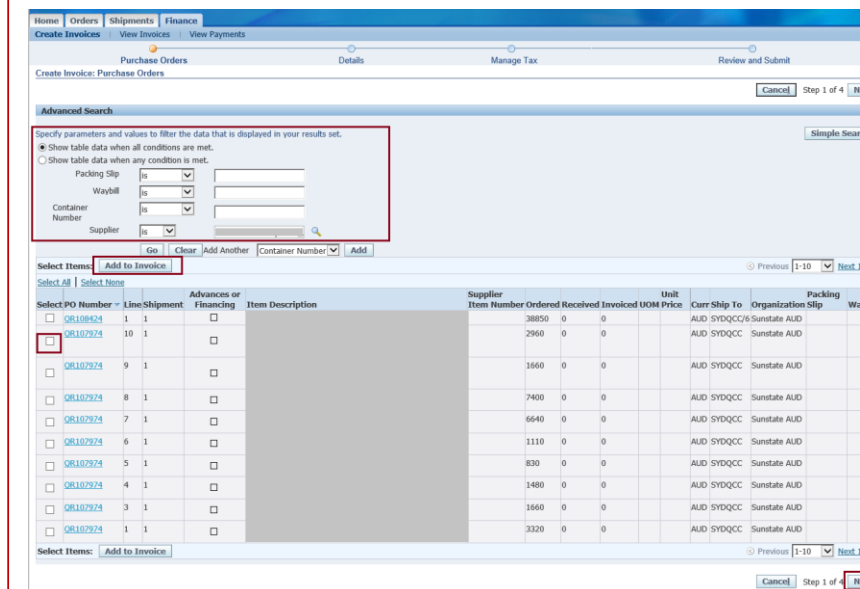
Step 2 Click on **Finance** Tab, and then Click on **Create Invoices** sub-tab



Select **“With a PO”** menu option from the Create Invoice drop-down menu. Click the **Go** button

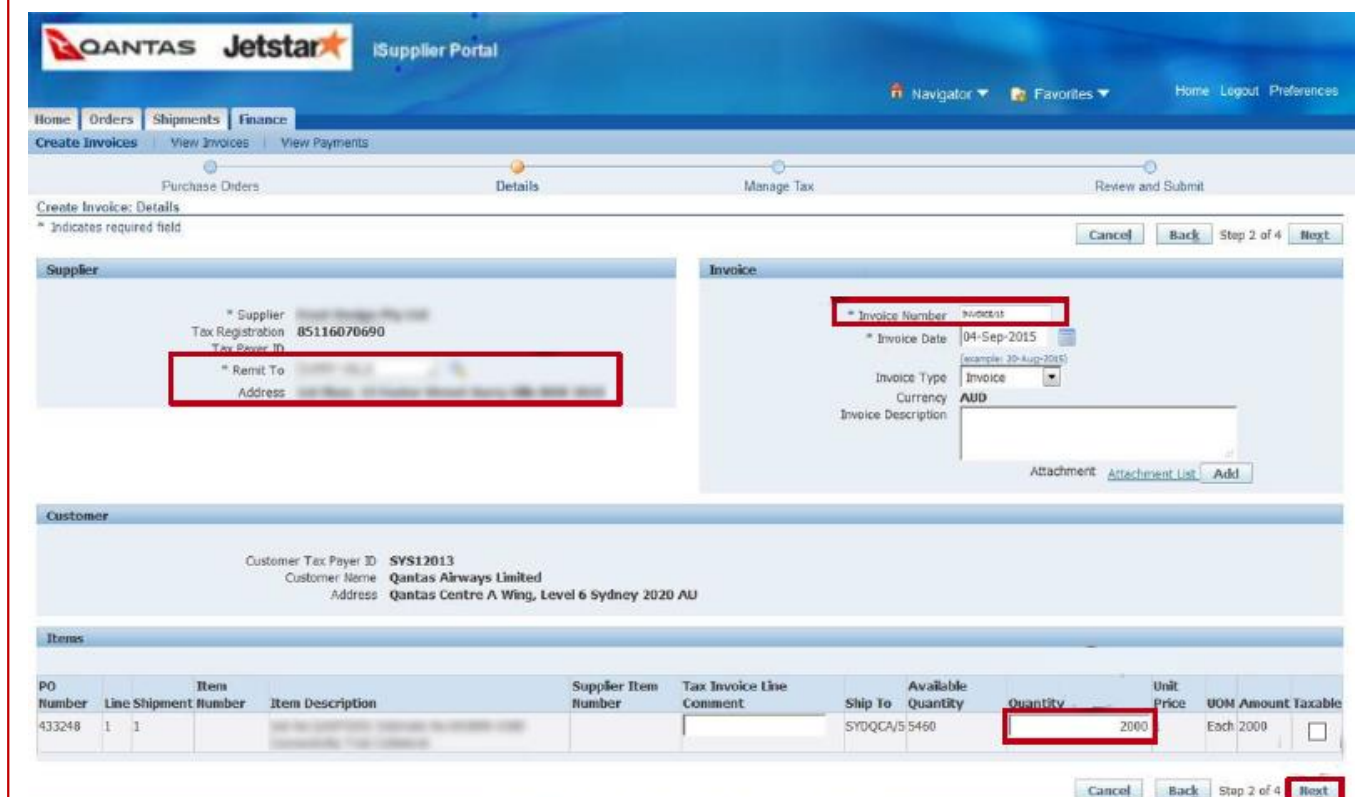
Step 3

The Invoice Actions page is displayed. Search for the Purchase Order, that you need to create the invoice for. Select the lines and Click the Add to Invoice button. Click on Next.



Step 4

Enter an Invoice number and Remit to Address. Select Add to add attachment. Attachment is mandatory and only 1 file can be uploaded. Update Quantity or Price and add any additional details if required. Click on Next.



Step 5

The **Create Invoice: Manage Tax** page is now displayed. View the tax information and then click the **Submit** Button to create the invoice.

You can optionally click the **Next** button to go to the **Create Invoice: Review and Submit** page. Review the invoice and click the Submit button.

A Confirmation message is displayed notifying you that the invoice has been created successfully.

The screenshot displays the 'Create Invoice: Manage Tax' page in the Qantas Jetstar iSupplier Portal. The page is divided into several sections:

- Supplier:** * Supplier, * Tax Payer ID, * Remit To, Address
- Invoice:** * Invoice Number, * Invoice Date, * Invoice Type, * Currency, Invoice Description
- Customer:** * Customer Tax Payer ID, Customer Name, Address
- Summary Tax Lines:** A table with columns 'Summary Tax Line Number', 'Tax Amount', and 'Line Status'. One line is shown with a tax amount of 200.00 and a status of 'Active'. A red box highlights this section.
- Items:** A table with columns 'PO Number', 'Line', 'Shipment', 'Item Description', 'Supplier Item Number', 'Ship To', 'Available Qty', 'Quantity To Invoice UOM', 'Unit Price', and 'Amount'. One item is listed with a quantity of 2000.00 and a unit price of 1.00.
- Invoice Summary:** A section with a 'Recalculate Total' button and a 'Total (AUD)' field. A red box highlights the 'Submit' button at the bottom right.