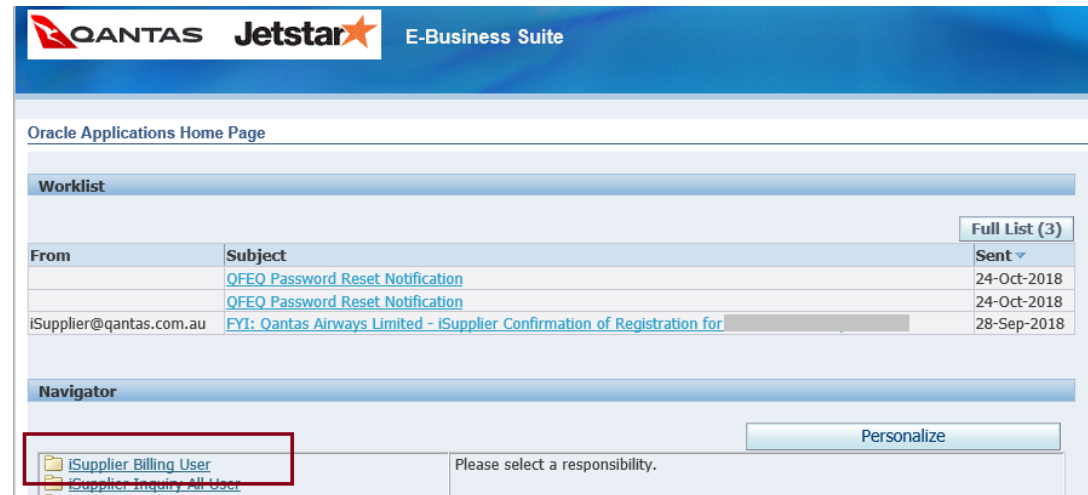## Process Description

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

How to Create Invoices
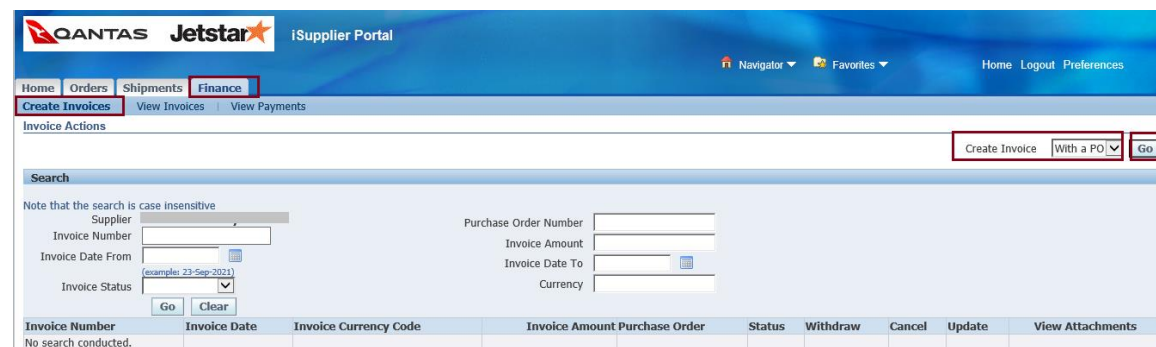
Access **the iSupplier** webpage using the following URL: **https://eq.qantas.com.au**. Enter the **username** and **password** credentials.

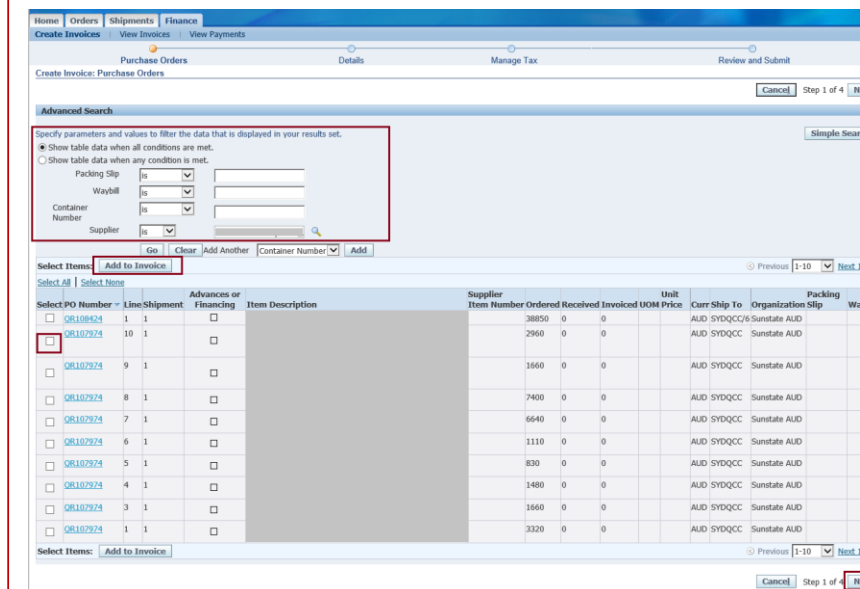| Step #	Description
Step 1	Select the iSupplier Billing User Responsibility
Step 2	Click on **Finance** Tab, and then Click on **Create Invoices** sub-tab Select **"With a PO"** menu option from the Create Invoice drop-down menu. Click the **Go** button

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.
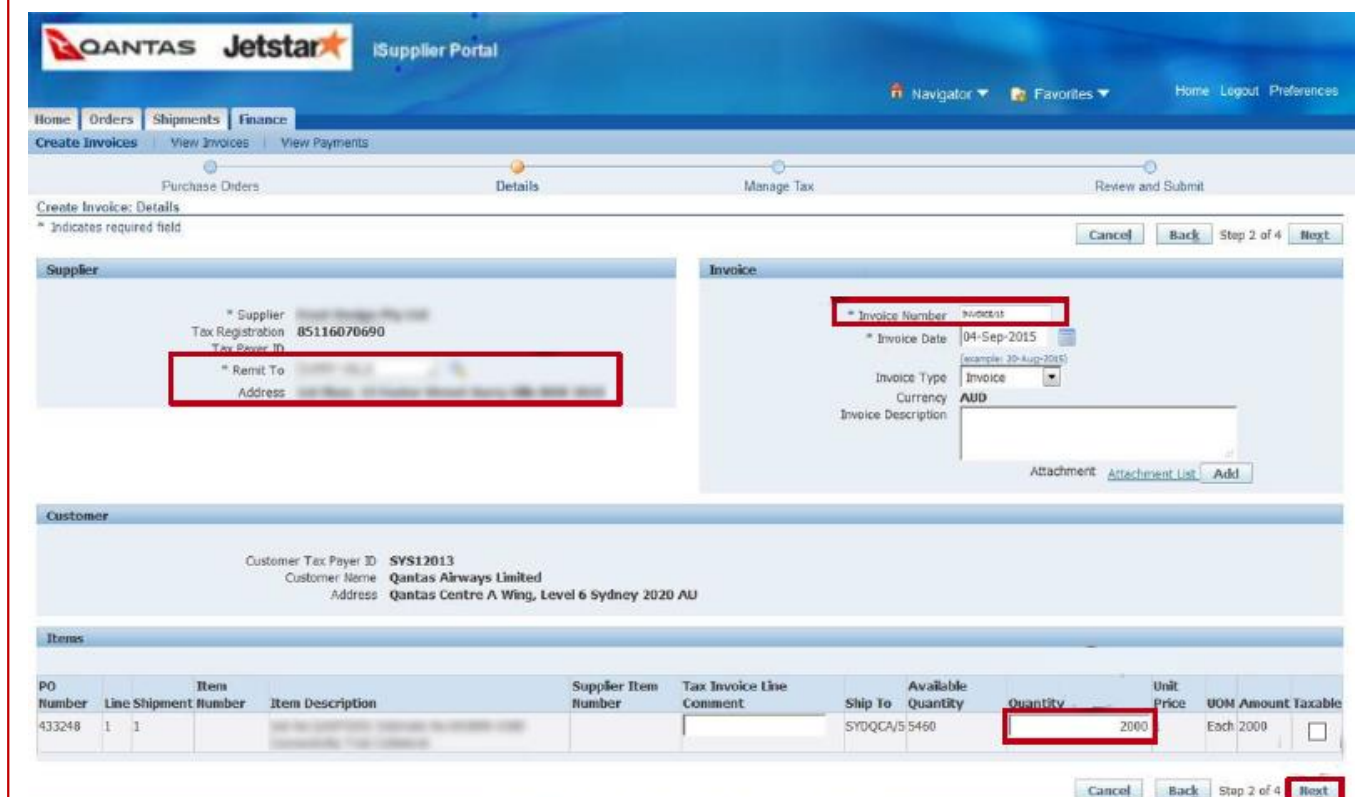
Step 5	**The Create Invoice: Manage Tax** page is now displayed. View the tax information and then click the **Submit** Button to create the invoice. You can optionally click the **Next** button to go to the **Create Invoice: Review and Submit** page. Review the invoice and click the Submit button. A Confirmation message is displayed notifying you that the invoice has been created successfully.