

How to Flip a Purchase Order into An Invoice

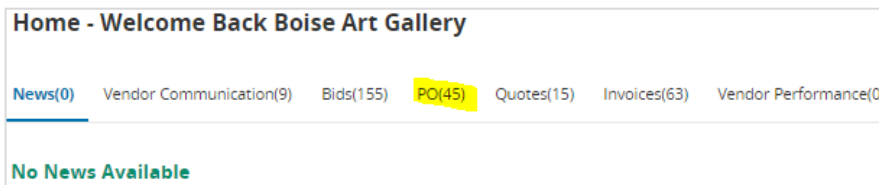
Suppliers have the option to convert or “flip” a purchase order into an invoice and submit back to the state agency through OregonBuys.

Use these instructions to flip a purchase order into an invoice:

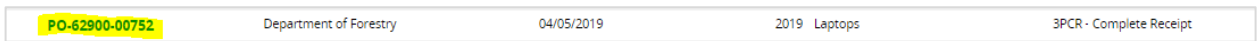
1. Log in to [OregonBuys](#) using the orange “Sign In” button located in the top-right corner of the webpage.



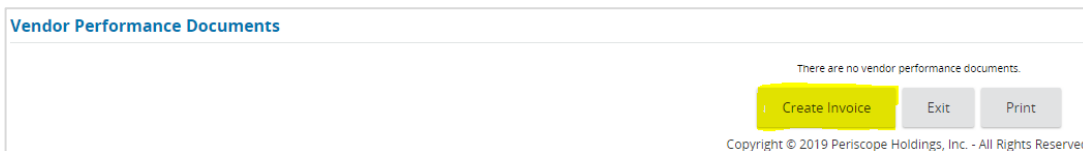
2. At the home screen Click on the “PO” tab




3. Locate the PO you want to flip to an invoice and click on the PO number listed on the left side of the screen.



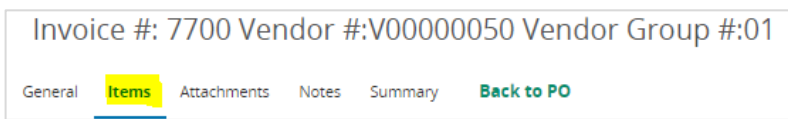
4. The Summary tab will be opened, scroll to the bottom of the page, and click the “Create Invoice” button.



5. Enter the following invoice information: invoice number, invoice description, and invoice date. Then click “Save and continue” located at the bottom of the screen.

Invoice number*:	<input type="text"/>	Invoice Status:	4IIV - Vendor In Progress
Invoice Description*:	<input type="text"/>		
Invoice Date*(MM/DD/YYYY):	06/26/2019 		
Payment Amount:	\$0.00		
Paid-BankId/CheckNbr:			
Payment Terms:		Payment Discount:	0.0 %
Payment Terms Day:	0	Freight Amount:	0.0

6. Next click on the Items tab



7. Enter item amount/invoice amount, then take a screenshot of the invoice screen and save it to your desktop, then click “Save and Continue” located at the bottom of the screen.

Invoice Item #/ PO Item #	Item Description	PO Item Amount	Previous Invoice Amount	Invoice Amount	Discount%
1	25 Laptops with Windows 10 and MS Office Suite 3PCR - Complete Receipt	\$47,475.00		\$0.00	
					Invoice Amount Total: \$47,475.00

Save & Continue

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8. Next click on the attachment tab

Invoice #: 7700 Vendor #:V00000050 Vendor Group #:01

General Items **Attachments** Notes Summary [Back to PO](#)

9. Upload the screenshot of the invoice you saved in step 7 (this will be used for record keeping) along with any other applicable attachments by clicking the “Add File” button and choosing the file(s).

General Items Attachments Notes Summary [Back to PO](#)

i Marking an item "Confidential" will ensure the document will not be displayed publicly within the OregonBuys system.

Files

i Click **Add File** to add file attachments.

No File Attachments

Forms

i Click **Add Form** to add form attachments.

No Form Attachments

Add File **Add Form**

10. Once you are done adding a file click “Save and Exit” located at the bottom of the screen.

Add File

i Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

i Marking an item "Confidential" will ensure the document will not be displayed publicly within the OregonBuys system.

Name*: Taco Crawl.jpg

Description:

File*: **Choose File** Taco Crawl.jpg

Location: V00000050

Confidential:

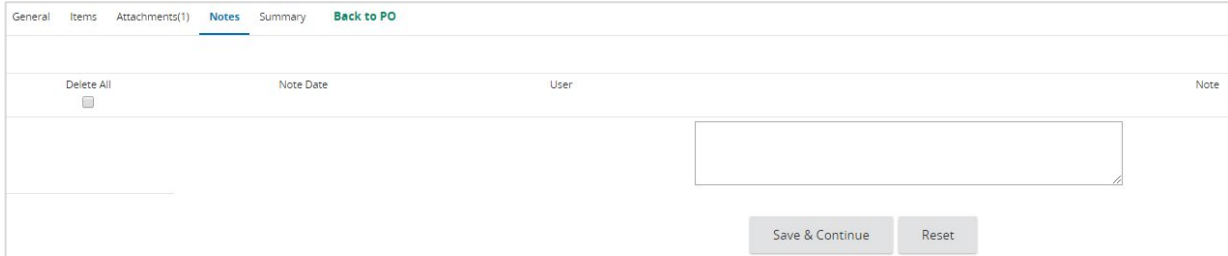
Save & Exit Save & Continue Reset Cancel & Exit

11. Click on the Notes tab

Invoice #: 7700 Vendor #:V00000050 Vendor Group #:01

General Items Attachments(1) **Notes** Summary [Back to PO](#)

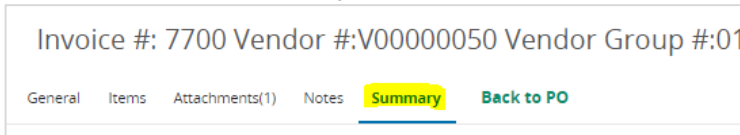
12. (Optional) You can leave notes for your invoice by typing them in the blank box in the middle of the screen



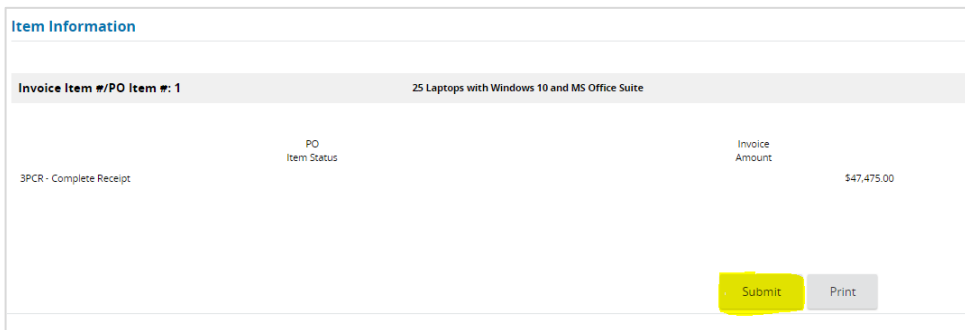
13. When finished click "Save and Continue" located at the bottom of the screen.



14. Next click on the Summary tab



15. This tab is a summary of all the above information that you have entered into your profile. After you have reviewed the information for accuracy, click "Submit" located at the bottom of the screen.



16. The page will refresh and you can either print the PO or just go to the Home page.