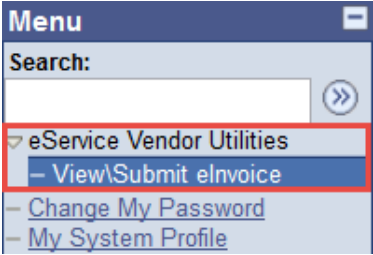
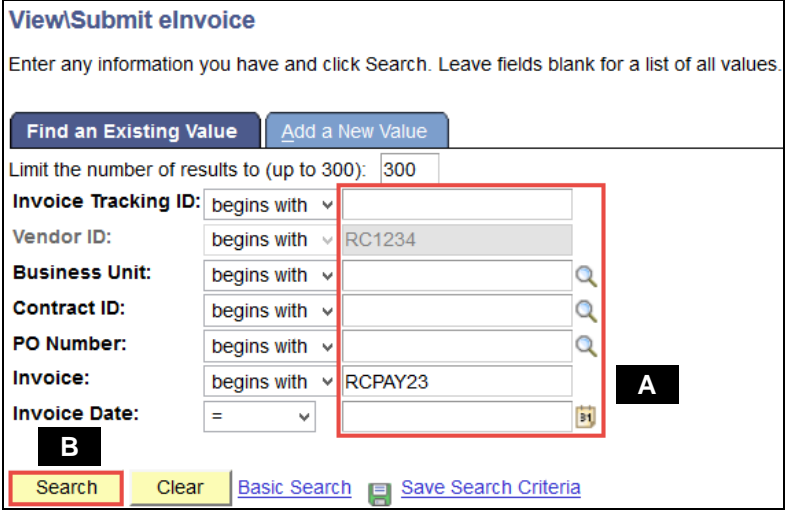


## JOB AIDS :- STEPS TO PRINT EINVOICE

INTENDED AUDIENCE	VENDOR
-------------------	--------

**Important Note:-** Vendor only able to print the **eInvoice Submission Report** when the eInvoice status **eSubmitted, Received, Cancelled**. No printing of the **eInvoice Submission Report** can be done if the eInvoice status is **Queried**

Step 1	<p style="text-align: center;"><b>NAVIGATE TO VIEW\SUBMIT EINVOICE PAGE:</b></p> <p style="text-align: center;"><b><u>Menu</u> &gt; <u>eService Vendor Utilities</u> &gt; <u>View\Submit eInvoice</u></b></p> 
Step 2	<p style="text-align: center;"><b>IN THE VIEW\SUBMIT EINVOICE PAGE,</b></p>  <p>A. Under the <b>Find an Existing Value</b> tab, enter the information in any of the fields above:-</p> <ul style="list-style-type: none"> <li><b>Invoice :-</b> Enter the <b>Invoice</b> number (E.g. RCPAY23)</li> </ul> <p>B. Click <b>Search</b> button</p> <p><b>Note:</b> Information can be entered in all the <b>fields</b> or <b>left empty</b>. <b>Search Results</b> will be populated below for all entered invoices upon clicking the <b>Search</b> button</p>

## JOB AIDS :- STEPS TO PRINT EINVOICE

Step 3

IN THE VIEW\SUBMIT EINVOICE PAGE,

**View\Submit eInvoice**


<b>Vendor ID</b> RC1234	<b>eInvoice Number</b> 0000000064	<b>Invoice Status</b> eSubmitted
<b>Business Unit</b> SD05A	<b>Invoice</b> RCPAY23	<b>Invoice Date</b> 21/08/2017
<b>Contract ID</b>	<b>PO Number</b> 0000003443	<b>Currency Code</b> BND <a href="#">View ShipTo Loc</a>
*Amount 5.000	PO Type Service	Check Query History
<b>Description</b> Maintenance work		*Bank Account # 6732382238
<input type="button" value="Load Document Matrix"/>	<input type="button" value="Reset Document Matrix"/>	<input type="button" value="Process"/>

**Document Matrix** C

Cancel eInvoice	First	Last
Print eInvoice		
Submit eInvoice		

**D**

- C. Select **Print eInvoice** from the drop-down menu
- D. Click  button to generate the **eInvoice PDF File**



### eInvoice Submission Report

---

**Invoice Details** **NOTE**

<b>eInvoice Number:</b> 0000000064	<b>eInvoice Status:</b> Received
<b>Vendor ID:</b> RC1234 - Fury Sdn Bhd	
<b>Invoice ID:</b> RCPAY23	<b>Invoice Date:</b> 08/21/2017
<b>Invoice Amount:</b> \$5.00	<b>Currency:</b> BND
<b>Business Unit:</b> SD05A - Jabatan Perbendaharaan	
<b>Contract ID:</b>	<b>PO ID:</b> 0000003443
<b>PO Type:</b> Service	<b>Bank Account #:</b> 6732382238
<b>Created By:</b> RC1234 - Fury Sdn Bhd	
<b>Submitted Time:</b> 08/21/2017 15:12:07	

**Note:** eInvoice Submission Report is generated automatically upon clicking **Process Print eInvoice** button