

To create an invoice/credit memo, the supplier just needs to either type in the PO number and auto flip to an invoice, or the supplier can use the document search functionality to search for all Sales orders from SHSU, select the sales order they want to flip, and then click create invoice. This should be a simple process, please contact SHSU with any questions.

Please note a sales order is equal to a PO number.

**YOU MUST KNOW YOUR PO IN ORDER TO FLIP TO INVOICE OR CREDIT MEMO!**

The screenshot shows the 'Customer Portal' interface. A red box highlights the search icon in the top left navigation bar with the text: 'search for sales orders, and then flip to invoice'. Below this, the 'Create Invoice / Credit Memo' section contains a form with the following fields: 'Currency' (set to USD), 'PO Number' (a text input field), and 'Type' (a dropdown menu set to 'Invoice'). A red arrow points from a red box at the bottom left, containing the text 'manually enter PO number, and then flip to invoice.', to the 'PO Number' input field. Another red arrow points from the 'PO Number' field to the 'Create' button. Below the form is a 'Find Invoice' section with a 'Search' button and a text input field for 'Invoice Number(s)'. The 'Customer Contact' section on the left lists: Name: Sam Houston State University Accounts Payable, Email: acctspay@shsu.edu, and Phone: +1 (936) 294-4801.