

Suppliers: Submit an Invoice for partial Fulfilment or Lower Invoice to PO line Amt

Suppliers

OVERVIEW

Invoice line amounts should generally match corresponding PO amounts, with some exceptions.

- Partial Fulfillment: Supplier may submit invoices for partial order fulfillment of goods or services. The supplier must submit an invoice against the applicable line in the purchase order. If a PO line item is being partially invoiced, a separate invoice number must be created for the remaining balance.
 - Invoice amounts that are lower than the PO line item may be submitted if there is a material change in work scope or order amount, in which case a PO change order may be required. Please contact your Buyer.
 - Once you land on the invoice screen following the standard steps for invoicing, scroll down to the Invoice Lines portion of the screen to review the line information on the Purchase Order.
1. For a Good-related partial fulfillment, adjust the number invoiced in the Quantity column.
 - Scroll to the right side of the Line Items table to review the amount listed in the Extended Amount column to ensure it has updated to reflect the revised amount based on the partial fulfillment of this order.

Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount
		1	Each	1,587.00	1,587.00

The Quantity field is located further right on the table. Use the scroll bar to locate it.

2. For a Service-related partial fulfillment, adjust the dollar amount in the Extended Amount column.
 - The adjusted dollar amount should reflect the amount of service delivered.
 - For example, if the Purchase Order indicated site clean up for \$400. Adjusting the Extended Amount to \$200 indicates the Services is 50% partially delivered.

Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount
			0		0.00	400.00

The Extended Amount field is located on the far right of the table. Use the scroll bar to locate it.

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Note: For partially invoiced Purchase Orders, you will not be able to invoice for greater than the remaining value of the Purchase Order that is listed in the Extended Amount Column on the far right of the Line Items Table.