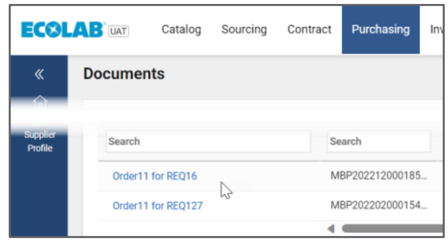
INVOICING IN MYBUY – SUPPLIER GUIDE

This document provides general information regarding invoice submission requirements

Failure to follow any of these requirements may delay payment of your invoices

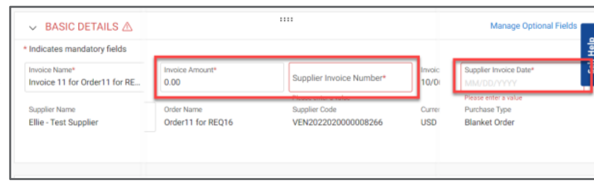
1. Flip PO to Invoice

- Click Purchasing tab
- Click on the order ready for invoicing
- Click Create Invoice



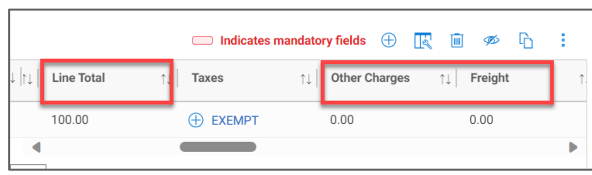
1. Enter Basic Details

- Enter Total Amount in *Invoice Amount* Box
  - ✓ Include Taxes & shipping in total amount
- Enter Invoice Number in *Supplier Invoice Number* box
- Enter Invoice Date in *Supplier Invoice Date* box



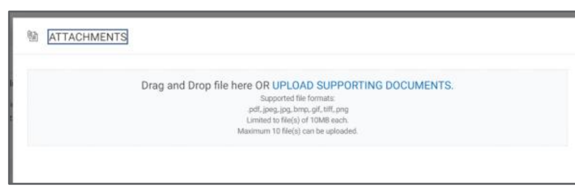
2. Enter Line Details

- Select or Deselect the lines to invoice
- Add Tax in the *Other Charges* Field
- Add Shipping by clicking the "+" sign on Freight
- Add Line Amount for unit price



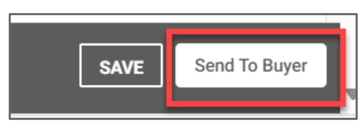
3. Upload Invoice Image

- Click ⋮ on the top right corner
- Click Upload Image to upload a copy of the invoice



4. Submit Invoice

- Click Send to Buyer
- Click Yes



After closing the Success Window, the invoice screen will update the submitted invoice to "Approval Pending". Once approved by the requester, your invoice will be paid per your agreed-on payment terms.

Thank you in advance for complying with these requirements.

Questions: *Please reach out to mybuypayments@ecolab.com for any payment questions and Ecolab.support@gep.com for any technical questions,*

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