

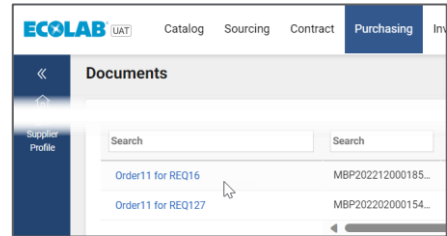
INVOICING IN MYBUY – SUPPLIER GUIDE

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

A screenshot of the 'BASIC DETAILS' form in the ECOLAB UAT system. The form is divided into sections: 'Invoice Name*' (with a dropdown for 'Invoice 11 for Order11 for RE...'), 'Invoice Amount*' (0.00), 'Supplier Invoice Number*' (VEN202202000008266), 'Supplier Invoice Date*' (MM/DD/YYYY), 'Supplier Name' (Ellie - Test Supplier), 'Order Name' (Order11 for REQ16), 'Supplier Code' (VEN202202000008266), 'Currency' (USD), and 'Purchase Type' (Blanket Order). Red boxes highlight the 'Invoice Amount*', 'Supplier Invoice Number*', and 'Supplier Invoice Date*' fields.

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

A screenshot of the 'Line Details' form in the ECOLAB UAT system. The form shows a table with columns: 'Line Total', 'Taxes', 'Other Charges', and 'Freight'. The 'Line Total' column has a value of 100.00. The 'Taxes' column has a dropdown menu with 'EXEMPT' selected. The 'Other Charges' and 'Freight' columns have values of 0.00. Red boxes highlight the 'Line Total', 'Taxes', and 'Other Charges' columns.

3. Upload Invoice Image

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

A screenshot of the 'ATTACHMENTS' section in the ECOLAB UAT system. It shows a text area with the instruction 'Drag and Drop file here OR UPLOAD SUPPORTING DOCUMENTS.' and a list of supported file formats: pdf, jpeg, jpg, bmp, gif, xlt, xlsx. Below the text area is a 'Send To Buyer' button.

4. Submit Invoice

- Click **Send to Buyer**
- Click **Yes**

A screenshot of the 'Send To Buyer' button in the ECOLAB UAT system. The button is located at the bottom of the page, next to a 'SAVE' button. It is a white button with a black border and the text 'Send To Buyer'.

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,