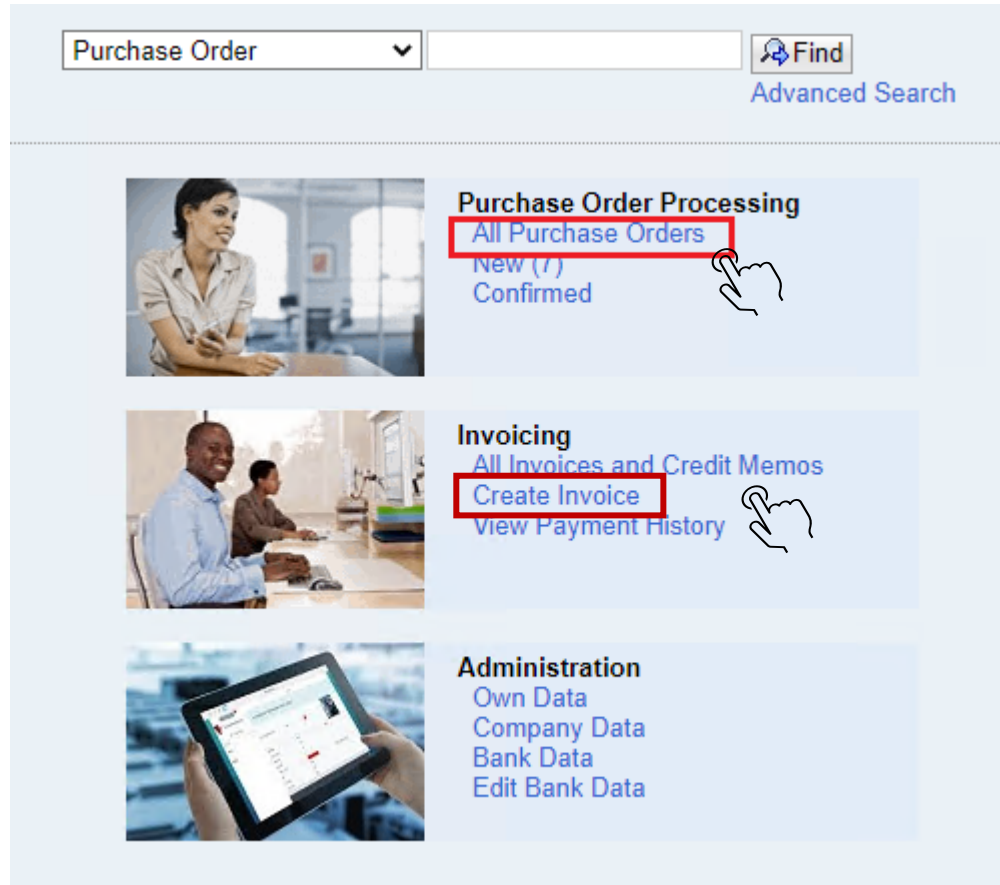


# How to submit an Invoice for Payment



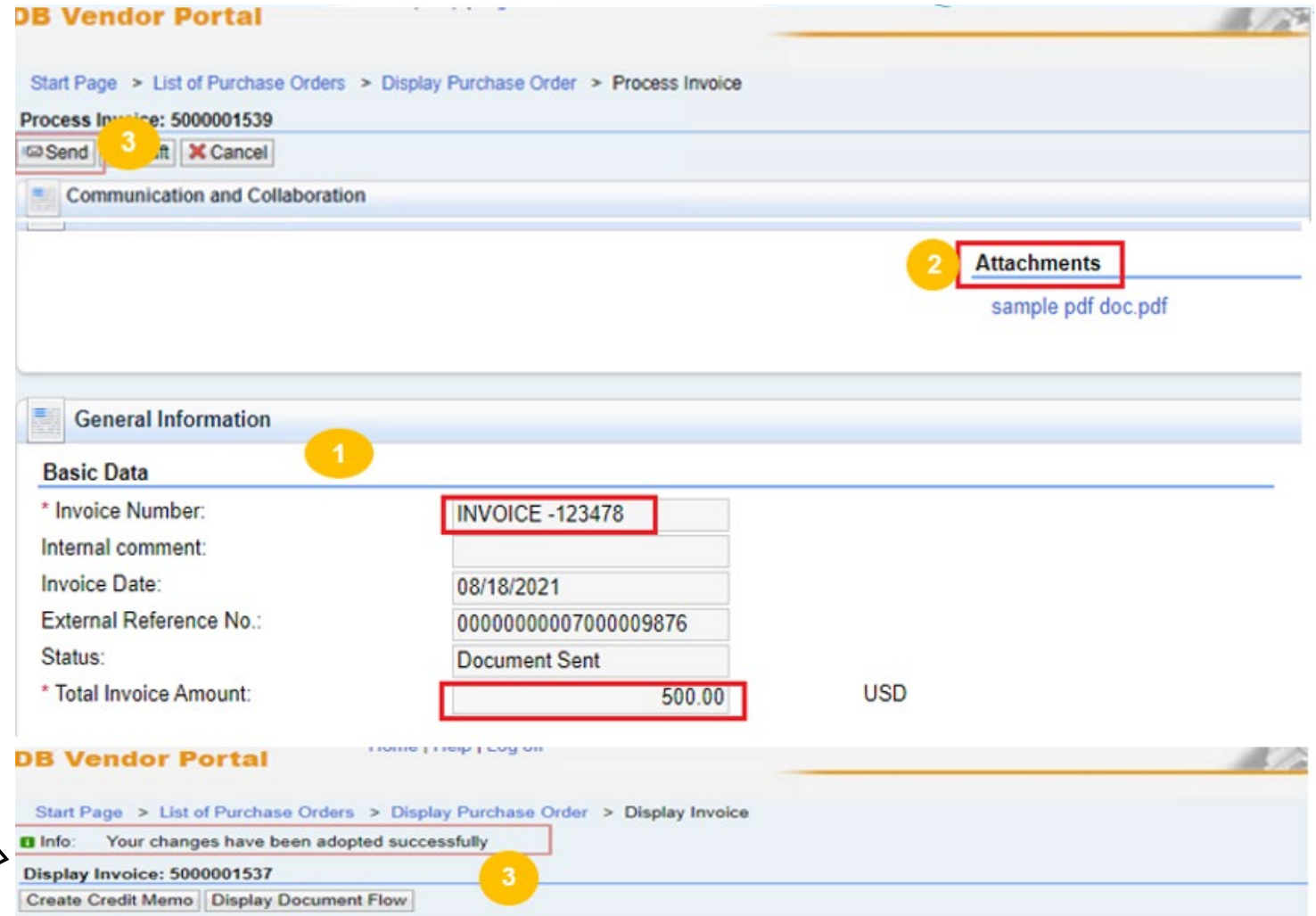
- Log on to the Vendor Portal
- The Portal Homepage opens
- You have two options for submitting an invoice for Payment:
  - Under **Purchase Order Processing** Click on **All Purchases orders**, or
  - Under **Invoicing** click on **Create Invoice**

To report any technical problem with your account, please send an email including screenshots to [ExtranetSupport@IADB.ORG](mailto:ExtranetSupport@IADB.ORG)

Entering information to create the invoice. On this screen complete the mandatory fields marked with \*

1. **General Information.** Complete the fields in **Basic Data** (minimum required are Invoice Number and Total Invoice Amount)
2. **Attachments.** Add Invoice in PDF
3. **Process Invoice** Click **Send** to submit.

A message will display to indicate the submission was successful.



IDB Vendor Portal

Start Page > List of Purchase Orders > Display Purchase Order > Process Invoice

Process Invoice: 5000001539

Send Cancel Cancel

Communication and Collaboration

Attachments

sample pdf doc.pdf

General Information

Basic Data

* Invoice Number:	INVOICE -123478
Internal comment:	
Invoice Date:	08/18/2021
External Reference No.:	00000000007000009876
Status:	Document Sent
* Total Invoice Amount:	500.00 USD

IDB Vendor Portal

Start Page > List of Purchase Orders > Display Purchase Order > Display Invoice

Info: Your changes have been adopted successfully

Display Invoice: 5000001537

Create Credit Memo Display Document Flow



## IDB Vendor Portal

### Possible Errors that do not allow the invoice to be submitted

#### Attachment exceeds more than 5 MB

Start Page > List of Purchase Orders > Display Purchase Order > Process Invoice

**Errors:** Invoice Attachment size cannot be more than 5 MB

Process Invoice: 5000001690

Communication and Collaboration

**Attachments**

**No Attachments Available**

**General Information**

**Basic Data**

* Invoice Number:	<input type="text"/>
Internal comment:	<input type="text"/>
Invoice Date:	08/18/2021 <input type="button" value="Calendar"/>
External Reference No.:	00000000007000009897
Status:	In Process
* Total Invoice Amount:	0.00 USD

#### Attachment format other than PDF

Start Page > List of Purchase Orders > Display Purchase Order > Process Invoice

**Errors:** Invoice Attachment format should be PDF

Process Invoice: 5000001690

Communication and Collaboration

**Attachments**

**No Attachments Available**

**General Information**

**Basic Data**

* Invoice Number:	<input type="text"/>
Internal comment:	<input type="text"/>
Invoice Date:	08/18/2021 <input type="button" value="Calendar"/>
External Reference No.:	00000000007000009897
Status:	In Process
* Total Invoice Amount:	0.00 USD



Possible Errors that do not allow the invoice to be submitted

Repeated Invoice Number.

Start Page > List of Purchase Orders > Display Purchase Order > Process Invoice

Errors: Document INVOICE -123478 already exists; check your entries

Process Invoice: 5000001691

Send

Draft

Cancel

Communication and Collaboration

Attachments

Add Attachment

sample pdf doc.pdf

General Information

Basic Data

\* Invoice Number:

INVOICE-123478

Internal comment:

Invoice Date:

08/18/2021

External Reference No.:

00000000007000009896

Status:

In Process

\* Total Invoice Amount:

6,788.00

USD

Total invoice amount exceeds the available funds in the Purchase Order.

Errors: Not enough funds in the PO. To request payment, please send the invoice via email to the department/person the goods or services were provided for.

Process Invoice: 5000001697

Send

Draft

Cancel

Communication and Collaboration

Attachments

Add Attachment

sample pdf doc.pdf

General Information

Basic Data

\* Invoice Number:

INVOICE-1325

Internal comment:

Invoice Date:

08/18/2021

External Reference No.:

00000000007000009879

Status:

In Process

\* Total Invoice Amount:

12,000.00

USD