The Web Invoice tool may be used by vendors to submit electronic invoices to Cornell University. Vendors may only use this tool after they have been registered in the eInvoice system. To request access to the tool, contact Procurement and Payment Services at procurement@cornell.edu.

Access the Tool

Use the following URL to access the web eInvoice tool:

[https://invoice.procurement.cornell.edu/](https://invoice.procurement.cornell.edu/)

Login

Enter your login email address and password. Click the button.
**Invoice History**

Once you log in, you will see a history of your previously entered invoices. To see the details of a specific invoice, click the “View Detail” link in the left column next to the invoice. (See the green arrow below.)

The invoice detail page displays all invoice information that has been entered for a specific invoice.
Create an Invoice

To submit a new invoice to Cornell, click on the Create New Invoice button at the top of the page.

Enter the invoice number and the corresponding purchase order number.

Click the Create Invoice button at the bottom of the page.

See the red arrows below.
After you enter the invoice number and the PO number, the tool will display the page below where you can enter and submit the invoice details. This page is pre-populated with the purchase order item information. You have two options:

1) Invoice for the full amount of the PO – click the checkbox at the top (circled in black) and then click “Submit Invoice” button at the bottom of the page. The purchase order will be invoiced in full.

2) Invoice for partial shipments – enter the quantity of items being invoiced and verify the unit price, as well as any other charges that may be included on the invoice.

NOTE: If a substitute or additional item is to be invoiced, click the blue button located beneath the PO items. (See the red arrow below.)

Another page will appear so you can enter the item description, quantity, and unit price to include on the invoice. This button can also be used to invoice specific items on a non-quantity purchase order, i.e., a blanket order.
Procurement Services Invoicing

### Invoice History
- **Invoice number:** 123test11
- **Purchase order number:** 298717

### Create New Invoice
- **Invoice the entire purchase order?** ( unchecked )

<table>
<thead>
<tr>
<th>PO Line</th>
<th>Original PO Qty</th>
<th>Quantity to Invoice</th>
<th>Item Description</th>
<th>UOM</th>
<th>Cat/Part #</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4.0</td>
<td>0</td>
<td>Heavy-Weight Plastic Developing Tray (White) - 1x4.1?&quot;</td>
<td>EA</td>
<td>CETP1417</td>
<td>26.2800</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1.0</td>
<td>0</td>
<td>Funnel (4-1/4&quot;)</td>
<td>EA</td>
<td>PAF</td>
<td>4.4600</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>6.0</td>
<td>0</td>
<td>Plastic Jug with Nema Mouth - Natural - 1 gal</td>
<td>EA</td>
<td>PhNPJM1G</td>
<td>2.9200</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1.0</td>
<td>0</td>
<td>Distiller Chemical Storage Bottle 128-oz (One Gallon)</td>
<td>EA</td>
<td>DEDG</td>
<td>4.1200</td>
<td></td>
</tr>
</tbody>
</table>

- **Add line not on PO**

### Subtotal

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>Shipping Charges</th>
<th>Special Handling</th>
<th>Tax</th>
<th>Order Discount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- **Submit Invoice**
Submit an Invoice

When you have finished entering all the invoice information, click the button at the bottom of the page to submit your invoice to Cornell. (See the green arrow above.)