Cornell Web Invoice Tool Enhanced
Instructions for Existing Users

https://invoice.procurement.cornell.edu/

Cornell Procurement Services has recently improved the Web Invoice tool used by suppliers to submit electronic invoices to the university.

Login

The Login page is essentially the same. Enter your login email and password. Click the button.
**Invoice History**

Once logged in, you will see a history of your previously entered invoices. To view the details click on the “View Detail” link on the left side of the pertinent invoice.

The invoice detail screen displays all of the invoice information that was previously entered.
Creating an Invoice

To create a new invoice to submit to Cornell, click on the **Create New Invoice** button at the top of the screen. Enter the invoice number and applicable purchase order number. Click the **Create Invoice** button at the bottom of the screen.
The tool will then display the above screen where the invoice detail can be entered and submitted. With this enhancement, this screen is pre-populated with the purchase order item information. There are two options from which you may choose:

- You may elect to create an invoice for the full amount of the purchase order by clicking the checkbox at the top and then clicking “Submit Invoice” at the bottom of the screen. The purchase order will then be invoiced in full to match the PO.
• For partial shipments, you may enter the appropriate quantity for the items being invoiced and verify the accuracy of the unit price and any other charges. If a substitute or additional item is to be invoiced, click the blue 'Add line not on PO' button located beneath the PO items. Another screen will appear to allow you to enter the item description, quantity, and billing amount for inclusion on the invoice.

When done with the invoice, click the 'Submit Invoice' button.