CORNELL WEB EINVOICE TOOL INSTRUCTIONS

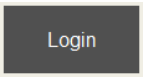
The Web Invoice tool may be used by vendors to submit electronic invoices to Cornell University. Vendors may only use this tool after they have been registered in the eInvoice system. To request access to the tool, contact Procurement and Payment Services at procurement@cornell.edu.

Access the Tool

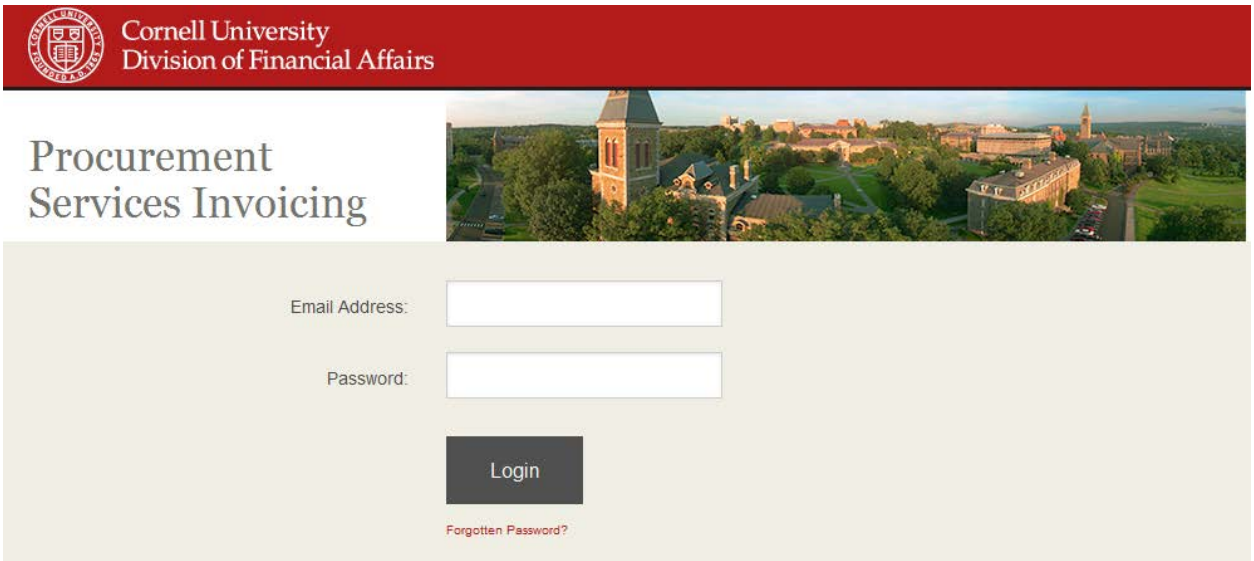
Use the following URL to access the web eInvoice tool:

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

Login

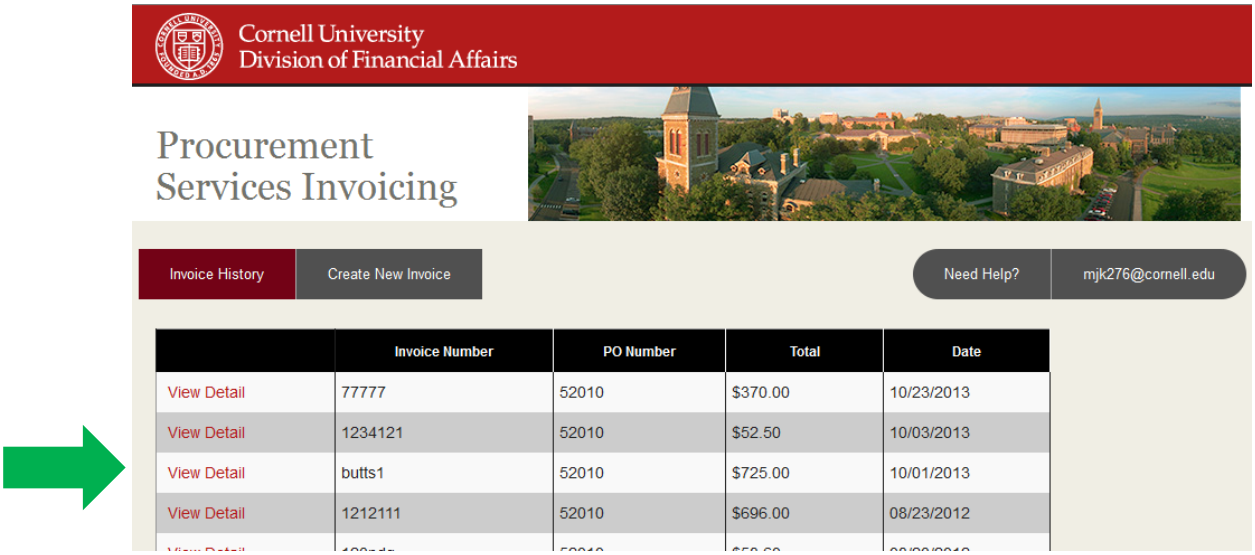
Enter your login email address and password. Click the 

button.



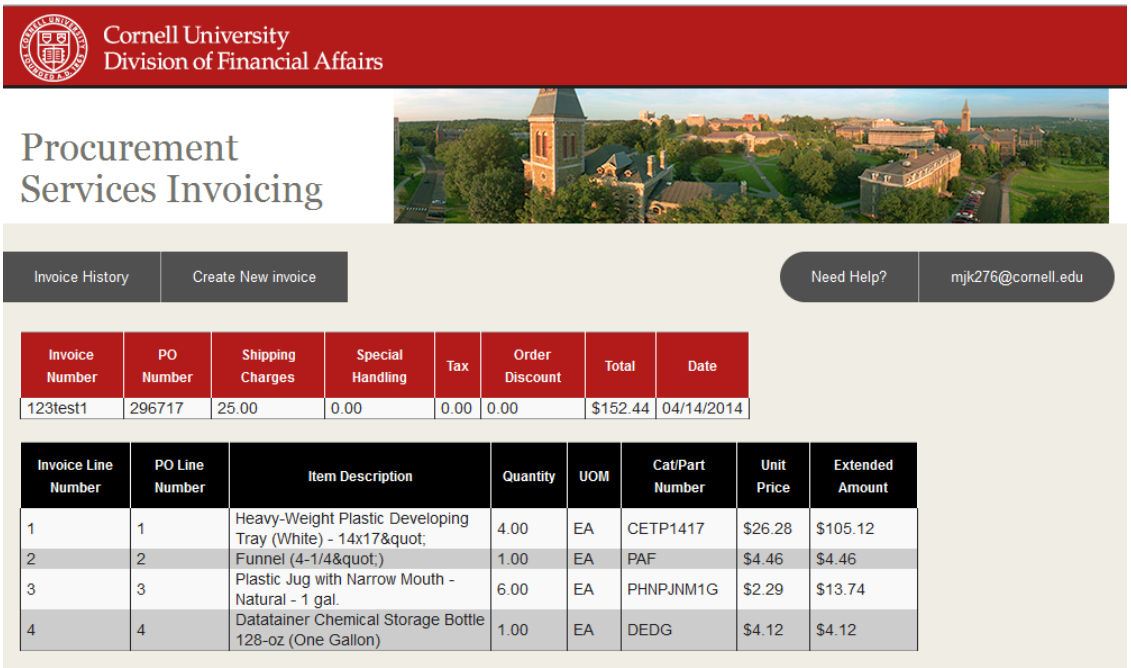
Invoice History

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.)



	Invoice Number	PO Number	Total	Date
View Detail	77777	52010	$370.00	10/23/2013
View Detail	1234121	52010	$52.50	10/03/2013
View Detail	butts1	52010	$725.00	10/01/2013
View Detail	1212111	52010	$696.00	08/23/2012

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



Invoice Number	PO Number	Shipping Charges	Special Handling	Tax	Order Discount	Total	Date
123test1	296717	25.00	0.00	0.00	0.00	$152.44	04/14/2014

Invoice Line Number	PO Line Number	Item Description	Quantity	UOM	Cat/Part Number	Unit Price	Extended Amount
1	1	Heavy-Weight Plastic Developing Tray (White) - 14x17"	4.00	EA	CETP1417	$26.28	$105.12
2	2	Funnel (4-1/4")	1.00	EA	PAF	$4.46	$4.46
3	3	Plastic Jug with Narrow Mouth - Natural - 1 gal.	6.00	EA	PHNPJNM1G	$2.29	$13.74
4	4	Datatainer Chemical Storage Bottle 128-oz (One Gallon)	1.00	EA	DEDG	$4.12	$4.12

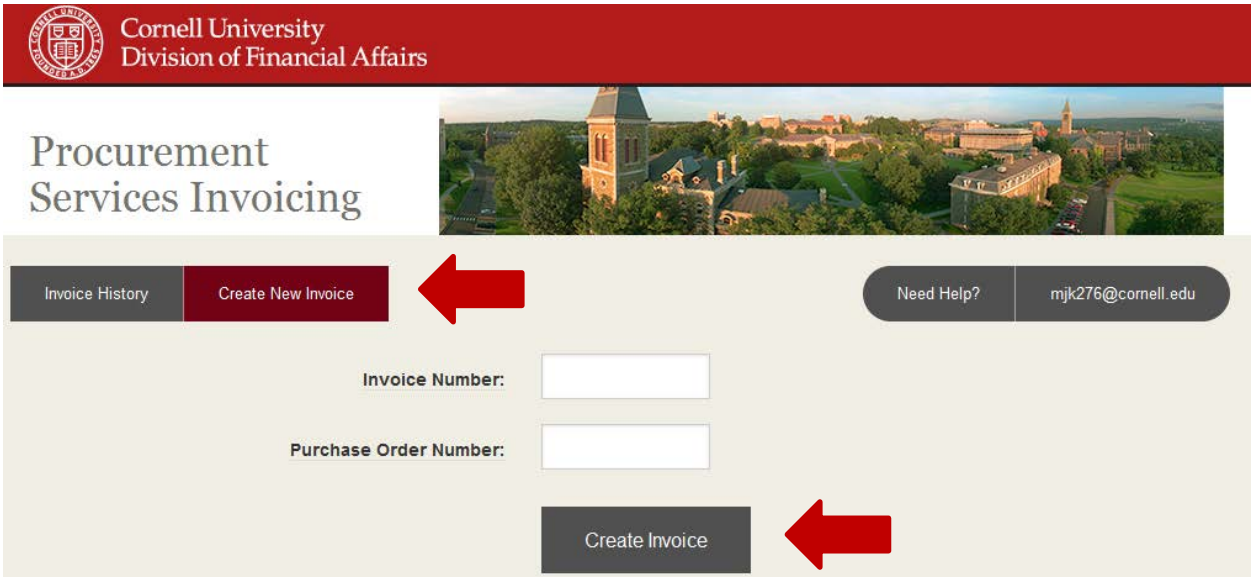
Create an Invoice

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.

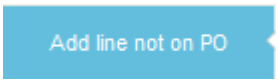
See the red arrows below.



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.

Cornell University
Division of Financial Affairs

Procurement
Services Invoicing

Invoice History | Create New Invoice | Need Help? | mjk276@cornell.edu

Invoice number: 123test11

Purchase order number: 296717

☐ Invoice the entire purchase order?

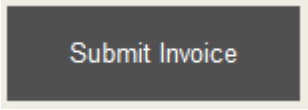
PO Line	Original PO Qty	Quantity to Invoice	Item Description	UOM	Cat/Part #	Unit Price	Extended Price
1	4.0	0	Heavy-Weight Plastic Developing Tray (White) - 14x17"	EA	CETP1417	26.2800	
2	1.0	0	Funnel (4-1/4")	EA	PAF	4.4600	
3	6.0	0	Plastic Jug with Narrow Mouth - Natural - 1 gal.	EA	PHNPJNM1G	2.2900	
4	1.0	0	Datatainer Chemical Storage Bottle 128-oz (One Gallon)	EA	DEDG	4.1200	

Add line not on PO

Subtotal	Shipping Charges	Special Handling	Tax	Order Discount:
	0.00	0.00	0.00	0.00

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.)