

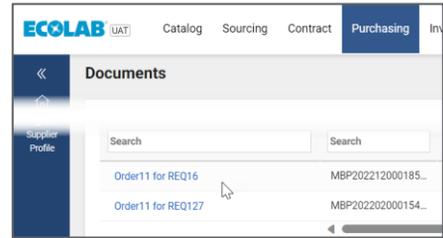
INVOICING IN MYBUY – SUPPLIER GUIDE

This document provides general information regarding invoice submission requirements

Failure to follow any of these requirements may delay payment of your invoices

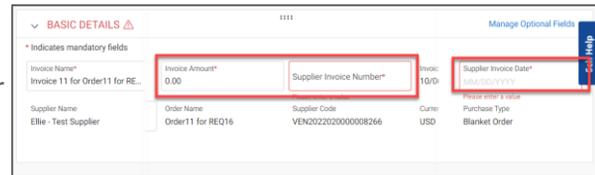
1. Flip PO to Invoice

- 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



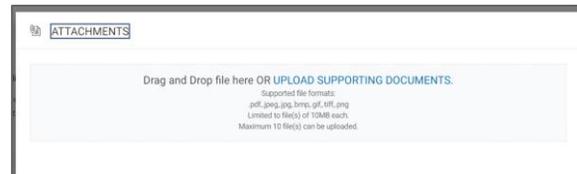
2. Enter Line Details

- 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



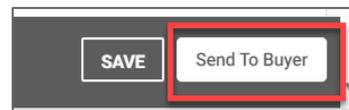
3. Upload Invoice Image

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



4. Submit Invoice

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



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,