

Create an Invoice

This guide will walk you through the steps needed to create an invoice in the portal.

Invoices are created by the supplier and are sent to the retailer. They include **invoice items** along with **invoice totals**. In the portal, invoices can be created for multiple orders or individual orders. See the link below for an overview of invoices, settings, document fields and more.

[Invoices](#)

Invoice multiple orders

You can create an **invoice** for multiple orders at a time using **Bulk Actions** or our **Advanced Import** tool. See the links below for more information on how to invoice multiple orders:

[Bulk Actions](#)

[Advanced Import](#)

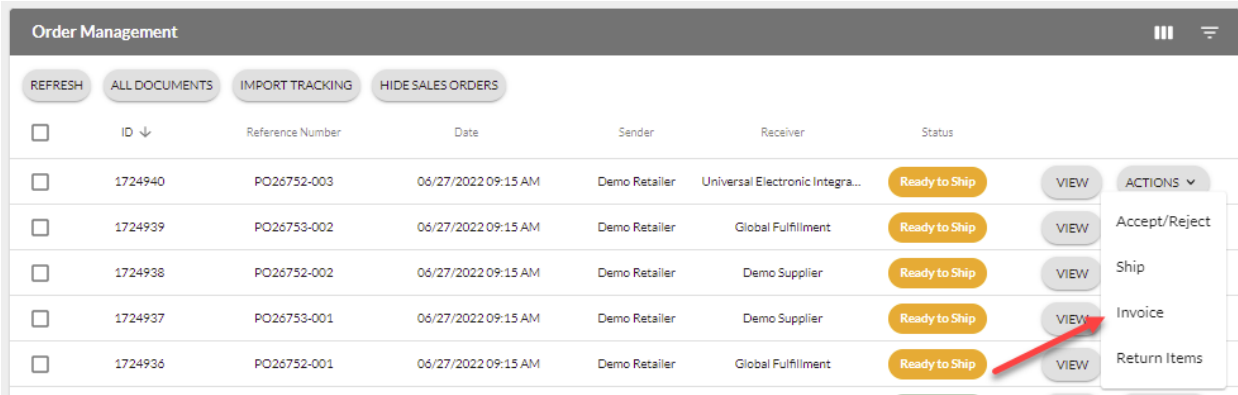
Invoice individual orders

You can create **invoices** for shipped items on individual orders in the portal. See the instructions below on how to create an invoice document.

1. Create an Invoice draft document

Option 1

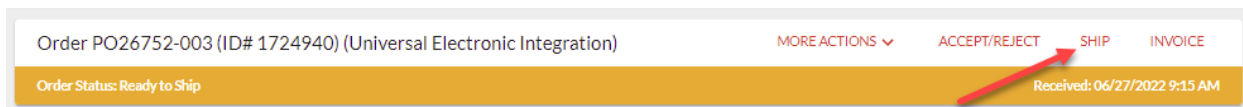
1. Locate the **order** you want to invoice > click on **More Actions** > **Invoice**



<input type="checkbox"/>	ID ↓	Reference Number	Date	Sender	Receiver	Status		
<input type="checkbox"/>	1724940	PO26752-003	06/27/2022 09:15 AM	Demo Retailer	Universal Electronic Integra...	Ready to Ship	VIEW	ACTIONS ▾
<input type="checkbox"/>	1724939	PO26753-002	06/27/2022 09:15 AM	Demo Retailer	Global Fulfillment	Ready to Ship	VIEW	Accept/Reject
<input type="checkbox"/>	1724938	PO26752-002	06/27/2022 09:15 AM	Demo Retailer	Demo Supplier	Ready to Ship	VIEW	Ship
<input type="checkbox"/>	1724937	PO26753-001	06/27/2022 09:15 AM	Demo Retailer	Demo Supplier	Ready to Ship	VIEW	Invoice
<input type="checkbox"/>	1724936	PO26752-001	06/27/2022 09:15 AM	Demo Retailer	Global Fulfillment	Ready to Ship	VIEW	Return Items

Option 2

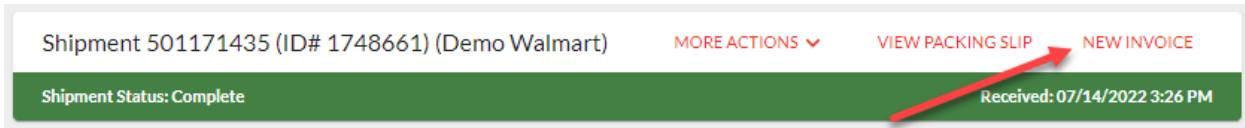
1. Locate the **order** you want to invoice > click on **View** > **Invoice**



Order PO26752-003 (ID# 1724940) (Universal Electronic Integration)	MORE ACTIONS ▾	ACCEPT/REJECT	SHIP	INVOICE
Order Status: Ready to Ship				Received: 06/27/2022 9:15 AM

Option 3

1. Locate the **shipment** you want to invoice > click on **View** > **Invoice**



2. Fill out the document

See instructions below on how to fill out the different sections of the invoice. **Required** steps are marked with an **asterisk**. See **retailer-specific documentation** or **Document Standards** for additional required fields.



Remittance Address

The **Remittance Address** section will indicate the specific postal address you want to use to receive payments or receive invoices by mail.

1. Enter in a **Remittance Address** manually or select one from the **Address Book** **Country Codes must be 2 characters long*

Remittance Address

Company Name
Demo Supplier Account

First Name _____ Last Name _____
Laura _____ Molano _____

Line 1
123 Address Way _____

Line 2

City _____ State _____ ZIP Code _____
Shelton _____ CT _____ 21043 _____

Country _____ Phone _____ Email _____
US _____ _____ _____

[OPEN ADDRESS BOOK](#)



TIP

Default Remittance Address and Address Book

Configure a **Default Remittance Address** so you don't have to specify one on every invoice you create or use the **Address Book** if you need to easily select from multiple addresses. See [Document Settings > Remittance Addresses](#) and [Documents > Address Book](#).

Invoice Items

The **Invoice Items** section will indicate what order items are being invoiced.

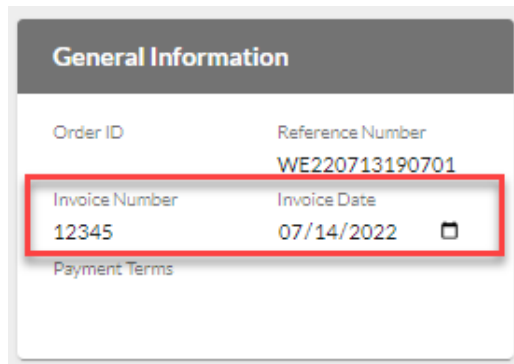
- Invoicing off the **order** will populate all ordered items
 - Invoicing off the **shipment** will populate all shipped items
1. Confirm this section reflects the correct **Quantity Invoiced** and **Unit Price** of the items you want to invoice

Invoice Items							
Line	SKU	Partner SKU	UPC	Quantity Invoiced	Unit Price	Extended Price	Description
1	W052610043-5	W052610043-5	W052610043-5	4	\$19.99	\$79.96	
2	W053540986-9	W053540986-9	W053540986-9	1	\$15.80	\$15.80	
3	W053262494-7	W053262494-7	W053262494-7	1	\$16.95	\$16.95	


*General Information

The **General Information** section will indicate invoice dates and other invoice-specific details.

1. Enter in an **Invoice Number**
2. Logicbroker will default the **Invoice Date** as **today** but you can change it if you wish



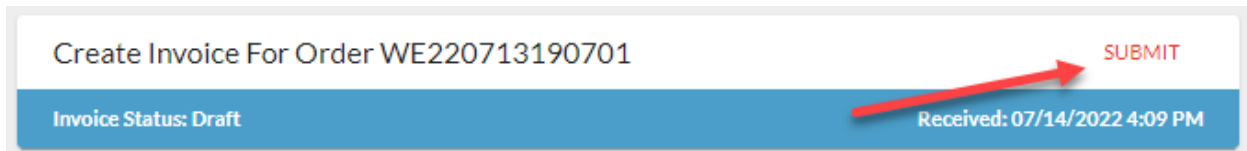
The screenshot shows a form titled "General Information" with the following fields:

Order ID	Reference Number
	WE220713190701
Invoice Number	Invoice Date
12345	07/14/2022 
Payment Terms	

The "Invoice Number" and "Invoice Date" fields are highlighted with a red border.

3. Submit

1. Click on **Submit** in the top right



The screenshot shows a summary bar for creating an invoice for order WE220713190701. It includes the text "Create Invoice For Order WE220713190701", "Invoice Status: Draft", and a "SUBMIT" button. A red arrow points to the "SUBMIT" button. The received timestamp is "Received: 07/14/2022 4:09 PM".

Need more information?

Visit our [Knowledge Base](#) or log into [Learn Logicbroker](#) for more details on how to optimize your Logicbroker experience.

Helpful Links

Invoices

Bulk Actions

Advanced Import

Document Standards

Order Management FAQs



Support

Reach out to support@logicbroker.com