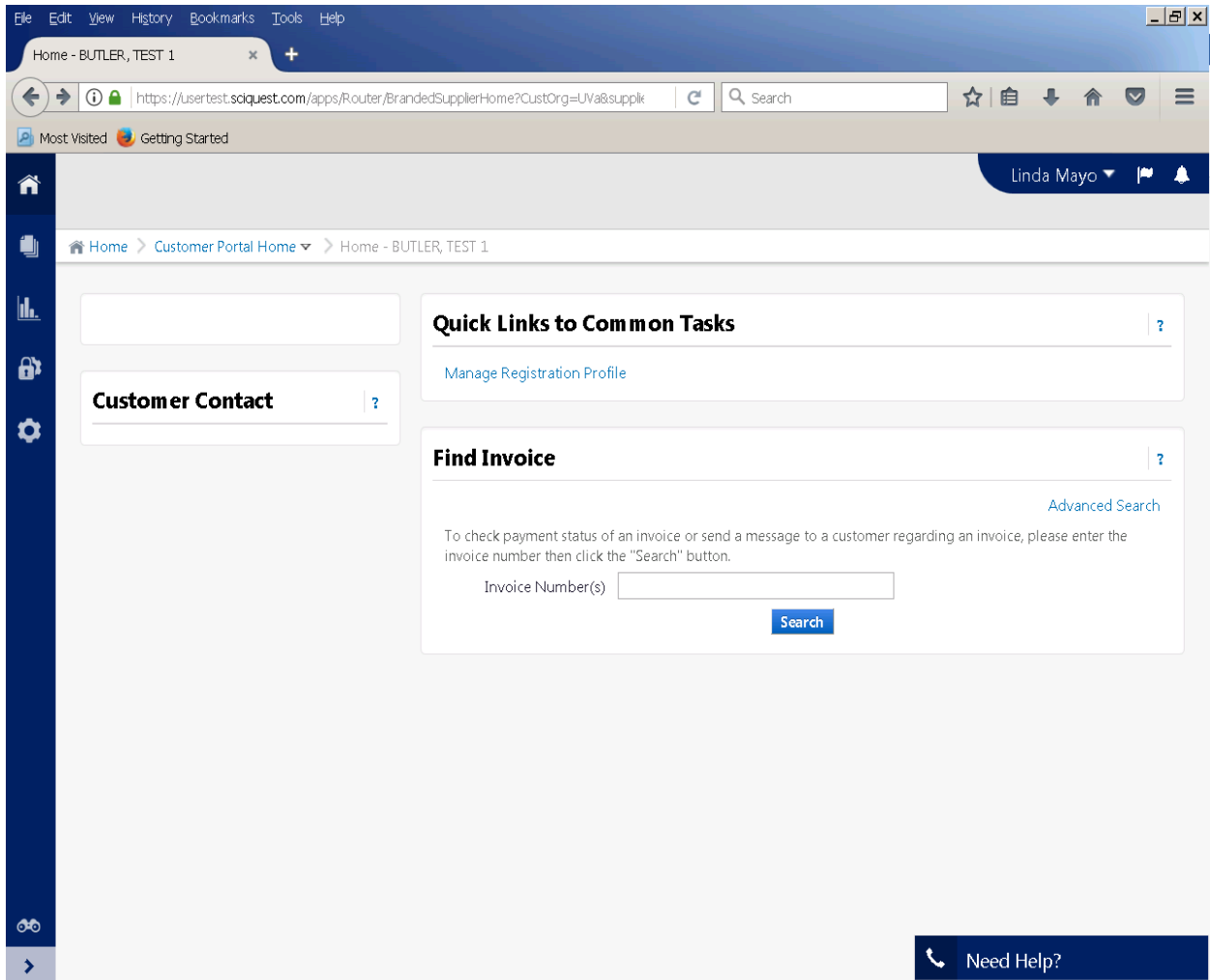


ONCE REGISTRATION IS COMPLETE, THIS IS YOUR LANDING PAGE.



THERE ARE TWO METHODS FOR BILLING.

METHOD 1 – USE THIS METHOD IF YOU KNOW YOUR PURCHASE ORDER NUMBER:

GO TO DOCUMENTS – CREATE SALES INVOICE

The screenshot shows a web browser window with the URL `https://usertest.sciquest.com/apps/Router/BrandedSupplierHome?CustOrg=Uva&supplierID=`. The browser's address bar and search bar are visible. The application interface features a dark blue sidebar on the left with icons for home, documents, reports, security, and settings. A 'Documents' dropdown menu is open, showing options for 'Document Search', 'Sales Orders and Shipments', and 'Sales Invoices'. The 'Sales Invoices' sub-menu is expanded, listing 'View Draft Sales Invoices', 'Create Sales Invoice', and 'Search for Sales Invoices'. A blue arrow points from the text 'GO TO DOCUMENTS – CREATE SALES INVOICE' to the 'Create Sales Invoice' option. Below the menu, the 'Find Invoice' section is visible, containing a search form with a text input field labeled 'Invoice Number(s)' and a 'Search' button. A 'Need Help?' button is located in the bottom right corner of the application area.

ENTER INVOICE # / DATE AUTO POPULATES, CHANGE IF NOT ACCURATE / ENTER PO # / CLICK CREATE

The screenshot displays a web browser window with the following elements:

- Browser Window:** Title "Create Sales Invoice", address bar showing "https://Userstest.sciquest.com/apps/Router/SalesInvoiceCreation?tmstmp=1500396008...", and a navigation bar with "Linda Mayo" and notification icons.
- Navigation:** Breadcrumbs: "Documents > Sales Invoices > Create Sales Invoice > Create Sales Invoice".
- Form: "Create Invoice / Credit Memo"**
 - Type: Radio buttons for "Invoice" (selected) and "Credit Memo".
 - Invoice No.: Text input field containing "66666".
 - Invoice Date: Date picker showing "07/18/2017" with a calendar icon and "mm/dd/yyyy" format.
 - PO Number: Text input field containing "1778441".
 - Currency: Dropdown menu showing "US Dollar".
 - Create: A blue button at the bottom right of the form.
- Footer:** A dark blue bar with a "Need Help?" link and a phone icon.

Four blue arrows originate from the text above and point to the "Invoice No.", "Invoice Date", "PO Number", and "Create" button fields.

PURCHASE ORDER LINE ITEMS AS ON PO WILL POPULATE

United States

Line Item Details

Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling
1	1778441	1	12	Paper		50.00	50.00	RM	2500.00	show

Subtotal 2500.00
Discount 0.00
Tax 1 0.00
Tax 2 0.00
Shipping 0.00
Handling 0.00
TOTAL 2500.00 USD

Need Help?

CHANGE QUANTITY TO AMOUNT YOU WISH TO BILL THROUGH EDIT ACTION. REVIEW TOTAL AT BOTTOM OF PAGE FOR VALIDATION OF AMOUNT BILLING.

The screenshot displays a web browser window with the URL `https://UserTest.sciquest.com/apps/Router/SalesInvoiceSummary?SalesInvoiceId=2329298.tr`. The page title is "Draft Sales Invoice 66666". The user is identified as "Linda Mayo". The breadcrumb trail is "Documents > Document Search > Search Documents > Draft Sales Invoice 66666". The page content includes a "Line Item Details" section for "Paper" with the following data:

Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling
1	1778441	1	12	Paper		20.00	50.00	RM	1000.00	show

At the bottom right, a summary table shows the following totals:

Subtotal	1000.00
Discount	0.00
Tax 1	0.00
Tax 2	0.00
Shipping	0.00
Handling	0.00
TOTAL	1000.00 USD

A "Need Help?" button is located at the bottom right of the page.

GO TO TOP OF FORM AND CLICK SAVE THEN "SEND TO CUSTOMER".

The screenshot shows a web browser window with the URL <https://Userstest.sciquest.com/apps/Router/SalesInvoiceSummary?SalesInvoiceId=2329290tr>. The page title is "Draft Sales Invoice 66666". The user is logged in as "Linda Mayo".

The main content area displays the following invoice details:

- Invoice No. **66666**
- Customer **UVa**
- Invoice Date **7/18/2017**
- PO Number **1778441**
- Sales Order Number **1527208**
- Supplier [add attachment...](#)
- Attachments

At the bottom right of the form, there are two buttons: **Save** and **Send To Customer**. Two blue arrows point from the text above to these buttons.

Below the main form, there are tabs for "Invoice", "Messages", and "History". The "Invoice" tab is active, showing a table with three columns: "General Information", "Billing Information", and "Customer Invoice Information".

General Information	Billing Information	Customer Invoice Information
Invoice Info Create Date: 7/18/2017 Invoice No.: 66666 Invoice Date: 7/18/2017 Invoiced By: Linda Mayo Supplier: BUTLER, TEST 1 Customer: UVa Supplier Account No.: [input field]	Billing Address ACCOUNTS PAYABLE CARRUTHERS HALL, 1001 N EMMET ST PO BOX 400197 Charlottesville, VA 22904-4197 United States Remit To Address Remit To Address: [input field] Contact: [input field]	Customer Invoice Information ⚠ Customer invoice information unavailable.

At the bottom right, there is a "Need Help?" button with a phone icon.

IF YOU HAVE PROCESSED THIS INVOICE BEFORE, YOU WILL RECEIVE AN ERROR LIKE BELOW:

The screenshot shows a web browser window with the URL `https://UserTest.sciquest.com/apps/Router/SalesInvoiceSummary?SalesInvoiceId=2329298R...`. The page title is "Draft Sales Invoice 66666". The user is identified as "Linda Mayo". The breadcrumb trail is "Documents > Document Search > Search Documents > Draft Sales Invoice 66666".

The main content area displays the following invoice details:

- Invoice No. **66666**
- Customer **UVa**
- Invoice Date **7/18/2017**
- PO Number **1778441**
- Sales Order Number **1527208**
- Supplier **add attachment...**
- Attachments

A yellow error message box is displayed in the center: "Invoice number already in use, please choose another". Below the error message are "Save" and "Send To Customer" buttons.

The bottom section of the page is divided into three columns:

- General Information**: Invoice Info, Create Date (7/18/2017), Invoice No. (66666), Invoice Date (7/18/2017), Invoiced By (Linda Mayo), Supplier (BUTLER, TEST 1), Customer (UVa).
- Billing Information**: Billing Address (ACCOUNTS PAYABLE, CARRUTHERS HALL, 1001 N EMMET ST, PO BOX 400197, Charlottesville, VA 22904-4197, United States), Remit To Address.
- Customer Invoice Information**: Customer invoice information unavailable.

A "Need Help?" button is located in the bottom right corner.

MAKE CORRECTION TO INVOICE NUMBER FOR NEW INVOICE.

The screenshot shows a web browser window with the URL <https://usertest.sciquest.com/apps/Router/SalesInvoiceSummary?SalesInvoiceId=2329298R>. The user is logged in as Linda Mayo. The page displays a 'Draft Sales Invoice 66666' with three main sections: General Information, Billing Information, and Customer Invoice Information.

General Information	Billing Information	Customer Invoice Information
Invoice Info Create Date: 7/18/2017 Invoice No.: 88888 Invoice Date: 7/18/2017 Invoiced By: Linda Mayo Supplier: BUTLER, TEST 1 Customer: UVa Supplier Account No.: Order Info Sales Order Number: 1527208 PO Number: 1778441	Billing Address ACCOUNTS PAYABLE CARRUTHERS HALL, 1001 N EMMET ST PO BOX 400197 Charlottesville, VA 22904-4197 United States Remit To Address Remit To Address Contact Name: Street 1: Street 2: Street 3: City: State: Zip: Country: Email: Phone: Toll:	Customer invoice information unavailable.

A blue arrow points to the 'Invoice No.' field, which contains the value '88888'. A 'Need Help?' button is visible in the bottom right corner of the application area.

GO BACK TO THE TOP AND CLICK SAVE, THEN "SEND TO CUSTOMER"

Draft Sales Invoice 66666

https://usertest.sciquest.com/apps/Router/SalesInvoiceSummary?SalesInvoiceId=2329298.tr

Linda Mayo

Documents > Document Search > Search Documents > Draft Sales Invoice 66666

Invoice No. **66666**
Customer **UVa**
Invoice Date **7/18/2017**
PO Number **1778441**
Sales Order Number **1527208**
Supplier [add attachment...](#)
Attachments

Invoice Messages History

Hide header Hide value descriptions

General Information ?	Billing Information ?	Customer Invoice Information ?
Invoice Info Create Date: 7/18/2017 Invoice No.: 66666 Invoice Date: 7/18/2017 Invoiced By: Linda Mayo Supplier: BUTLER, TEST 1 Customer: UVa Supplier Account No.: <input type="text"/>	Billing Address ACCOUNTS PAYABLE CARRUTHERS HALL, 1001 N EMMET ST PO BOX 400197 Charlottesville, VA 22904-4197 United States Remit To Address Remit To Address: <input type="text"/> Contact: <input type="text"/>	Customer Invoice Information ⚠ Customer invoice information unavailable.

[Save](#) [Send To Customer](#)

[Need Help?](#)

YOU WILL SEE MESSAGE "INVOICE NUMBER 88888 HAS BEEN SUBMITTED. YOU MAY BEGIN YOUR NEXT INVOICE BELOW.

The screenshot shows a web browser window with the address bar displaying `https://UserTest.solquest.com/apps/Router/SalesInvoiceCreation?SalesInvoiceId=232929&tm:`. The page title is "Create Sales Invoice". The breadcrumb navigation shows "Documents > Sales Invoices > Create Sales Invoice > Create Sales Invoice".

Invoice Sent To Buyer

Invoice Number **88888** has been submitted.

Invoice Number	88888
Invoice Date	7/18/2017
Invoice Total Amount	1,000.00 USD
Number of line items	1

[Search Sales Orders](#)

Create Invoice / Credit Memo

Type: Invoice Credit Memo

Invoice No.

Invoice Date:
mm/dd/yyyy

PO Number:

Currency:

[Need Help?](#)

GO TO "SEARCH FOR DOCUMENTS"

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <https://UserTest.sciquest.com/apps/Router/DocumentSearch?tmstmp=1500397115500>
- Page Title:** Document Search
- Navigation Menu (Left):** Home, Documents (selected), Sales Orders and Shipments, Sales Invoices, Settings.
- Documents Menu (Pop-up):**
 - Document Search (highlighted)
 - Sales Orders and Shipments
 - Sales Invoices
- Document Search Sub-menu:**
 - Search Documents
 - Download Export Files
- Search Input:** A search box with a dropdown arrow and a blue 'Go' button.
- User Profile:** Linda Mayo
- Footer:** Need Help?

MAKE SURE SALES INVOICE IS SELECTED FOR SEARCH - CLICK GO

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, History, Bookmarks, Tools, Help.
- Address Bar:** https://usertest.sciquest.com/apps/Router/DocumentSearch?tmstmp=1500397123482
- Page Header:** Linda Mayo (with user menu icons)
- Breadcrumbs:** Documents > Document Search > Search Documents > Document Search
- Search Form:**
 - Search: Sales Invoices (dropdown menu)
 - Input field: (empty)
 - Filter: All Dates (dropdown menu)
 - Go: (blue button)
- Instructions:** Enter search terms such as document numbers, suppliers, and product information.
- Link:** Go to: [advanced search](#)
- Footer:** Need Help? (with phone icon)

YOU WILL SEE ALL OF YOUR INVOICE IN PROCESS, INCLUDING THE ONE YOU JUST SUBMITTED.

Document Search

Documents > Document Search > Search Documents > Document Search

Showing 1 - 7 of 7 Results **All Dates**

Results Per Page: 20 Sort by: Best match Page 1 of 1

Invoice Number	Customer	Created By	Sales Order No	PO No	Invoice Date	Submit Date	Type	Invoice Status	Total
88888	UVa	Linda Mayo	1527208	1778441	7/18/2017	7/18/2017 11:45 AM	Invoice	Status: Payable Paid Date: Payment Method: Unknown	1,000.00 USD
123456	UVa	Linda Mayo	No Sales Order	1778457	6/28/2017	6/28/2017 8:59 AM	Invoice	Status: In Process Paid Date: Payment Method: Unknown	5,000.00 USD
12345CR	UVa	Linda Mayo	No Sales Order	1778457	6/28/2017	6/28/2017 8:57 AM	Credit Memo	Status: Payable Paid Date: Payment Method: Unknown	-250.00 USD
12345	UVa	Linda Mayo	No Sales Order	1778457	6/28/2017	6/28/2017 8:50 AM			

Search Details

Search Terms

Customer(s)
UVa

Filtered by
Type: Sales Invoices
Date Range: All Dates

Refine Search Results

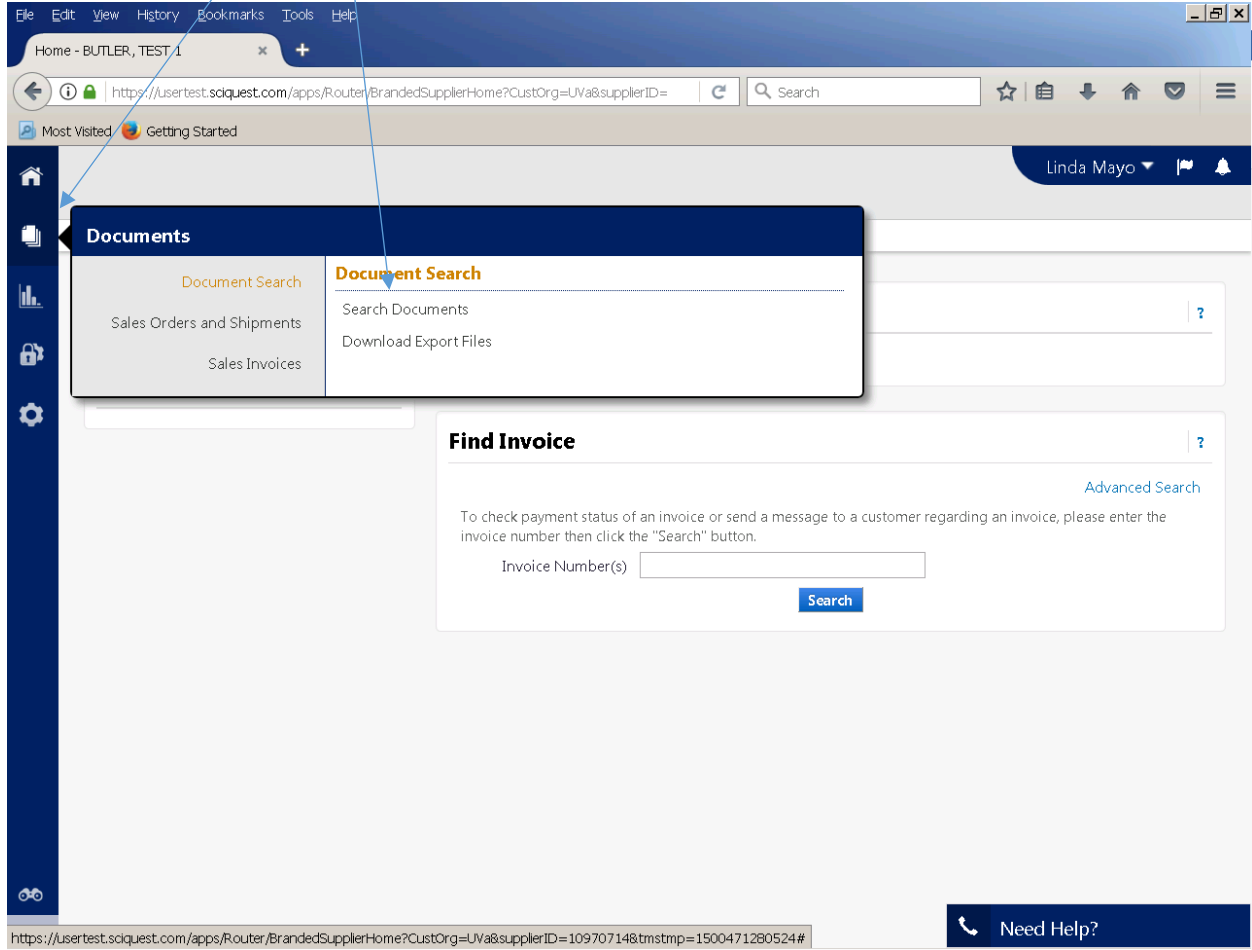
Type
Sales Invoices

Date Range
All Dates

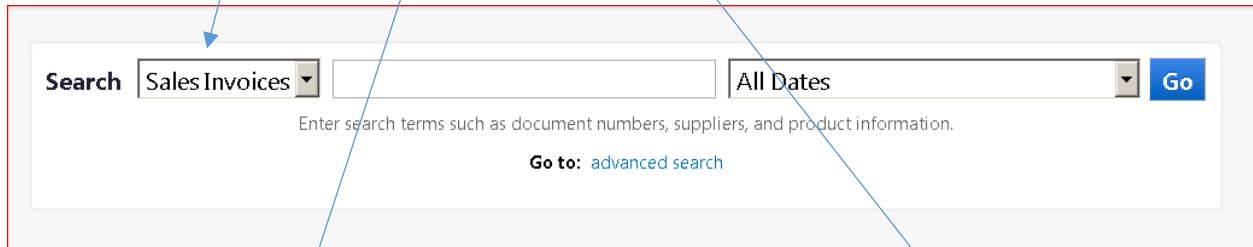
Need Help?

SECOND METHOD: USE THIS METHOD TO SEE ALL OF YOUR PURCHASE ORDERS, THEN SELECT THE ONE YOU WISH TO BILL.

GO TO SEARCH DOCUMENTS



CHANGE SALES INVOICE TO SALES ORDERS. CLICK GO.

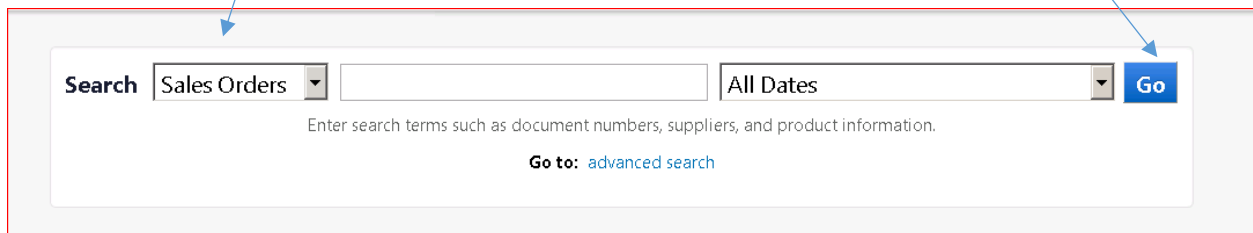


Search **Sales Invoices** **All Dates**

Enter search terms such as document numbers, suppliers, and product information.

Go to: [advanced search](#)

This screenshot shows a search bar with a dropdown menu set to 'Sales Invoices'. A blue arrow points from the instruction 'CHANGE SALES INVOICE TO SALES ORDERS.' to this dropdown menu.



Search **Sales Orders** **All Dates**

Enter search terms such as document numbers, suppliers, and product information.

Go to: [advanced search](#)

This screenshot shows the same search bar, but the dropdown menu is now set to 'Sales Orders'. A blue arrow points from the instruction 'CHANGE SALES INVOICE TO SALES ORDERS.' to this dropdown menu. Another blue arrow points from the instruction 'CLICK GO.' to the 'Go' button.

ALL OF YOUR PURCHASE ORDERS WILL BE LISTED. CLICK ON ORDER NUMBER OF THE PO YOU WISH TO BILL ON.

The screenshot shows a web browser window with the URL <https://usertest.sclquest.com/apps/Router/DocumentSearch?tmstamp=1500472313795>. The page title is "Document Search". The user is logged in as "Linda Mayo".

The search results are displayed as follows:

Showing 1 - 4 of 4 Results

Results Per Page: 20 | Sort by: Best match

Order No.	PO No.	Date/Time	Supplier	Fulfillment Center	Customer	Owner	Status	Invo
1529793	1778471	PO Date: 6/26/2017 7:50 AM Created: 6/26/2017 7:50 AM Completed:	BUTLER, TEST 1	Network Fulfillment Center 1	UVa	Linda S Mayo		
1527209	1778438	PO Date: 6/7/2017 3:14 PM Created: 6/13/2017 12:02 PM Completed:	BUTLER, TEST 1	Network Fulfillment Center 1	UVa	Charles Lester Kidd	Partially Invoiced	
1527208	1778441	PO Date: 6/7/2017 3:26 PM Created: 6/13/2017 12:02 PM Completed:	BUTLER, TEST 1	Network Fulfillment Center 1	UVa	Charles Lester Kidd	Partially Invoiced	
1527207	1778444	PO Date: 6/7/2017 3:40 PM Created: 6/13/2017 12:02 PM Completed:	BUTLER, TEST 1	Network Fulfillment Center 1	UVa	Charles Lester Kidd		

Search Details: Search Terms: Customer(s): UVa. Filtered by: Type: Sales Orders, Date Range: All Dates. Refine Search Results: Type: Sales Orders, Date Range: All Dates.

Need Help?

ON AVAILABLE ACTION - CHANGE ADD NOTES TO HISTORY TO "CREATE INVOICE." CLICK GO.

File Edit View History Bookmarks Tools Help

Status - SO 1527207

https://UserTest.sciquest.com/apps/Router/StockOrderStatus?StockOrderId=1527207&NavL...

Search

Most Visited Getting Started

Linda Mayo

Documents > Document Search > Search Documents > Status - SO 1527207

Back to Search Results 4 of 4 Results Sales Order Number(s) 1527207

Sales Order Number 1527207
External PO Ref #: 1778444
Supplier Name BUTLER, TEST 1

Available Actions Create Invoice Go

Status Sales Order PO Documents Invoices History

General Information

Sales Order No. 1527207
Sales Order Create Date 6/13/2017
PO/Reference No. 1778444
PO Creation Date 6/7/2017
Buyer Name Charles Lester Kidd
Buyer Phone +1 434-924-3507
Buyer Email isds-test@Virginia.EDU
Supplier Name BUTLER, TEST 1
ShipTo Address Code MMCAR
Bill To Address Code UVA AP

Document Status

Workflow
Fulfillment Status Does Not Apply

Line Item Status

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓ Roses more info...	Flower	DZ			

Need Help?

ENTER INVOICE NUMBER, THEN CLICK SAVE. THEN GO TO THE BOTTOM OF THE PAGE FOR PO DETAILS.

The screenshot shows a web browser window with the URL <https://userstest.suquest.com/apps/Router/SalesInvoicesSummary?SalesInvoiceId=2335178tr>. The page title is "Draft Sales Invoice Unassigned". The user is logged in as "Linda Mayo".

Customer Information:

- Customer: UVa
- Invoice Date: 7/19/2017
- PO Number: 1778444
- Sales Order Number: 1527207
- Supplier: add attachment...
- Attachments: (empty)

Buttons: Save, Send To Customer

Form Sections:

- General Information:**
 - Create Date: 7/19/2017
 - Invoice No.: (empty)
 - Invoice Date: 7/19/2017 (calendar icon)
 - Invoiced By: Linda Mayo
 - Supplier: BUTLER, TEST 1
 - Customer: UVa
 - Supplier Account No.: (empty)
- Billing Information:**
 - Billing Address:** ACCOUNTS PAYABLE, CARRUTHERS HALL, 1001 N EMMET ST, PO BOX 400197, Charlottesville, VA 22904-4197, United States
 - Remit To Address:** (empty)
- Customer Invoice Information:** Customer invoice information unavailable.

Need Help? (button)

DECIDE WHICH LINE YOU WISH TO BILL.

The screenshot displays a web browser window with the address bar showing `https://UserTest.sqquest.com/apps/Router/SalesInvoiceSummary?SalesInvoiceId=2335178tr`. The page title is "Draft Sales Invoice Unassigned". The user's name, "Linda Mayo", is visible in the top right corner. The main content area shows a table of invoice lines with the following data:

Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling
1	1778444	1	Flower	Roses		50.00	20.00	DZ	1,000.00	show
3	1778444	3	Flower	Easter Flower		10.00	10.00	CS	100.00	show
2	1778444	2	Flower	Day Lilly		40.00	10.00	BX	400.00	show

At the bottom right of the table, the following summary information is displayed:

Subtotal	1500.00
Discount	0.00

A "Need Help?" button is located at the bottom right of the page.

FOR THIS SAMPLE I AM SELECTING LINE ONE. I AM CHANGING BILLING QUANTITY FROM 50 TO 20 BY USING THE "ACTIONS – EDIT" FIELD BESIDE THAT LINE.

The screenshot shows a web browser window with the URL <https://Userstest.sciquest.com/apps/Router/SalesInvoiceSummary?SalesInvoiceId=233517&tr>. The page title is "Draft Sales Invoice Unassigned". The user is identified as "Linda Mayo".

The main content area is titled "Line Item Details" and contains a table with the following columns: Invoice Line, PO No., Order Line, Part No., Description, Product Size, Quantity, Unit Price, Packaging, Extended Price, Tax, Shipping & Handling, and an Actions column. Three items are listed:

Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling	Actions
1	1778444	1	Flower	Roses		50.00	20.00	DZ	1000.00	show	Actions
3	1778444	3	Flower	Easter Flower		10.00	10.00	CS	100.00	show	Actions
2	1778444	2	Flower	Day Lilly		40.00	10.00		400.00	show	Actions

Line 1 is selected. The "Quantity" field for Line 1 is currently 50.00. An "Edit" action is being performed on this field, as indicated by a blue arrow pointing to the quantity input and another blue arrow pointing to the "Edit" option in the "Actions" dropdown menu. The "Edit" dropdown menu also includes a "Copy Line" option.

A notification window is visible in the bottom right corner, displaying contact information for James, Tonya M. (tj5a), RMC Events - PO 1880461, Tonya James - Department of Public Health Sciences School of Medicine, University of Virginia, PO Box 800717. A "Need Help?" button is also present.

AN EDIT SCREEN WILL COME UP – CHANGE 50 TO 20. CLICK SAVE CHANGES.

Edit Line Item [X]

All prices are in USD.

PO # 1778444

Order Line	Part Number	Description	Product Size	Quantity *	Unit Price	Packaging	Extended Price
1	Flower	Roses	-	20.00	20.00	DZ	400.00

Tax, Shipping & Handling

Taxable Yes No

Discount	Tax 1	Tax 2	Shipping	Handling
0.00	0.00	0.00	0.00	0.00

[Save Changes](#) [Close](#)

YOU WILL NOT BE BILLING FOR THE SECOND OR THIRD ITEM, SO YOU NEED TO REMOVE THOSE ITEMS BY CLICKING ON BUTTONS. SELECT REMOVE LINES.

Line Item Details

Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Shipping & Handling
1	1778444	1	Flower	Roses		20.00	20.00	DZ	400.00	show
3	1778444	3	Flower	Easter Flower		10.00	10.00	CS	100.00	show
2	1778444	2	Flower	Day Lilly		40.00	10.00	BX	400.00	show

CLICK YES

Confirm

Click OK to delete the selected line(s).

Yes No

GO TO THE BOTTOM OF THE PAGE TO MAKE SURE DESIRED AMOUNT FOR THIS INVOICE IS CORRECT.

The screenshot shows a web browser window with the address bar displaying `https://UserTest.sciquest.com/apps/Router/SalesInvoiceSummary?SalesInvoiceId=2335178R`. The page title is "Draft Sales Invoice Unassigned". The user is identified as "Linda Mayo". The breadcrumb trail is "Documents > Document Search > Search Documents > Draft Sales Invoice Unassigned". The page content includes a "Line Item Details" section with a table of invoice items. The first item is "Roses" with a quantity of 20.00 and a unit price of 20.00, resulting in an extended price of 400.00. A "show" link and an "Actions" dropdown menu are visible for this item. A blue arrow points to the "Actions" dropdown. To the right of the table, a summary table shows a subtotal of 400.00 and a total of 400.00 USD. A "Need Help?" button is located at the bottom right of the page.

Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling
1	1778444	1	Flower	Roses		20.00	20.00	DZ	400.00	show

Subtotal	400.00
Discount	0.00
Tax 1	0.00
Tax 2	0.00
Shipping	0.00
Handling	0.00
TOTAL	400.00 USD

RETURN TO THE TOP OF THE PAGE, ATTACH YOUR ORIGINAL INVOICE, AND CLICK SAVE THEN SEND TO CUSTOMER.

The screenshot shows a web browser window displaying a draft sales invoice. The browser's address bar shows the URL: `https://usertest.sciquest.com/apps/Router/SalesInvoiceSummary?SalesInvoiceId=2335178R...`. The page title is "Draft Sales Invoice 999999".

The main content area displays the following invoice details:

- Invoice No. **999999**
- Customer **UVa**
- Invoice Date **7/19/2017**
- PO Number **1778444**
- Sales Order Number **1527207**
- Supplier [add attachment...](#)
- Attachments

At the bottom right of this section are two buttons: **Save** and **Send To Customer**. Blue arrows point from the text above to these buttons and the "add attachment..." link.

Below the details is a tabbed interface with "Invoice" selected. Underneath, there is a table with three columns: "General Information", "Billing Information", and "Customer Invoice Information".

General Information	Billing Information	Customer Invoice Information
Invoice Info Create Date: 7/19/2017 Invoice No.: 999999 Invoice Date: 7/19/2017 Invoiced By: Linda Mayo Supplier: BUTLER, TEST 1 Customer: UVa Supplier Account No.: [input field]	Billing Address ACCOUNTS PAYABLE CARRUTHERS HALL, 1001 N EMMET ST PO BOX 400197 Charlottesville, VA 22904-4197 United States Remit To Address Remit To Address: [input field] Contact: [input field]	Customer Invoice Information ⚠ Customer invoice information unavailable.

A "Need Help?" button is located at the bottom right of the page.

MESSAGE WILL APPEAR – INVOICE NUMBER 999999 HAS BEEN SUBMITTED. SUCCESS!!

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <https://UserTest.sciquest.com/apps/Router/SalesInvoiceCreation?SalesInvoiceId=233517&tm:>
- Page Header:** "Create Sales Invoice" (tab), "Linda Mayo" (user name), and navigation icons.
- Breadcrumbs:** Documents > Sales Invoices > Create Sales Invoice > Create Sales Invoice
- Confirmation Message:**
 - Invoice Sent To Buyer** (with a question mark icon)
 - Invoice Number **999999** has been submitted.
 - Invoice Number: 999999 (with a print icon)
 - Invoice Date: 7/19/2017
 - Invoice Total Amount: 400.00 USD
 - Number of line items: 1
 - [Search Sales Orders](#)
- Create Invoice / Credit Memo** (with a question mark icon)
 - Type: Invoice Credit Memo
 - Invoice No.:
 - Invoice Date: (with a calendar icon) / mm/dd/yyyy
 - PO Number:
 - Currency: (with a dropdown arrow)
 -
- Footer:** [Need Help?](#)