



## SAN Instructions:

1.) In purchase order email, click "Create Invoice"

The Andersons, Inc. Purchase Order #C423

[Create Invoice](#) [Acknowledge PO](#) [Add Comment](#)

2.) Click "Create New Remit-To"

Choose Invoice From Address ✕

No Invoice From Addresses to choose from.

To add a new address, click "finish E-Invoicing Setup" at the top of this page.

[Cancel](#) [Create New Remit-To](#)

3.) Enter your Remit-To Address (where you want check payments sent)

Address

Remit To Name

\* Line 1

Line 2

\* City

State

\* Postal Code

4.) Do NOT fill out any Tax Information or Banking Information

5.) Click "Create and Use" at the bottom right

[Cancel](#) [Create and Use](#)

6.) While on the "Create Invoice" page, enter data in these 3 fields:

- Invoice # - This is your invoice number, or you can create one.
- Invoice Date - This is the date of your invoice.
- \*Attachments - Attach a copy of your invoice by clicking on 'File' then 'Browse.' **This is Required.**

Create Invoice Create

General Info

\* Invoice #

\* Invoice Date 12/15/17

Payment Terms Net 45 Days from Invoice

\* Currency USD

Status Draft

Supplier Note

\* Attachments Add [File](#) | [URL](#) | [Text](#)



7.) Scroll down into the Lines section. Look for the "Price" field. If the Price is correct and matches your invoice, don't change anything (Do NOT include shipping or tax here). If the Price is incorrect, click in the box and change the dollar amount. (Do NOT include shipping or tax here).

Type	Description	Price	Total
	Test	500.00	500.00

If there is a Quantity, you can also click into the Quantity field to change that amount too. Do NOT submit with a line totaling \$0.00.

Do NOT add a line.

8) If there is an item on the screen that IS NOT going to be included in this invoice submission, do not zero out the price or quantity. Just delete the line item from the invoice by clicking the red X button. Do NOT submit with any lines totaling \$0.00.

Type	Description	Qty	UOM	Price	Total
	purple cow bells	1	Each	12.95	12.95

9.) Add any Shipping or Tax in the lower section.

Subtotal 500.00  
Shipping [Blue Star Icon]  
Tax Description [Dropdown] 0.000 0.000 [Blue Star Icon]  
Total Tax 0.00  
Total 500.00

10.) Click 'Calculate'

[Delete] [Cancel] [Save as draft] [Calculate] [Submit]

11.) Check the box if you want email updates.

Email me status updates for invoices I create this way

12.) Click 'Submit'

[Delete] [Cancel] [Save as draft] [Calculate] [Submit]

13.) Click 'Send Invoice'

Are You Ready to Send? [X]

You're about to send an invoice to The Andersons, Inc. for a total amount of 500.00. Once sent, you'll have to contact your customer directly to make changes to the invoice.

[Continue Editing] [Send Invoice]

14.) Once this loads to the next screen, you are done. Click "Sign Out".