			Cancel	Save	Submit ▾	•••

Vendor Name	
Vendor Address	
Vendor Invoice Number	
Invoice Date	📅

Invoice ID   QA00-1057-0212

Contract Number

▾ **Attachments** (0)

Drag image here to upload   **Browse File**

∨	↻	🔍 Search Sample Invoices

Name

📄 C and B
📄 Chem Aqua
📄 Cornejo

∨	Custom Files ∨

Open   Cancel

6. The

Invoice Detail

10. Enter **Payment Message** (optional - 70 characters) with identifying information for the invoice such as:

    - Invoice numbers (overflow from **Vendor Invoice Number** field)
    - Account Number
    - Customer Number
    - Order Number
    - Brief description (Maintenance Subscription 10/23/19-10/22/20)

11. Enter a **Department Approval / Routing** name when additional staff are required to review the invoice. This field is optional.

1Td(1Td)Tc 0.sd tTT2-2d.594T.0f034 TTg-5)TP(e)H3s0.06 23(sd)37.8-1.369.0285 11 p 0.006 p Tf0.4d9078>078>Tj/tTf-0-1.359 T Tw 0.4