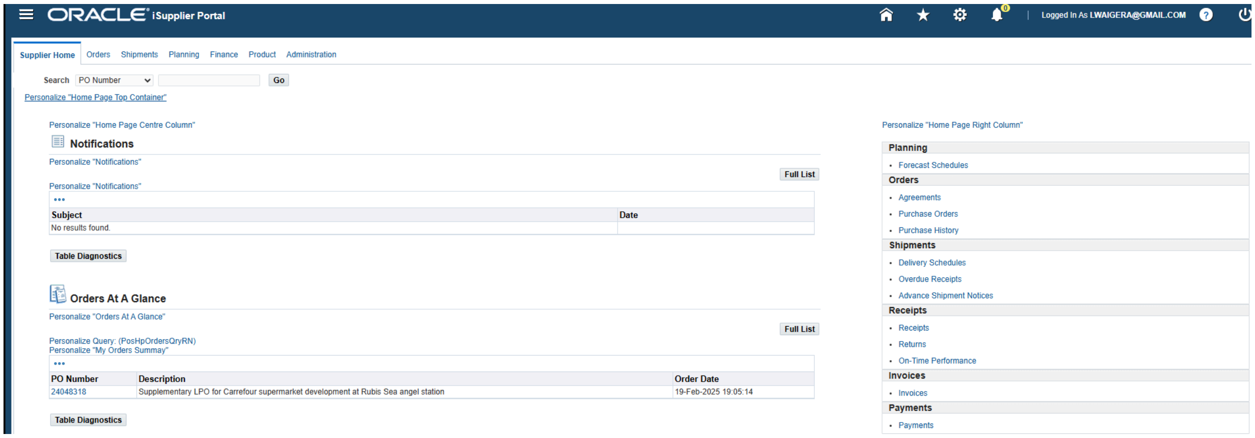
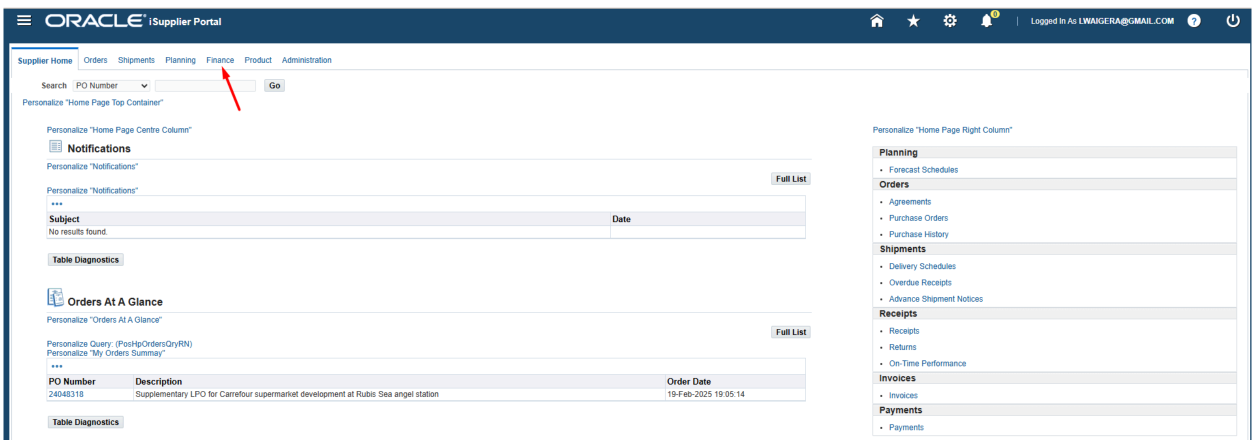
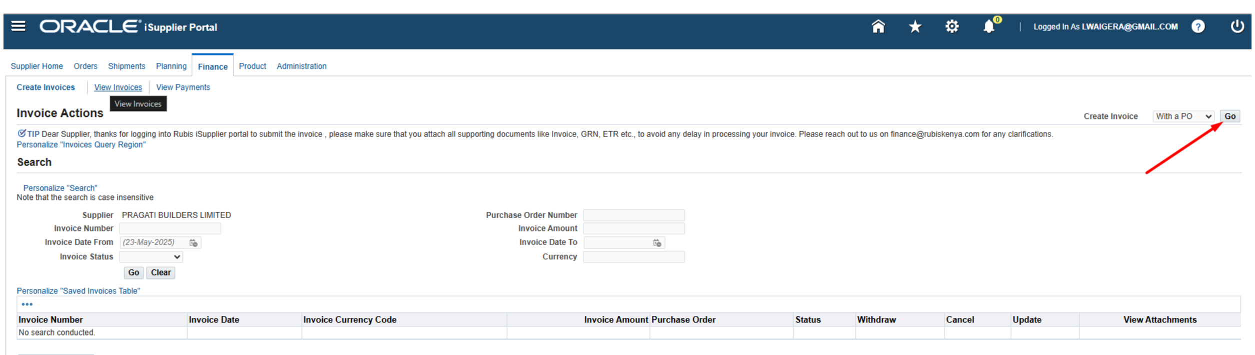
Booking an LPO invoice in Rubis I-Supplier Portal



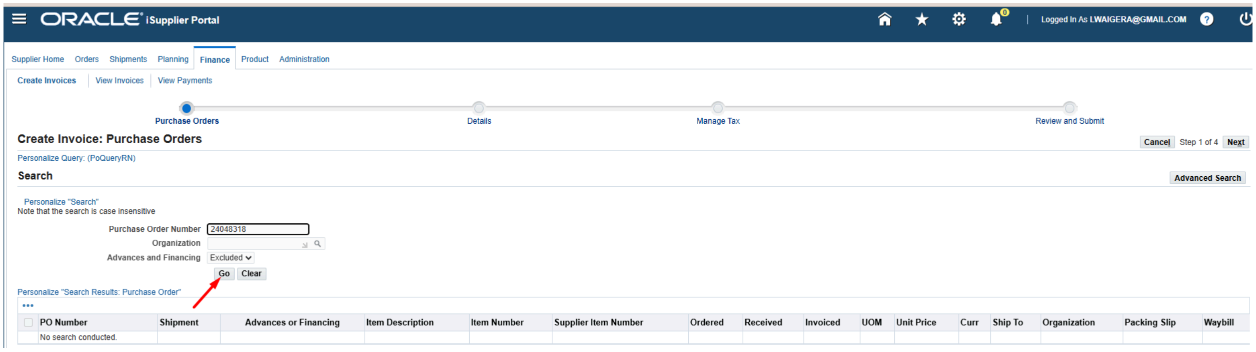
Click on the Finance Tab



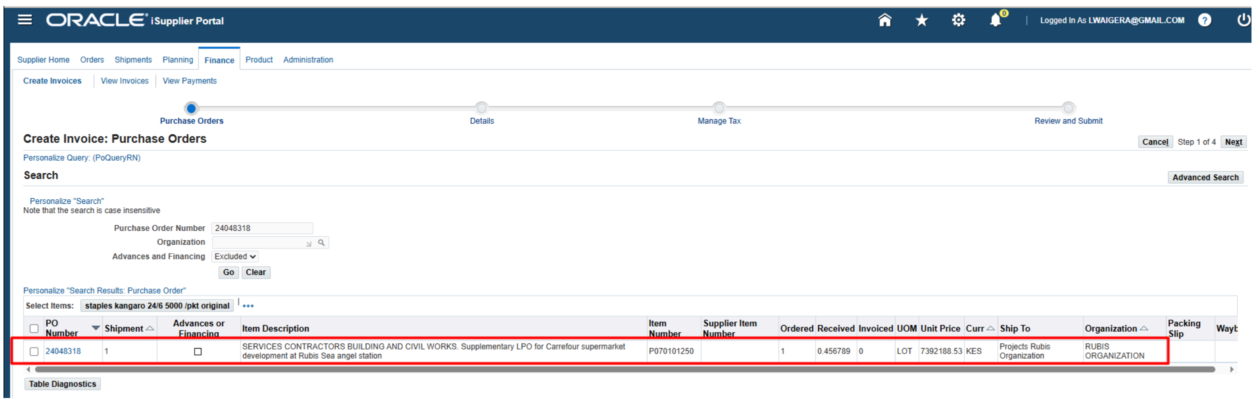
Click on the Create Invoice with a PO

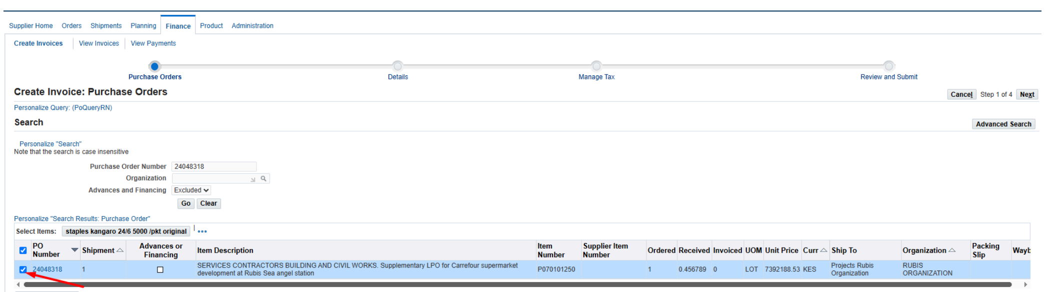


Enter the Purchase Order Number and click on the Go Button

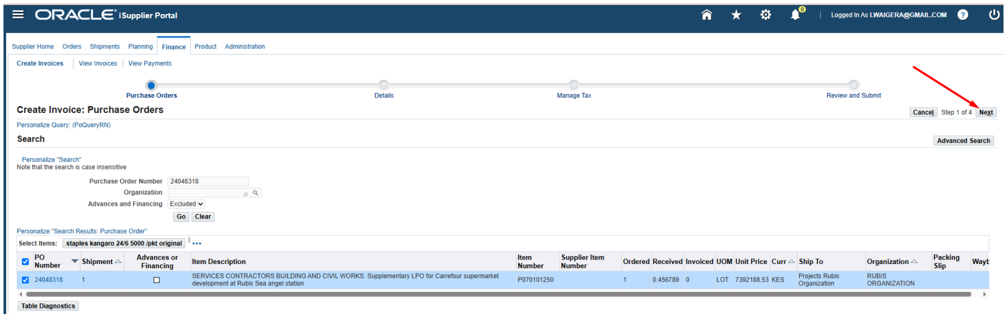


Select the purchase order by checking the check box

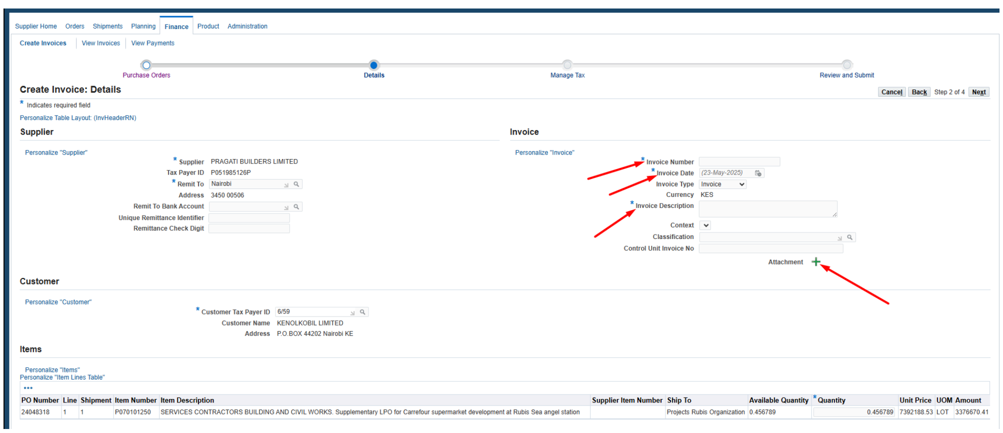


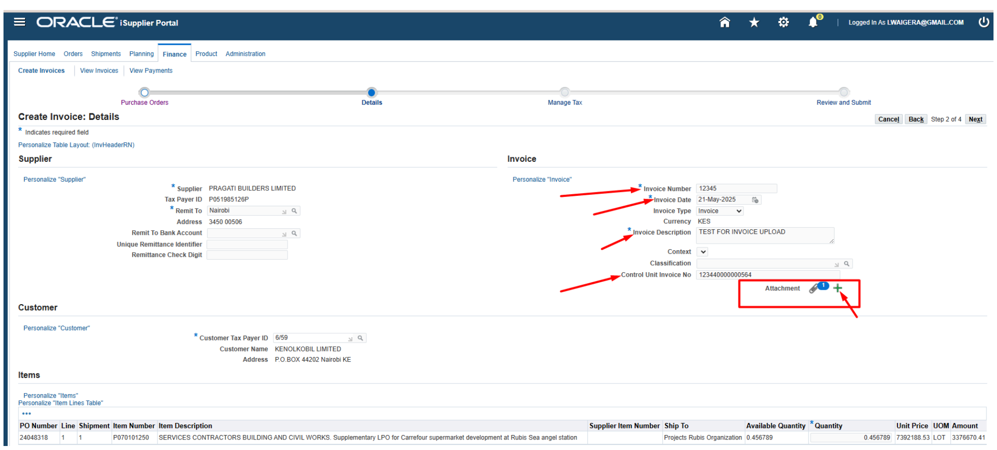


Click on the next button

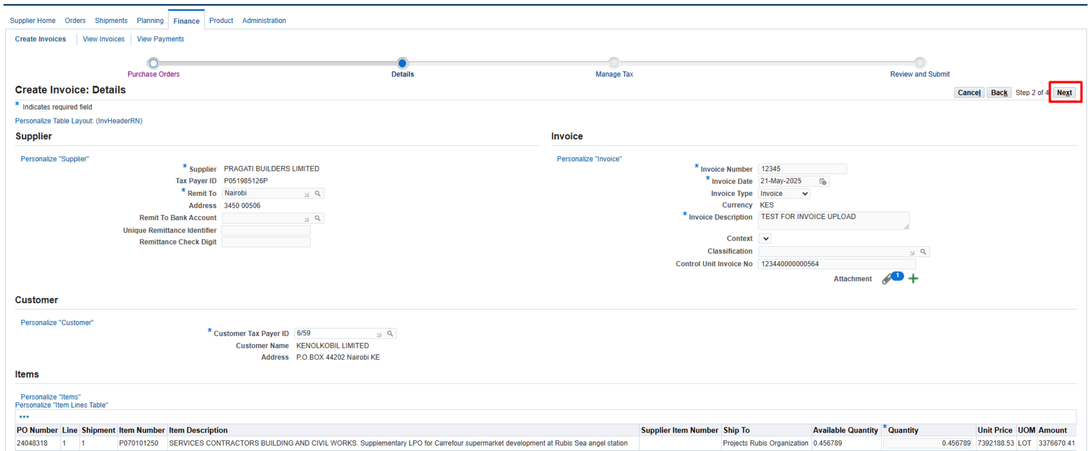


Enter the invoice details

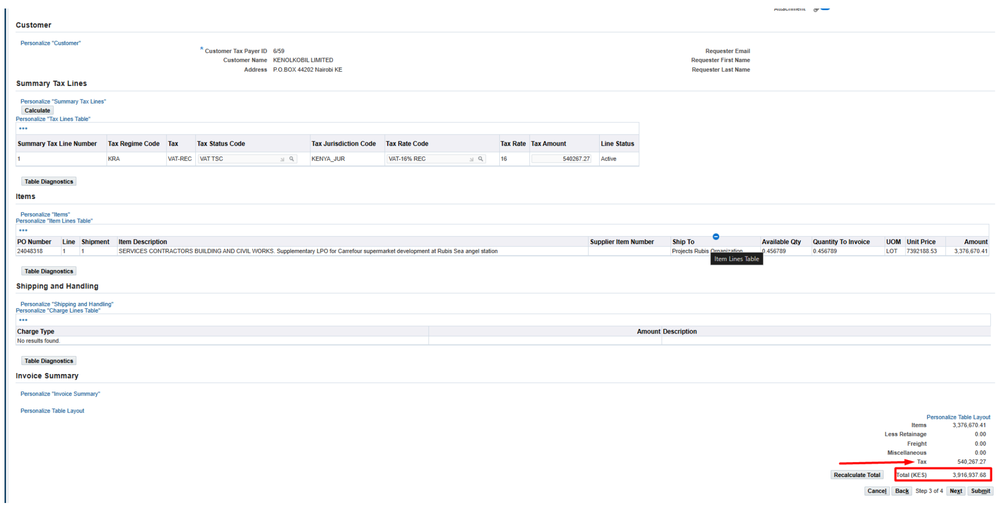




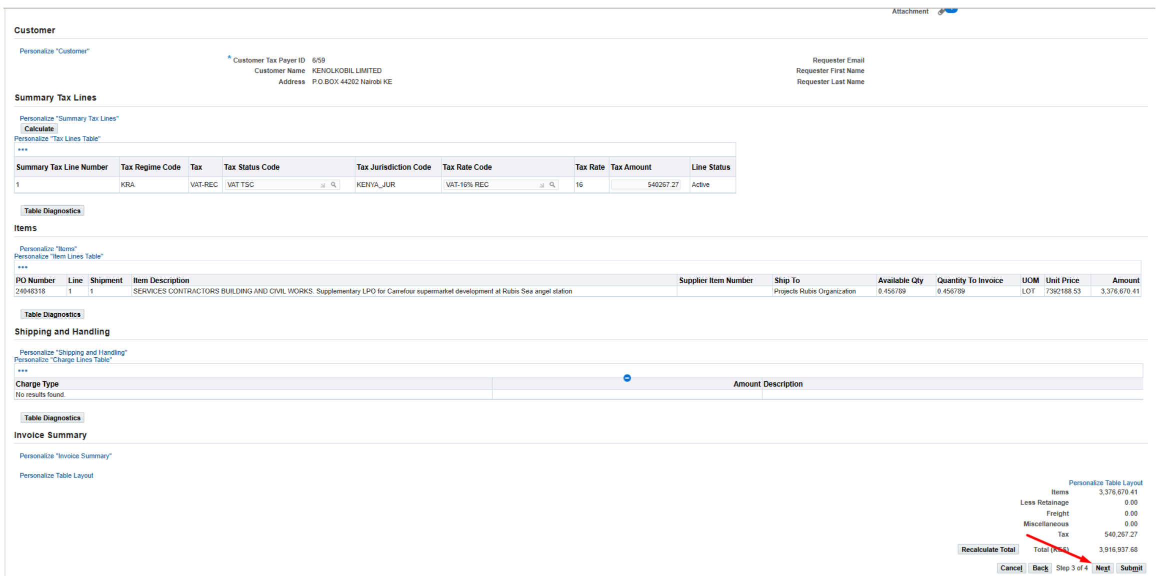
Once you’ve completed click on the next Button

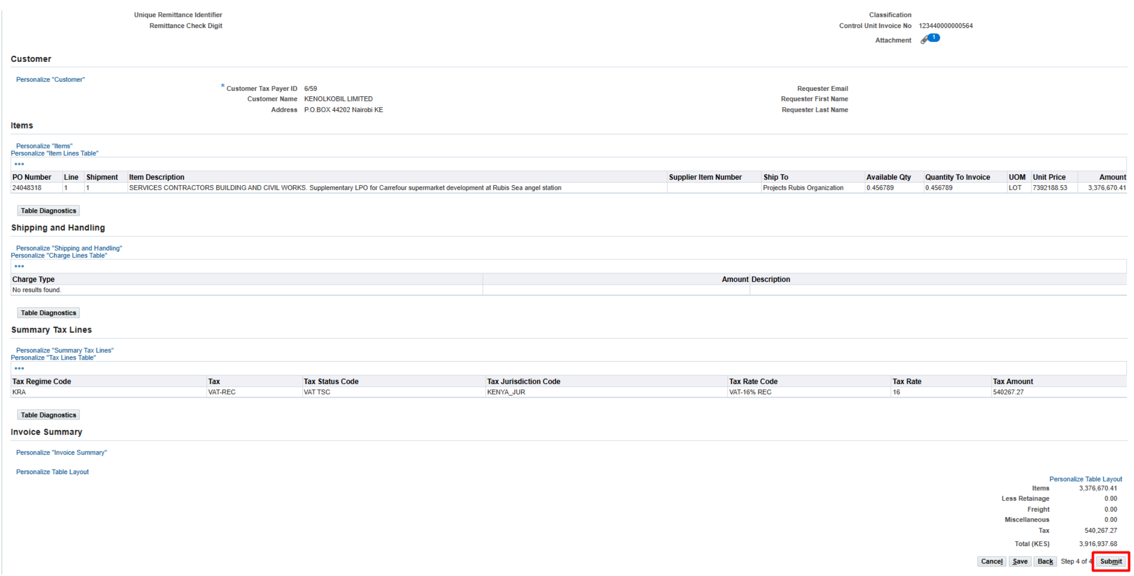


Confirm all your physical invoice details match the system figures before submitting.

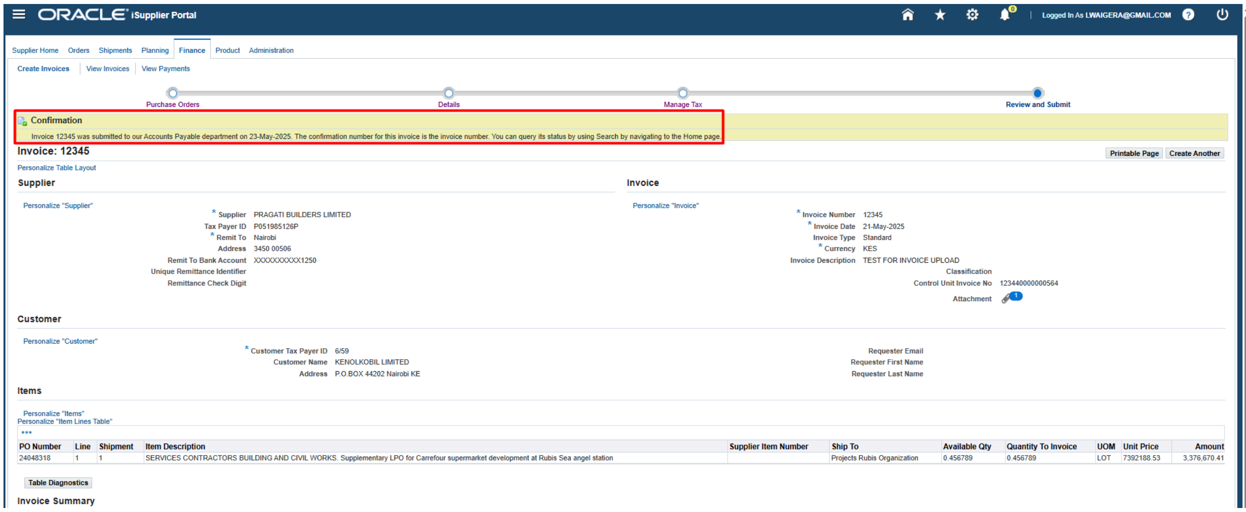


Once confirmed, click on the Next button and submit.

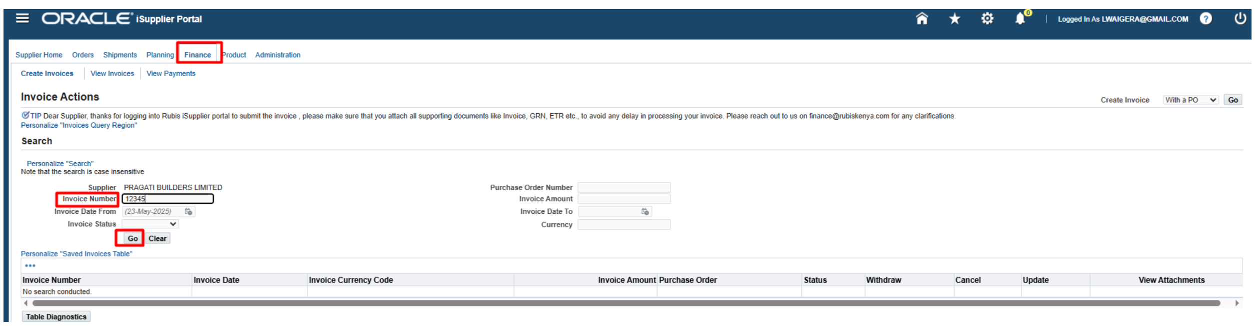




Once submitted a confirmation will be displayed as shown below.



To confirm the invoice has been submitted, click on the Finance Tab > Enter the Invoice Number and click on the Go Button



The invoice number will be displayed alongside the Status of the Invoice.