To create an invoice/credit memo, the supplier just needs to either type in the PO number and auto flip to an invoice, or the supplier can use the document search functionality to search for all Sales orders from SHSU, select the sales order they want to flip, and then click create invoice. This should be a simple process, please contact SHSU with any questions.

Please note a sales order is equal to a PO number.

YOU MUST KNOW YOUR PO IN ORDER TO FLIP TO INVOICE OR CREDIT MEMO!