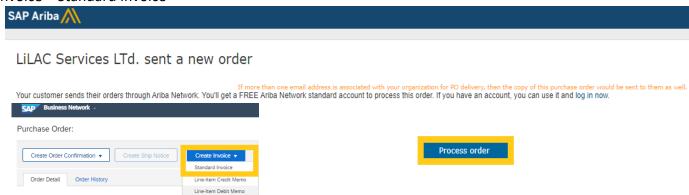
## Quick reference guide



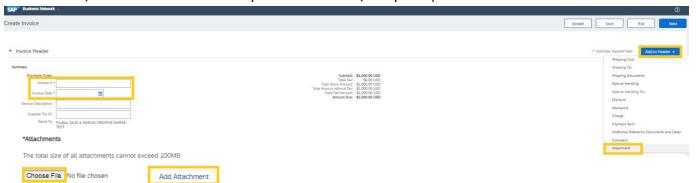


### Standad Invoice Creation

Supplier received purchased order – GO to Process Order – Log In - Go to PROCESS ORDER- Select Create Invoice – Standard Invoice



Complete Mandatory Fields: Invoice Number (16 Characters max- No spaces/no special characters) Invoice Date (Date of Invoice Creation) and Attachment (Header level) Attachment should be in PDF and no more than 100MB/ attachment name - no special characters/no spaces)



#### All markets

Go to the Attachment section – Select the file to Upload – Attached the documents – Invoice needs to be in PDF (100mb) the number on the Invoice should be the one identify on the Invoice number section - Note: The name of the attachment shouldn't include special symbols our spaces.

### Follow this process only for Costa Rica invoices

Go to the Attachment section – Select the file to Upload – Attached the documents – Invoice needs to be in PDF (100mb) the number on the Invoice should be the one identify on the Invoice number section and include the two XML additional files (individual upload) – Note: All documents should be attached individually and the name of the attachments should have 10 characters please don't include special symbols our spaces.



# Quick reference guide





### **Standad Invoice Creation**

Complete Go to Line level – Select the value or quantity to be invoiced (Service or Material Purchase Order) Go to Update and NEXT - Note: To exclude lines Select Include option for it to turn Gutiérrez - Go to Tax line Items – Select Tax Code and Add to Include the Line



Review information – Select Submit (Invoice will be sent to Accounts Payable it will be review and processed)



¿Need Help? Contact us at - aribasupplier@lla.com