



# Creating an Invoice from a Purchase Order

This help guide will walk you through the steps for creating an invoice from a Purchase Order in myBuy and submitting it for payment.

## Flip Order to Invoice

You'll first begin with flipping an order to an invoice:

1. Click the **Purchasing** tab
2. Click on the **Order** for which you want to create an invoice
3. Check the **Order Status** (*it must be Supplier Acknowledged in order to create an invoice*) & open the order you wish to invoice by clicking on the title of the order

The screenshot shows the myBuy@GENENTECH interface. The top navigation bar includes the Roche logo, a search bar, and tabs for CATALOG, SOURCING, CONTRACT, PURCHASING (highlighted with a red box and labeled '01'), and MORE... Below the navigation bar, there are filters for ORDER 61, SERVICE CONFIRMATION 37, and ASN 7. A summary section shows 'All 61', 'Supplier Acknowledged 41' (highlighted with a red box and labeled '03'), 'Sent To Supplier 17', and 'Sent To Buyer 3'. Below this is a table of orders with columns: Item Name, Document, Supplier, Purchase T..., Created By, Created On, Total Value, and Status. The table lists several orders, with the first one 'Norbert A37 Request202000...' highlighted with a red box and labeled '03'. The status 'Supplier Acknowledged' for this order is also highlighted with a red box.

Item Name	Document	Supplier	Purchase T...	Created By	Created On	Total Value	Status
E2E_Portal_Multiple_PO_Inv...	P000018492	PALL SCHWEIZ AG	Standard	9GEPCHBSSM02 Roc...	11/26/2020	410.55 EUR	Supplier Acknowledged
Norbert A37 Request202000...	P000017784	PALL SCHWEIZ AG	Standard	9GEPCHBSTB01 Roc...	11/25/2020	6,000.00 CHF	Supplier Acknowledged
Norbert Request202000201...	P000017940	PALL SCHWEIZ AG	Standard	9GEPCHBSTB01 Roc...	11/25/2020	6,000.00 CHF	Supplier Acknowledged
SET_TEST_Do not use	P000017714	PALL SCHWEIZ AG	Standard	9GEPCHBSBR01 Birth...	11/25/2020	50.85 CHF	Supplier Acknowledged
Defect_480_ReTest	P000016376	PALL SCHWEIZ AG	Standard	9GEPCHBSSM02 Roc...	11/20/2020	410.55 EUR	Supplier Acknowledged
Request3	P000016046	PALL SCHWEIZ AG	Standard	9GEPCHBSSM01 Roc...	11/19/2020	112.11 USD	Supplier Acknowledged

4. Once the order is displayed, scroll to the bottom & click **Create Invoice & OK** to proceed

← ORDER: PO1 FOR REQUEST3 - (SUPPLIER ACKNOWLEDGED) 112.11 USD | More Actions

BASIC DETAILS				Manage Optional Fields
Order Number P000016046	Order Name PO1 for Request3	Order Contact 9GEPCHBSSM01 Roche Sourcing ...	Order Author 9GEPCHBSSM01 Roche Sourcing ...	
Purchase Type Standard	Creation Date 11/19/2020	Original Issue Date 11/19/2020	Supplier Acknowledged Date 11/19/2020	
Currency USD				
SUPPLIER DETAILS				Manage Optional Fields

Print Preview

Create Invoice



The Invoice is created.

OK

## Add Basic Details

1. Review and edit the **Invoice Name** if necessary
2. Enter the Invoice **Total Amount**
3. Enter the unique **Invoice Number** generated from your system
4. Review and update the **Supplier Invoice Date** if necessary

← SINV2021.008100 - Invoice5 For PO1 For Test ... Draft 50,895.00 CHF | Comments | More

BASIC DETAILS				Manage Optional Fields	
* Indicates mandatory fields					
01 Invoice Name*	Invoice Number	02 Invoice Amount*	03 Supplier Invoice Number*	Invoice Creation Date	Scheduled Payment Date
Invoice5 for PO1 for Test P...	SINV2021.008100	0.00	Please enter a value	12/03/2021	01/02/2022
04 Supplier Invoice Date*	Supplier Name	<input type="checkbox"/> Non PO Invoice	<input type="checkbox"/> Multi PO Invoice	Order Number*	Order Name
12/03/2021	3M SCHWEIZ GMBH			P000051146	PO1 for Test PO DO not us...
Supplier Code	Currency	Purchase Type	Supplier SC Number	Invoice Type	
10002758	CHF	Standard	--	Standard	

# Review Line Details

- 1. Select or deselect a line item by clicking on the **Check Mark**
- 2. Update **Unit Price** or **Quantity** if needed to match what you are invoicing

LINE DETAILS

04

LINES

Line(3)

01

✓

Line

↑↓

Type

↑↓

Item Number

↑↓

Line Des... ↑↓

Unit Price

02

Quantity

✓	1		Material			Contract item 3	33.33	1.000
✓	2		Material			Contract item 4	45.45	1.000
✓	3		Material			Contract item 3	33.33	1.000

- 3. Select the line you want and slide right to enter the **Tax Rate**
- 4. **Taxes** will be automatically calculated; verify/update the **Actual Tax Amount**
- 5. Enter **Other Charges** and **Freight** (if applicable). Note: freight charges cannot be added on service line items. If freight needs to be included, add to Other Charges field

Manage Columns Show Filters

Line Descript... ↑↓	Type ↑↓	Other Charges ↑↓	Freight ↑↓	Taxes ↑↓	Tax Rates ↑↓	Li
Line 1	Material	0.00	0.00	0.00	0.00	3

## Confirm Bank Details

1. Click **Please Select**
2. Click drop-down arrow in the **Payment Method field** to view bank records (*scroll right to see account number and information*)
3. Click the check mark next to the **applicable record** of the account you want to receive the payment
4. Click **Done**

PAYMENT AND DELIVERY DETAILS

Manage Optional Fields

\* Indicates mandatory fields

Ship To/ Service To  
F. Hoffmann - La Roche AG, Möbella...

Ship To Address/ Service Address  
Sternenfeldstrasse 44, 4127, Birsfelden, Switzerland

Bill To  
F. Hoffmann-La Roche AG

Bill To Address  
Kreditorenbuchhaltung, Grenzacherstrasse 124, 4070, Basel, Switzerland

Contact Email / Phone  
basel.i2pinvoice@roche.com

Payment Terms  
30 days net - ZU08

Deliver To  
BLD:686, ROOM:4.570, FLR:

Payment Method  
Please Select

Bank Record

## Banking Information

	PaymentMethodName	BankName	BeneficiaryName	BankBranch	CountryName
✓	Domestic Payments	CREDIT SUISSE (SCH...)			Switzerland
✓	Domestic Payments	Credit Suisse (Schwei...			Switzerland
✓	Domestic Payments	Credit Suisse (Schwei...			Switzerland

## Review Additional Details

1. Add the **Date of Supply or Service Start Date** (if applicable) from the calendar drop-down
2. Add the **Date of Supply or Service End Date** (if applicable) from the calendar drop-down

The screenshot shows the 'ADDITIONAL DETAILS' section of a form. It includes fields for 'E-PRF Skip Acceptance', 'POR Long Reference Number', 'Scanned Invoice Copy', 'Additional Attachment 1', and 'Additional Attachment 2'. Two calendar pop-ups are visible: one for 'Date of Supply or Service (End Date)' on the left, showing December 2021, and another for 'Date of Supply or Service (Start Date)' on the right, showing January 2022. Both pop-ups have a date '1' highlighted. A red circle with the number '02' is next to the end date field, and a red circle with the number '01' is next to the start date field.

## Add Comments or Attachments


1. Click the **Comments** button in the top right corner and either add comments or attach documents. A copy of your system generated invoice with details about the goods or services you are invoicing for can be helpful for Genentech buyers in reviewing and approving invoices.

The screenshot shows the 'BASIC DETAILS' section of a form. It includes fields for 'Invoice Name\*', 'Invoice Number', 'Invoice Amount\*', 'Supplier Invoice Number\*', 'Invoice Creation Date', 'Scheduled Payment Date', 'Supplier Invoice Date\*', 'Supplier Name', 'Non PO Invoice', 'Multi PO Invoice', 'Order Number\*', and 'Order Name'. A red box highlights the 'Supplier Invoice Number\*' field with the text 'Please enter a value'. A 'Comments' button is visible in the top right corner. A red circle with the number '01' is next to the 'Comments' button.

# Submit Invoice

When all required fields are completed, click **Submit**

- 1. Click **Yes** to confirm what you are processing
- 2. Click **OK** to clear the success pop-up box


 **CONFIRMATION!**

Please confirm that you are processing [3] lines on this invoice

NO

YES

01

 **SUCCESS!**

Invoice Submitted to Buyer Successfully

OK

02