

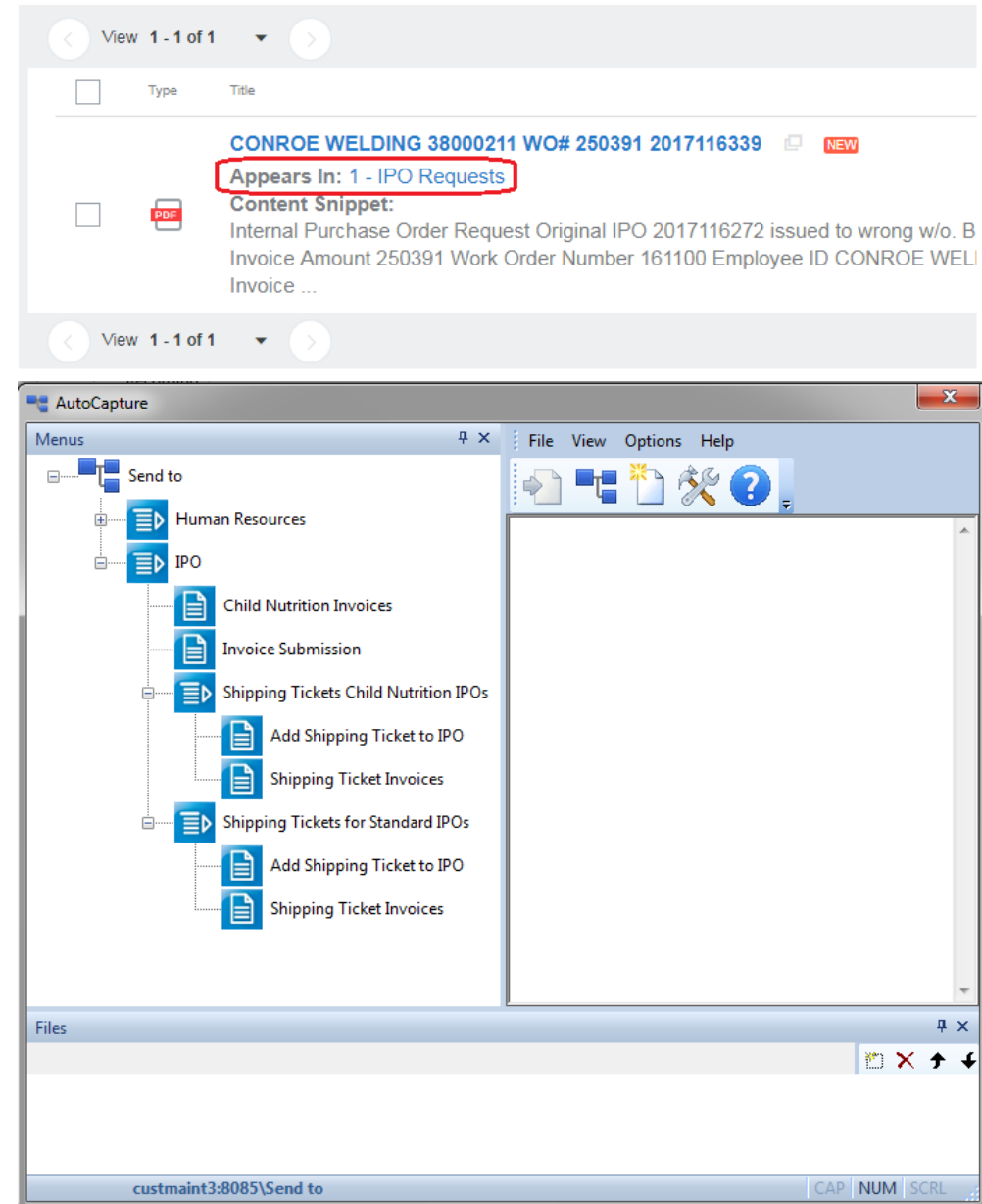
How to Submit Invoices

Regular Invoices

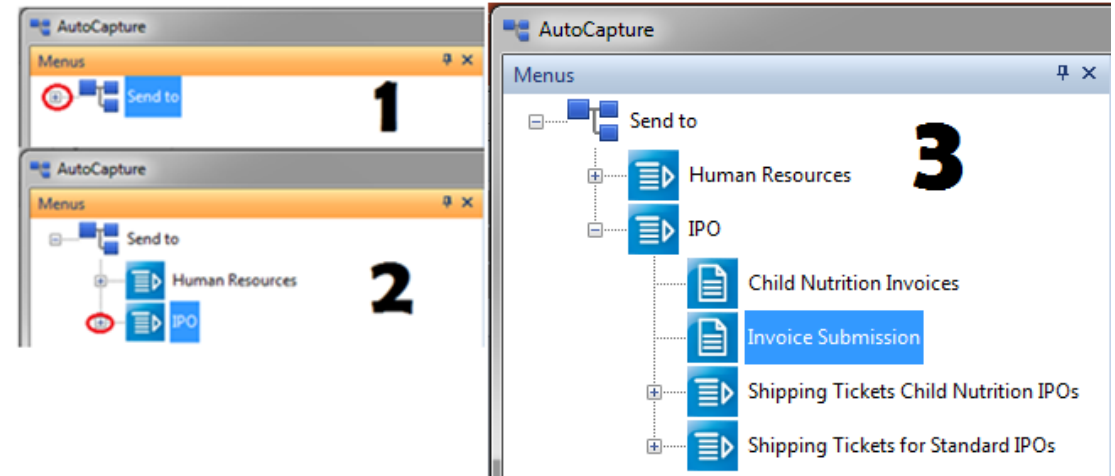
IPOs that are in the IPO Request Folder

After **receiving** invoice- look up IPO in Docushare to see what folder it is in.

Once you know what folder your IPO is in you can put it into Auto Capture



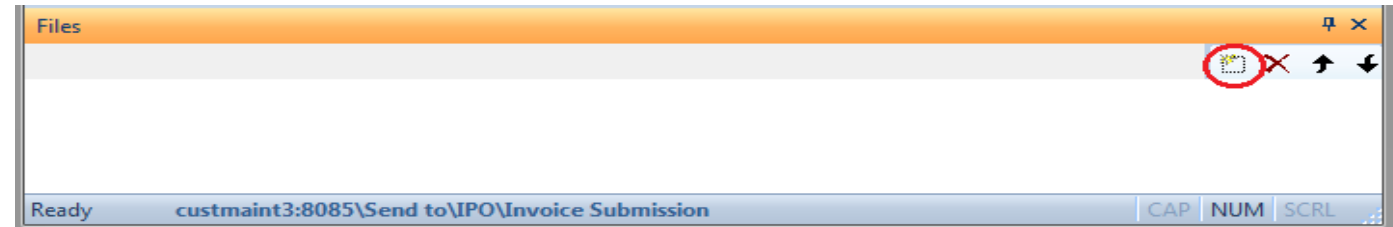
1. Open Send to
2. Open IPO
3. Choose Invoice Submission



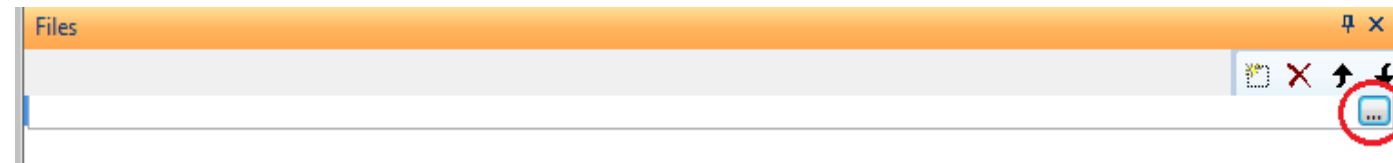
4. Enter IPO into Search Field
5. Click Search and Choose IPO in Results
6. Fill in the Invoice Number, Invoice Amount, Actual Invoice Amount, Invoice Date and put initials in Notes

The image shows the 'Invoice Submission' form with several fields and a search section.
 Step 4: Points to the 'Search Field' containing '2017116339'.
 Step 5: Points to the 'Search' button.
 Step 6: Points to the form fields: 'Invoice Number' (CT852515), 'Invoice Amount' (66.99), 'Actual Invoice Amount' (66.99), 'Invoice Date' (11/30/2017), and 'Notes' (BM).
 Other visible fields include 'IPO Number' (2017116339), 'Title' (CONROE WELDING 38000211 WO# 250391 2017116339), 'Vendor/PO Number' (CONROE WELDING 38000211), and 'Work Order Number' (250391).
 The 'Results' section shows: '2017116339 - CONROE WELDING 38000211, 66.99'.

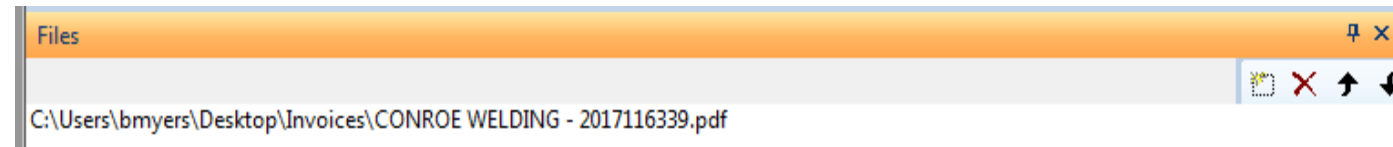
Go down to the file box
Choose the new box



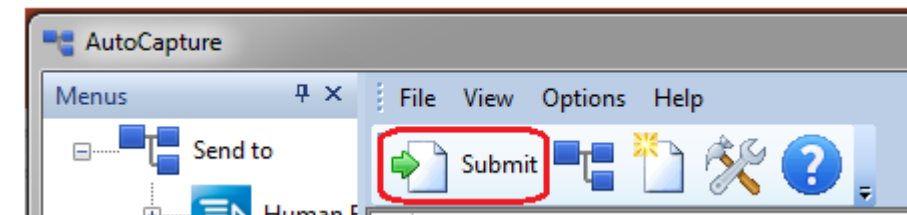
Once you click on the box, click on the 3 dot
box to add invoice



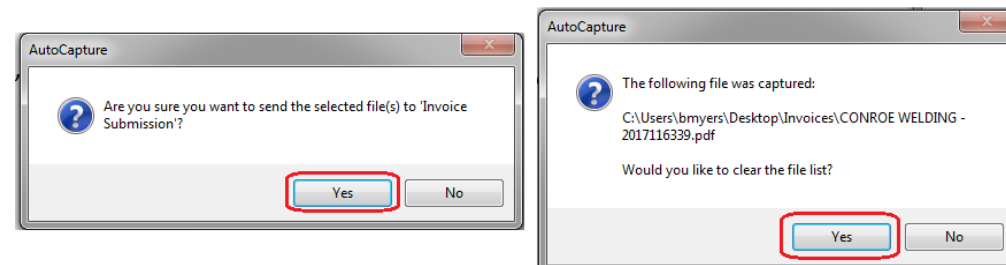
Add Invoice



Hit Submit



Then yes twice



Double Check your IPO in DocuShare

Make sure your invoice submitted correctly
and has moved folders

You can also open the document to check it
there

PDF

CONROE WELDING 38000211 WO# 250391 2017116339

Edit Properties

View Properties

Invoice Number:

CT852515

Vendor/PO Number:

CONROE WELDING 38000211

Work Order #:

250391

invoice amount:

66.99

Actual Invoice Amount:

66.99

Notes:

B **I** **U**

BM

Employee First Name

KEITH

Position

AUXIL PESTICIDE APPLICATOR/GROUNDS

Craft

MAINTENANCE

Department

950

Vendor/PO

CONROE WELDING 38000211

JOHN BROWN

jobrown@conroeisd.net

Assistant Director

DWIGHT MARTIN

djmartin@conroeisd.net

Director

MARSHALL SCHROEDER

mschroeder@conroeisd.net

☒ Generate IPO Number

2017116339

2017-12-04 12:00:31

CONROE WELDING SUPPLY, INC.

A FULL SERVICE WELDING SUPPLY STORE

National Gases

A Conroe Welding Supply Company

www.conroeweldingsupply.com

SOLD TO: 21275380

CONROE ISD

3205 WEST DAVIS

CONROE, TX 77384

SHIP TO: 21585100

CONROE ISD

MAINTENANCE

421 COCHARR ST

CONROE, TX 77381

HOME OFFICE

415 S. Frazier

Conroe, TX 77301

936-539-3124

936-539-3167 fax

PORTER OFFICE

24624 Hwy. 59

Porter, TX 77365

281-354-7508

281-354-7509 fax

ONALASKA OFFICE

13581 US Hwy. 190 W.

Onalaska, TX 77360

936-646-3680

936-646-7076 fax

NATIONAL GASES

1211 Mississippi St.

S. Houston, TX 77587

713-378-6300

713-378-6302 fax

NATIONAL GASES

7950 Mainland Rd., Suite 101

San Antonio, TX 78250

210-682-6300

CONROE WELDING 38000211 WO# 250391 2017116339 NEW

Appears In: RAY BROWN

Content Snippet:

Internal Purchase Order Request Original IPO 2017116272 issued to wrong w/o.
Invoice Amount 250391 Work Order Number 161100 Employee ID CONROE WI
Invoice ...

Type Title

CONROE WELDING 38000211 WO# 250391 2017116339 NEW

Appears In: RAY BROWN

Content Snippet:

Internal Purchase Order Request Original IPO 2017116272 issued to wrong w/
Invoice Amount 250391 Work Order Number 161100 Employee ID CONROE V
Invoice ...

Child Nutrition Invoices

IPOs that are in the Child Nutrition IPO Request Folder

After receiving invoice- look up IPO
in Docushare to see what folder it is
in.

CN JOHNSON SUPPLY 38000474 WO# 251058 2017116358



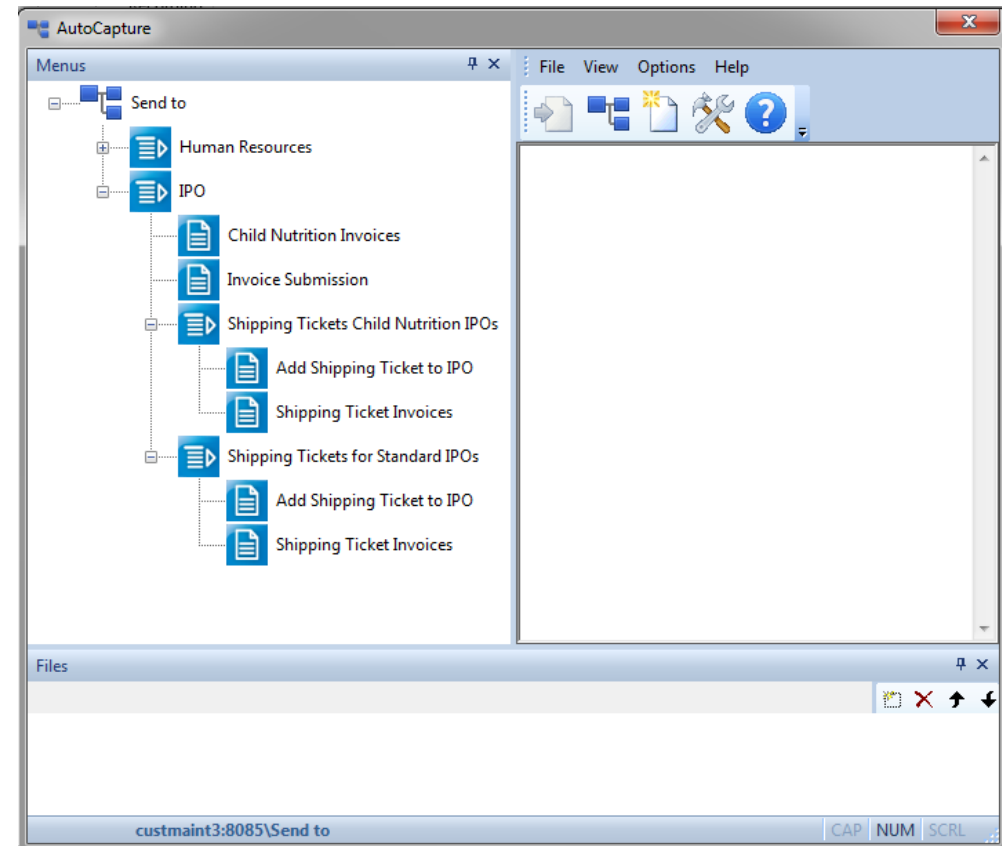
Appears In: Child Nutrition IPO Requests

Content Snippet.

Internal Purchase Order Request Brooke Myers Notes: Invoice Number 0.00 Invoice Amount 25
162680 Employee ID CN JOHNSON SUPPLY 38000474 WO# 251058 2017116358 Invoice Title

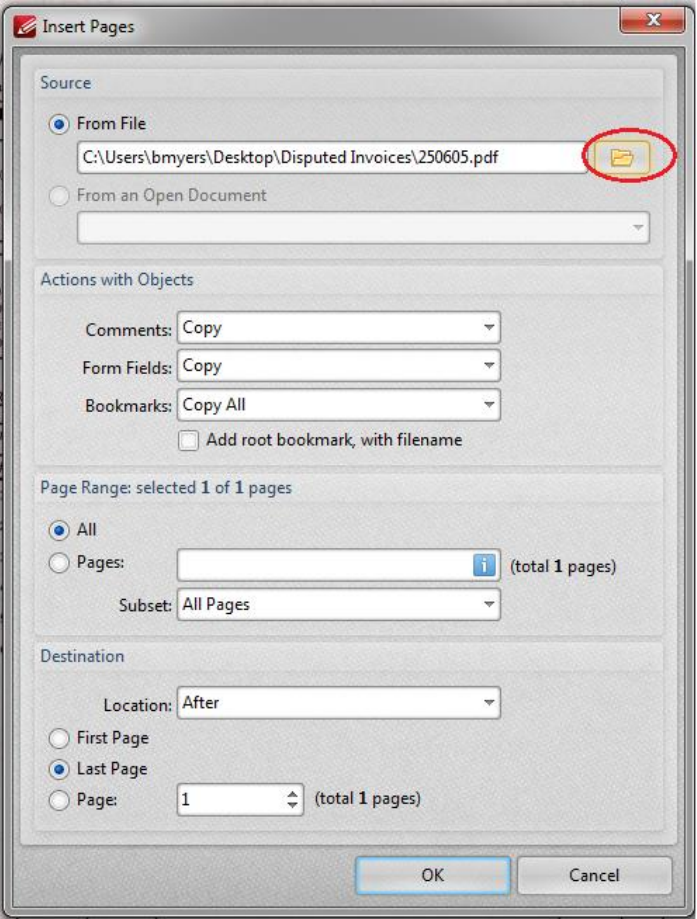
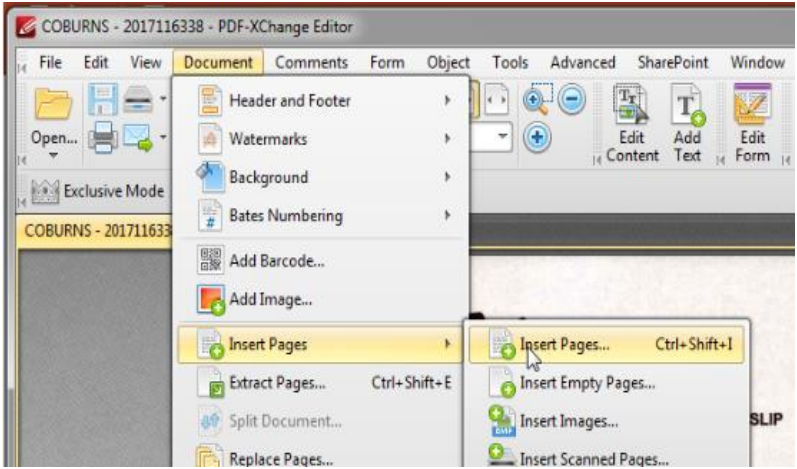
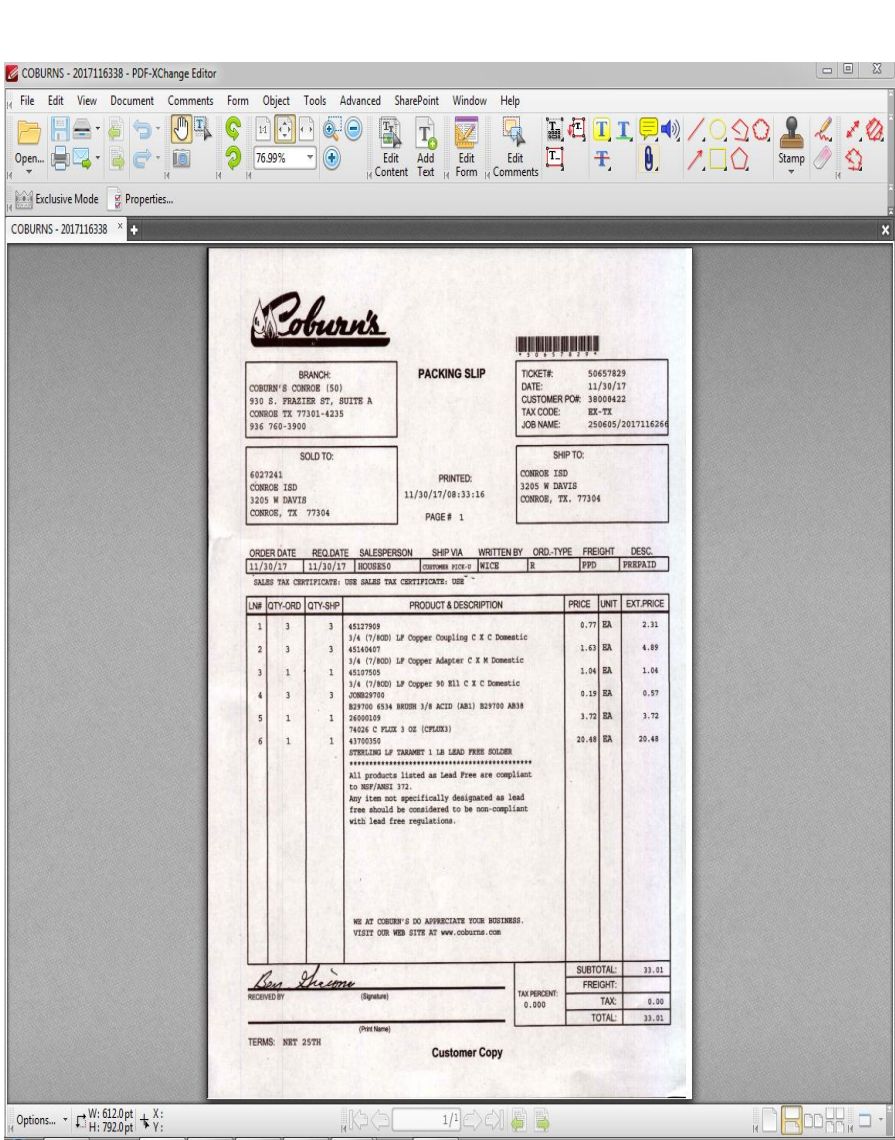
of 1

Once you know what folder your
IPO is in you can put it into Auto
Capture

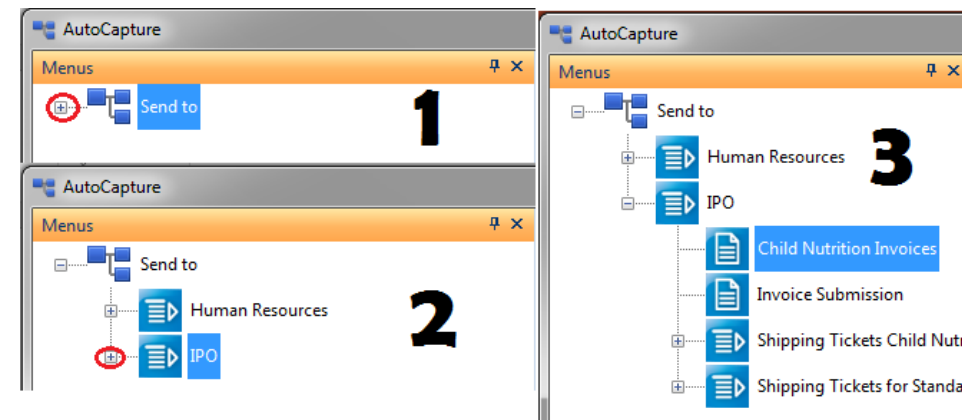


Child Nutrition Invoices require a copy of the work order to be attached to invoice.

- Save W/O from SchoolDude
- Open PDF of Invoice in your PDF Editor
- Go to Document> insert pages> insert Pages
- Open file and hit OK
- Save
- *you might have to re-print to acute PDF



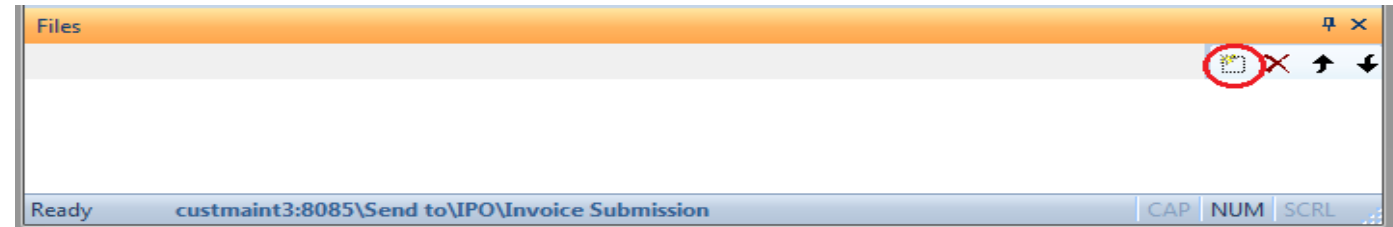
1. Open Send to
2. Open IPO
3. Choose Child Nutrition Invoices



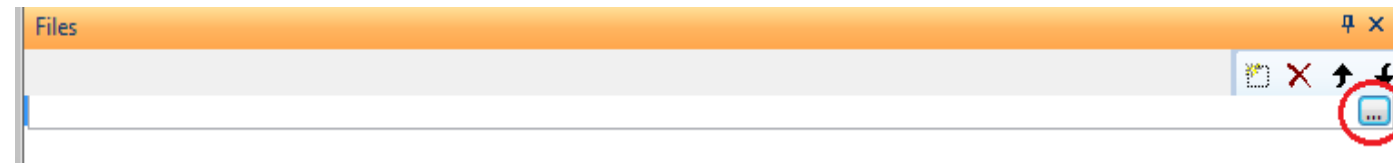
4. Enter IPO into Search Field
5. Click Search and Choose IPO in Results
6. Fill in the Invoice Number, Invoice Amount, Actual Invoice Amount, Invoice Date and put initials in Notes

The image displays two screenshots of the 'Invoice Submission' form. The first screenshot shows the 'Search Field' with the value '2017116339' entered, and the 'Search' button highlighted with a red circle and the number 4. The second screenshot shows the search results for '2017116339', with the 'Search' button highlighted with a red circle and the number 5. To the right of the search results, there are several input fields for invoice details, each highlighted with a red circle and a number: 'Invoice Number' (CT852515, 6), 'Invoice Amount' (66.99), 'Actual Invoice Amount' (66.99), 'Invoice Date' (11/30/2017), 'Vendor/PO Number' (CONROE WELDING 38000211), 'Work Order Number' (250391), and 'Notes' (BM).

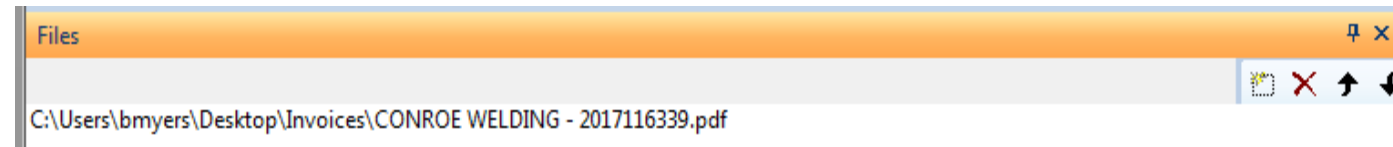
Go down to the file box
Choose the new box



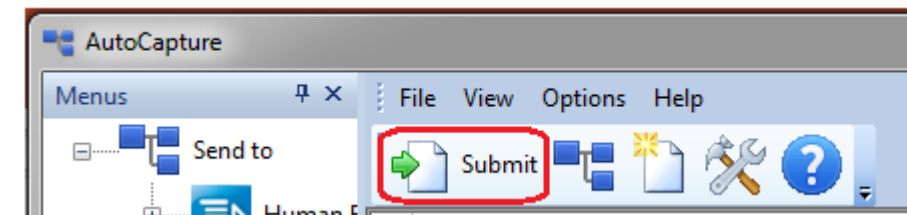
Once you click on the box, click on the 3 dot
box to add invoice



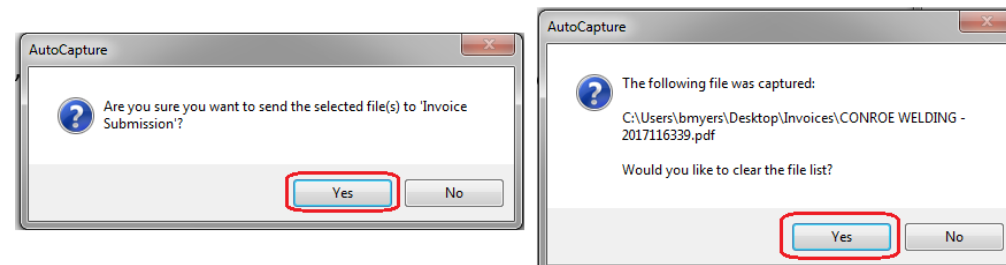
Add Invoice



Hit Submit



Then yes twice



Double Check your IPO in DocuShare

Make sure your invoice submitted correctly
and has moved folders

You can also open the document to check it
there

CN JOHNSON SUPPLY 38000474 WO# 251058 2017116358  **NEW**

Appears In: 2.1 Child Nutrition First Approval

Content Snippet:


Internal Purchase Order Request Brooke Myers Notes: Invoice Number 0.00 Invoice
162680 Employee ID CN JOHNSON SUPPLY 38000474 WO# 251058 **2017116358**

CN JOHNSON SUPPLY 38000474 WO# 251058 2017116358  **NEW**

Appears In: 2.1 Child Nutrition First Approval

Content Snippet:

Internal Purchase Order Request Brooke Myers Notes: Invoice Number 0.00 Invoice
162680 Employee ID CN JOHNSON SUPPLY 38000474 WO# 251058 **2017116358**

 CN JOHNSON SUPPLY 38000474 WO# 251058 2017116358

Edit Properties

View Properties

Invoice Number:

09423439

Vendor/PO Number:

CN JOHNSON SUPPLY 38000474

Work Order #:

251058







invoice amount:

247.88

Actual Invoice Amount:

247.88

Notes:

B **I** **U**      

DB 12/6/17

Department
930


Director
MARSHALL SCHROEDER
mschroeder@conroeisd.net

Vendor/PO
CN JOHNSON SUPPLY 38000474

☒ **Generate IPO Number**
2017116358

2017-12-05 07:59:06

REMIT PAYMENT TO:
P.O. BOX 4481 MSCJ500
HOUSTON, TX 77210


JOHNSON SUPPLY
10151 Stella Link Rd • Houston, TX 77025-5398 • (713) 630-2300
www.johnsonsupply.com
WHOLESALE ONLY

Invoice
INVOICE # 09423439
LOCATION 09
DATE 12/05/17
PAGE 1 OF 1

BILL TO
019700
CONROE ISD BUS OFFICE
ATTN:ACCOUNTS PAYABLE
3205 W DAVIS
CONROE, TX 77304
PO# 38000474

SHIP TO
CONROE ISD BUS OFFICE
Customer Pick-Up,

SELL LOCATION: JOHNSON - THE WOODLANDS (09) ***281-872-34 REP: PHIL MILLER

CUSTOMER P/O NUMBER
25105837000477MIKENELSON DAVID

ORDER DATE
12/05/17

WRITTEN BY
KJB

ORDER NUMBER
09500732

CONTRACT/JOB NUMBER
IPO#2017116358

PAYMENT TERMS
1% 10TH PROX NET 25T

SHIP VIA
PICK UP

PRODUCT/DESCRIPTION	QUANTITY OPEN	QUANTITY SHIPPED	QUANTITY BACKORDERED	PRICE	U/M	EXTENSION
IPO#2017116358						
121540 ABC3/GAB3 3AMP-250V 82407 FAST ACTING FUSE 1/4 X 1-1/4"	5	5	0	1.530	EA	7.65
121480 AGC1/GGC1 1-AMP 250V 82456 1/4" X 1-1/4" FAST ACTING FUSE	5	5	0	0.780	EA	3.90