

#### JOURNEY TO PROCUREMENT EXCELLENCE

#### **Updating a Saved Invoice**

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#### In this course you will learn how to Update a Saved Invoice in iSupplier.





#### Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.





Step 2

Click in the **Password** field and enter the password you created during the registration process.





Step 3

Click the **Login** button.





Step 4

Click the DeKalb County Supplier





Step 5

Click the Home Page link.





Step 6

Click the Finance tab.



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#### Step 7

You can search on a number of criteria to select the invoice for cancellation. In this example we will search by PO. Click in the **Purchase Order Number** field. Enter the PO number for the saved invoice you want to update.



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#### Step 11

The system will retrieve invoices meeting your search criteria. Locate the correct invoice and click the **Update Invoice Request** button.





#### Step 12

In this example, we will add an attachment. Click the **Add...** button.



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Step 13

In the Add Attachment screen, click in the **Title** field and enter a name for your attachment.



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Step 14

In the Attachment Region, click the **Browse...** Button next to the File Field.



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Step 15

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Step 16

You can add additional attachments by clicking on **Add Another**. Here we will proceed by clicking on **Apply**.



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Step 16

#### Click the **Next** button to proceed.





#### Step 16

Validate the information you have entered. If you need to modify any details, you can click on the **Back** button.

Here, we will click the **Submit** button to proceed.



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You have just finished Updating a Saved Invoice for your company on the DeKalb County iSupplier Portal.

Click on the **Home** hyperlink to return to the iSupplier Portal Home Page.