

## **Creating invoices**

You can create your own invoices in Plunet.

### **NOTE**

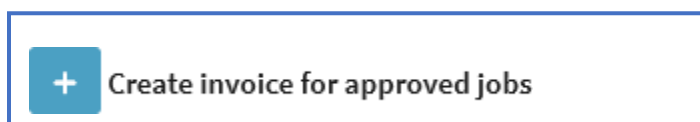
**The submission timeframe is from the 24<sup>th</sup> until the last day of each month at 15:00 (GMT/UTC +1). The system will not allow invoices to be created outside of this timeframe. You will need to wait until the following month.**

**Manual invoices will not be accepted.**

Once the project manager has set the status of your job to *Approved*, it will appear in your *Dashboard* under *Approved* - *please create invoice*.

An invoice can be created by selecting the relevant jobs and clicking on *Create invoice for approved jobs* underneath the list of jobs.

If there are any discrepancies between the data in the system and your personal records, you should contact the vendor manager.



### **NOTE**

If you have worked on jobs in different currencies, only the jobs in the same currency can be invoiced together.

After clicking on *Create invoice for approved jobs*, a new invoice opens and you can enter/modify the required information. The initial status of the invoice is *In preparation*.

In the *General invoice data* section, you can enter your invoice number and the invoice date.

Invoices 0000041

After checking all the details, please submit the invoice for approval.

Submit for approval

General invoice data

Internal invoice number	0000041	Status	Not submitted
Your invoice no.	P-1003	Invoicing date	01 - 01 - 2017
Sender	Miller, Allan	Value date	01 - 01 - 2017

When you have entered all the data for the invoice, click on *Submit for approval*. The status of the invoice changes to *Submitted for approval*.

