

Invoices and Service Invoices

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voices and Service Invoices

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Create an Invoice

- Step 1.** From the Navigation Menu, go to **Order Management**.
- Step 2.** Click **Create Invoice** under **Invoice** on the expanded menu.
- Step 3.** Enter the **Order Number** and click **Search**.
- Step 4.** Select the **PO Lines** to invoice.
- Step 5.** Click **Next**.
- Step 6.** Upon successful validation of the selected PO Lines, the system displays the **Create Invoice** page for either a **Material** or **Non-Material invoice**.
- Step 7.** Select the invoice type from the drop-down (**Credit/Debit**).
- Step 8.** If taxes are required, expand the **Tax** applied to all checked line items field to apply taxes to lines.
- Step 9.** Enter tax information in the tax section.
- Step 10.** Select the lines that need taxes applied.
- Step 11.** Click **Add Tax**.
- Step 12.** Once your data is filled-in and verified, click the **Send Invoice** button to send your response to Raytheon.

Create Service Invoices

- Step 1.** From the Navigation Menu, go to **Order Management**.
- Step 2.** Click **Create Invoice** under **Service Invoice** on the expanded menu.
- Step 3.** Enter the **Order Number**.
- Step 4.** Click **Search**.
- Step 5.** Select the **PO Lines** to invoice.
- Step 6.** Click **Next**.
- Step 7.** The **Create Invoice** page displays.
- Step 8.** Select a **Start Date** and **End Date**.
- Step 9.** On the Line level, enter in the **Qty. Invoiced**, **Rate/Unit Price**, **Source Doc Reference**, and **Activity Code** in their input fields.
- Step 10.** Click the **Recalculate** button.

NOTE: If you need to add or remove a line from the Service Invoice, click the grey icon for that row in the first column. If you add a row, be sure to click Recalculate again.
- Step 11.** Once your data is filled in and verified, click the **Save Invoice** button.
- Step 12.** To send the Service Invoice, open the **Service Invoice Details** page and click **Send Service Invoice**.

Create Draft Invoice

- Step 1.** From the Navigation Menu, go to **Order Management**.
- Step 2.** Click **Draft Search** under **Invoice** on the expanded menu.
- Step 3.** Enter search criteria to locate the draft, then click **Search**.
- Step 4.** From the **Invoice Draft List** page, click the **Invoice Number** link to edit the data.

Step 5. Once the Invoice is ready to send, click **Send Invoice**.

View Invoice Payment Status

Step 1. From the Navigation Menu, go to **Order Management**.

Step 2. Click on **Invoice** or **Service Invoice**. Select **Search** from the expanded menu.

Step 3. The **Invoice List** page displays.

NOTES:

- The **Line State** shows the state of the line.
- The **Status Message** shows any messages Raytheon sent for review.

Print Invoice

Step 1. From the **Navigation Menu**, go to **Order Management**.

Step 2. Click **Search** under **Invoice** on the **expanded menu**.

Step 3. Enter the **Invoice Number** in the invoice number search box and click **Search**.

Step 4. Click the **Invoice Number** on the Invoice List page.

Step 5. From the Invoice Details page, click the **print** icon.

Step 6. A PDF version of the Service Invoice is created.

Print Service Invoice

Step 1. From the **Navigation Menu**, go to **Order Management**.

Step 2. Click **Search** under **Service Invoice** on the expanded menu.

Step 3. Enter the **Service Invoice Number** in the invoice number search box and click **Search**.

Step 4. Click the **Service Invoice Number** on the **Service Invoice List page**.

Step 5. From the **Service Invoice Details** page, click the **print** icon. The system will generate a PDF.
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