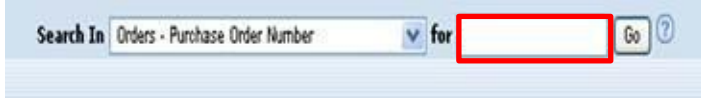


Re-Invoicing in Commerce Hub

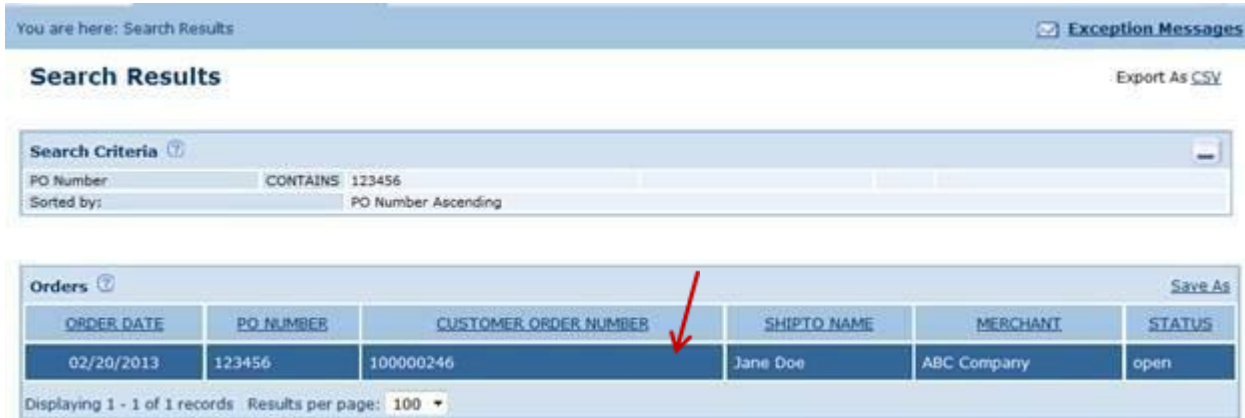
Re-invoicing the PO through Drop-Ship Master is the correct action to take. Directions for invoicing an order that was already invoiced are provided below.

1. Pull up the PO details using the PO search at the top of the screen.



Search In: Orders - Purchase Order Number for Go ?

2. Click on the order. The row will turn dark blue.



You are here: Search Results [Exception Messages](#)

Search Results [Export As CSV](#)

Search Criteria ?

PO Number: CONTAINS: 123456
Sorted by: PO Number Ascending

Orders ? [Save As](#)

ORDER DATE	PO NUMBER	CUSTOMER ORDER NUMBER	SHIPTO NAME	MERCHANT	STATUS
02/20/2013	123456	100000246	Jane Doe	ABC Company	open

Displaying 1 - 1 of 1 records Results per page: 100

3. Once on the PO details screen, locate the “Action” drop down towards the top right of the screen. Select “Invoice” from the drop down and click ‘Go’.

Note: Depending on which merchant the invoice is for the drop down may say “Reinvoice” instead of “invoice”.



You are here: Order Details [Exception Messages](#)

P.O. Number 123456

Action: Reinvoice Go
[Email This Page](#)

Order Summary ?

Vendor	XYZ Store	Order Date	02/19/2013
Merchant	ABC Company	Status	Closed
P.O. Number	123456	Sub-status	Invoiced
Ship Method	UPS Ground	Sales Div.	ABC Company.com
Customer Order #	09300123456	Requested Ship By Date	02/22/2013
Destination	D2C		

4. This will bring you to the invoice page where you can enter your invoice information. When finished filling in the appropriate fields on this page, click ‘Submit’ in the lower right corner. This will transmit a new invoice message to your retailer.

**If you have any difficult re-invoicing your purchase orders or need additional assistance please don't hesitate to contact us at 518-810-0700 option 2.