

CREATING INVOICES in PAW

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When should you create an invoice in PAW?

Do you have a PO or a contract? If you have a PO, is the supplier a catalog/punch out supplier or not?

If you have a PO and the supplier is a punch out, then the supplier creates the invoice in PAW – we call it a system invoice

Purchase Order • [AMAZON CAPITAL SRVCS INC](#) • J00055062 Revision 0

Status	Summary	Revisions 1	Confirmations	Shipments	Receipts	Invoices 8	Comments	Attachments 1	History
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Records found: 8, Totaling: 1,543.41 USD

Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
JI174052	1CWH-FPT3-JK33	7/25/2025	7/25/2025	Invoice	In Process	16.97 USD	System
JI173926	1Q4M-XM1W-4JXQ	7/24/2025	7/24/2025	Invoice	In Process	16.97 USD	System
JI173659	11L7-VCV1-GJCF	7/21/2025	7/21/2025	Invoice	In Process	104.95 USD	System
JI173510	1C4R-WNQE-MX4F	7/18/2025	7/18/2025	Invoice	In Process	594.00 USD	System
JI173205	1W6H-9VGX-KXD1	7/16/2025	7/16/2025	Invoice	In Process	98.00 USD	System
JI173189	1RP9-1RJD-HHGQ	7/15/2025	7/15/2025	Invoice	In Process	274.55 USD	System
JI173182	1H3P-13VF-LT7C	7/15/2025	7/15/2025	Invoice	In Process	427.98 USD	System
JI173153	1T3Q-VQ76-RXTJ	7/15/2025	7/15/2025	Invoice	In Process	9.99 USD	System

Will indicate
“System”

When should you create an invoice in PAW? Cont.

- Punch out suppliers upload their own system invoices. PAW produces invoice “images,” a generic looking invoice that we send to the State for payment. PAW takes the information that the punch out enters and applies it to the line items of the PO.

Line Match Status **Unmatched** ←

Matching Summary

	Ordered	Received	Net Invoiced
Quantity	2	--	2
Ext. Price	33.94 USD	--	33.94 USD

Related Documents [Show](#)

Contract No.

Commodity Code 4270090 / Components for broadcasting or telecommunications

When you enter the received receipt – quantity receipt in this example, the Received amount will show 2 and the Line Match Status will change to Matched. We then process the invoice for payment.

When should you create an invoice in PAW? Cont.

- If the supplier is not a punch-out or if you are invoicing against a contract, then you must “create” the invoice they give you into PAW.
- Most of the time, the invoice unit price matches the PO unit price. However, we will discuss with you what to do if the invoice contains shipping or the cost is less than the PO line item price.

First – about invoices...

- Do not submit or create an invoice before its invoice date.
- The State of MD will not pay from a quote or a pro forma invoice.
- UMBC cannot pay more than the quoted price on the PO, except shipping charges. If the invoice amount exceeds the quoted price:
Attach written approval from both your department head and Procurement or ask the supplier for an amended invoice!



Please ensure all invoices meet the following requirements to avoid processing delays:

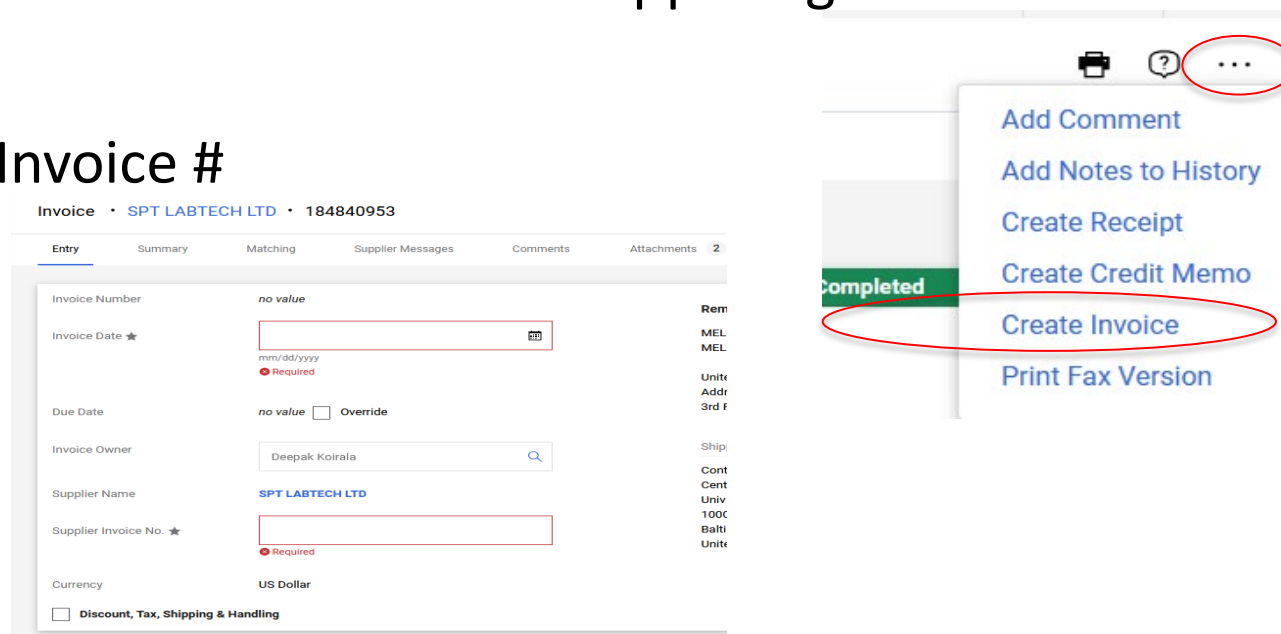
- ✓ Invoices must be billed to UMBC and include our complete address.
- ✓ Invoices must include the supplier's (payee's) name and remit address.
- ✓ The supplier's name and address on the PO must match what is on the invoice and in PAW!!
- ✓ Make sure the Purchase Order (PO) Number or Contract Number is on the invoice.
- ✓ The invoice number, invoice date, and a detailed, itemized description of the goods or services being billed should also appear on the invoice.

How to create an invoice in PAW

- The process starts by clicking the three vertical dots on the upper right

- Enter the Invoice Date and Supplier Invoice #

- Upload a PDF of the invoice
By clicking on the Attachment Tab
and Add Internal Attachment



Invoice • SPT LABTECH LTD • 184840953

Entry Summary Matching Supplier Messages Comments Attachments 2

Invoice Number no value

Invoice Date ★ mm/dd/yyyy Required

Due Date no value ☐ Override

Invoice Owner Deepak Koirala

Supplier Name SPT LABTECH LTD

Supplier Invoice No. ★ Required

Currency US Dollar

☐ Discount, Tax, Shipping & Handling

Rem MEL MEL

Unitx Addr 3rd F

Ship: Cont Cent Univ 100C Balti Unitx

Completed

Add Comment

Add Notes to History

Create Receipt

Create Credit Memo

Create Invoice

Print Fax Version

Invoice • SPT LABTECH LTD • 184840953

How to create an invoice in PAW cont.

- Return to the Entry Tab. If there is shipping added to the invoice, check the Discount, Tax, Shipping & Handling box.
- There should be no Tax or Discount
- Enter the amount of the shipping

4 gadgets @ 20.25	\$81.00
Shipping	2.95
Total invoice	\$83.95

✓ Discount, Tax, Shipping & Handling

Allocation

Sum of All

	Header-level	Sum of lines
Discount	0.00	0.00 USD
Tax 1	0.00	0.00 USD
Tax 2	0.00	0.00 USD
Shipping	2.95	0.00 USD
Handling	0.00	0.00 USD

Supplier Name

SPT LABTECH LTD

Supplier Invoice No. ★

12345667

✖ Required

Currency

US Dollar



Discount, Tax, Shipping & Handling

How to create an invoice in PAW cont.

- If there are multiple line items in the PO, you will be prompted to click for all lines, or to choose individual PO lines.

[click here to add all lines from the PO](#) or [click here to choose individual PO lines.](#)

- If the invoice does not include all line items, be sure and delete those lines not included! Click on the trash can on the right to remove the lines you don't need.

J00055053

Line	Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	✓	1	SODIUM DEOXYCHOLATE BIOXTRA, >= 98.8, SODIUM DEOXYCHOLATE BIOXTRA, >= 98.8	30970-25G	EA	63.60	1	63.60	...
			▲ Fully invoiced						
2	✓	2	HEPARIN SODIUM SALT FROM PORCINE INTEST&, HEPARIN SODIUM SALT FROM PORCINE INTEST&	H3393-10KU	EA	44.40	1	44.40	...
			▲ Fully invoiced						
3	✓	3	TETRAHYDROFURAN, ANHYDROUS, CONTAINS 25%, TETRAHYDROFURAN, ANHYDROUS, CONTAINS 25%	186562-1L	EA	111.30	1	111.30	...
			▲ Fully invoiced						
4	✓	4	DICHLOROMETHANE, ANHYDROUS, >=99.8%, CO&, DICHLOROMETHANE, ANHYDROUS, >=99.8%, CO&	270997-1L	EA	65.45	1	65.45	...
			▲ Fully invoiced						
5	✓	5	BENZYL ETHER, 98%, BENZYL ETHER, 98%	108014-1KG	EA	62.30	1	62.30	...
			▲ Fully invoiced						



PAW will warn you if the items have been invoiced already

2	✓	2	HEPARIN SODIUM SALT FROM PORCINE INTEST&, HEPARIN SODIUM SALT FROM PORCINE INTEST&
			▲ Fully invoiced

How to create an invoice in PAW cont.

Important!! If the invoiced amount is less than the quoted amount on the PO, fill in the unit price box by entering the actual unit price from the invoice. If it matches, you can leave the unit price as is and just enter the quantity in the box.

Example: The item amount on the PO is \$16,889.00. The invoice is for \$16,605.00

We cannot pay for more than the PO price, but we can pay less!

The invoice created in PAW must match the price on the invoice.

4	4150-05822	SwissCi (MRC) 96-well 2-drop UVP sitting drop plates 100pack	1,144.00	4,576.00
6	4150-05700	96-Well clear polystyrene microplate (100/pack)	173.00	1,038.00
1	DELIVERY	Delivery Charge	50.00	50.00
Net Amount				16,605.00
US Sales Tax				0.00
Total Invoice (US Dollar):				16,605.00

Invoice amt
\$16,605.00

Line Match Status	Matched		
Matching Summary			
	Ordered	Received	Net Invoiced
Quantity	1	1	1
Ext. Price	16,889.00 USD	--	16,605.00 USD

PO price
\$16,889.00

How to create an invoice in PAW cont.

1 Line

J00052948

Line	Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	1	Non-Catalog Purchase		LO	16,889.00	0	0.00

PAW will default to the PO unit price, in this case 16,889.00. It will allow you to change the unit price and the quantity. In this example, enter the lower price of \$16,605.00 as the unit price and enter 1 as the quantity. PAW will pick up \$16,605.00 as the invoice amount, which matches the actual invoice.

Records found: 1, Totaling: 16,605.00 USD

Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
J1175222 ↗	I00000000373	6/20/2025	6/20/2025	Invoice	In Process	16,605.00 USD	<div></div>

When done, click on Complete in the upper right

In Summary

In summary, here are the steps:

1. Click on the 3 dots in the upper right.
2. Choose Create Invoice.
3. Enter the invoice date and invoice number.
4. Upload a PDF of the invoice.
5. If there is shipping in addition to the invoice line items, check the shipping box and enter where provided.
6. Eliminate any line items not included by clicking on the trash cans.
7. Enter the unit price if different and the # of units.
8. Click on complete in the upper right corner.
9. Check your work! Click on the invoice tab on the summary page of the PO or contract and see that the total of the invoice created matches the actual invoice total.

Any Questions?

