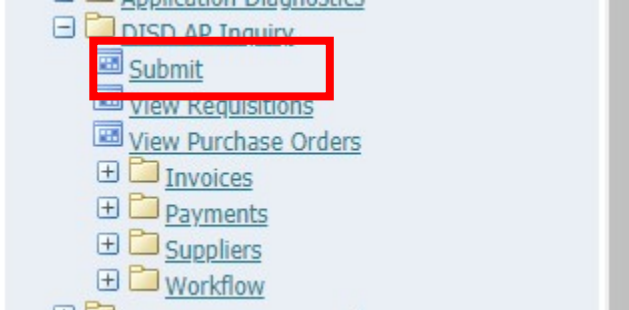


## DISD Generate PDF Invoice

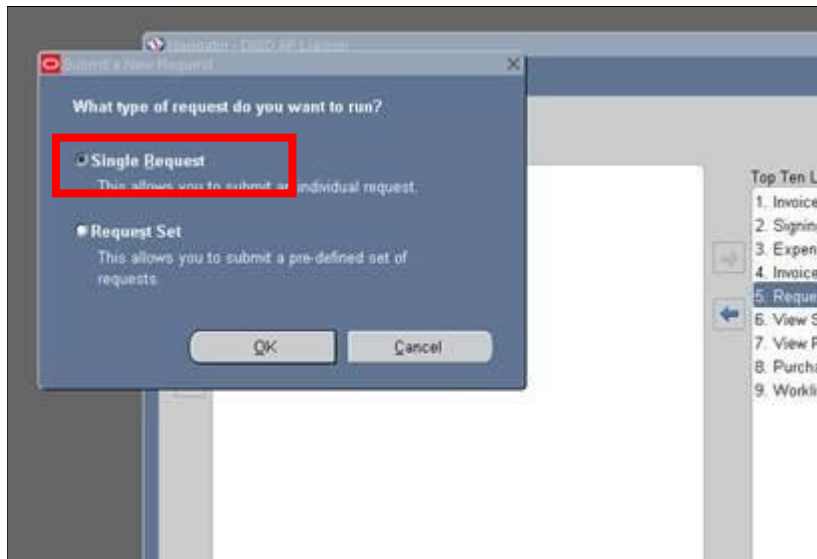
Use this request to create invoice copies of invoices entered by the supplier in iSupplier

### 1. DISD AP Inquiry

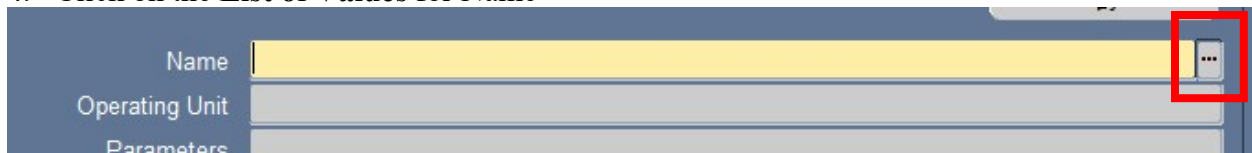
### 2. Submit (If you are inside choose Select Requests-> Submit->Click Open)



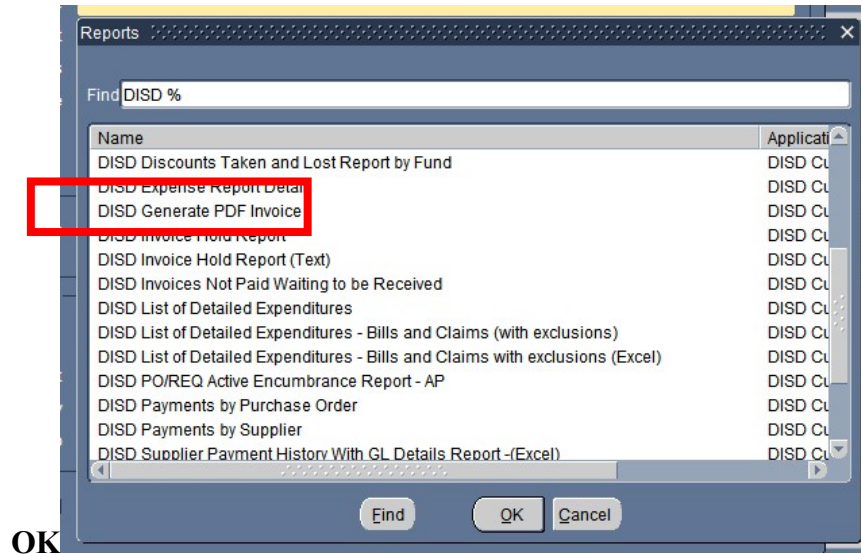
### 3. Select **Single Request** -> OK



### 4. Click on the **List of Values** for Name



5. Select **DISD Generate PDF Invoice** and click



OK

6. Enter the **invoice number** in the **from and to** and click **OK**.

(By not entering the supplier name, you may end up printing invoice for multiple vendors. If you type the supplier name, you risk typing it incorrectly and getting no result.)

The screenshot shows a 'Parameters' dialog box with several input fields. The 'Invoice Number From' field contains '12345' and the 'Invoice Number To' field contains '12345'. Other fields include 'Supplier Name', 'Supplier Number', 'Invoice Date From', 'Invoice Date To', and 'Source'. At the bottom are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

Supplier Name	
Supplier Number	
Invoice Number From	12345
Invoice Number To	12345
Invoice Date From	
Invoice Date To	
Source	

7. Click **Submit**.

Submit Request

Run this Request... Copy...

Name: DISD Generate PDF Invoice

Operating Unit:

Parameters:

Language: American English Language Settings... Debug Options

At these Times... Run the Job: As Soon as Possible Schedule...

Upon Completion...  Save all Output Files  Burst Output

Layout: DISD iSupplier Invoices Options...

Notify:

Print to: noprint Delivery Opts

Help (C) Submit Cancel

You should be back on the Requests page. If not choose **View -> Requests**

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
44786188	DISD Generate PDF Invoice		Pending	Normal	, , 59841, 59841, , ,
44785794	DISD Expense Report Expi		Completed	Normal	loiexp12032019, SelfService, Y
44785782	DISD Expense Report Audi		Completed	Normal	2019/12/02 00:00:00, 2019/12/
44780125	DISD - Employees Not Che		Pending	Scheduled	160515, , 2019/12/03 00:00:00
44779786	Update Income Tax Details		Completed	Normal	, 2019/01/01 00:00:00, 2019/12/
44778787	TB Worker 1 (Open Accour		Completed	Normal	, 2, 5856504, , 44778785, Payal
44778786	Transfer Journal Entries to		Pending	Scheduled	200, 200, Y, 2, , 2019/12/21 00
44778785	Open Account Balances D		Completed	Normal	, 2, 5856504, , , Payables,
44778783	Journal Import		Completed	Normal	3183434, -602, N, , , N, N, Y
44778772	DISD Invoice Hold Report		Pending	Scheduled	, , , , , , , , , , , , , ,

Hgld Request View Details... View Output

Cancel Request Diagnostics View Log...

8. **Refresh Data** until the pending turns to completed.

9. **View Output**