

Login to the Dallas ISD Portal

[http://disdops.dallasisd.org/OA\\_HTML/AppsLocalLogin.jsp](http://disdops.dallasisd.org/OA_HTML/AppsLocalLogin.jsp)

Expand **DISD iSupplier** User by clicking on the + sign

Select **Transaction Inquiry**

Select the **Finance** tab

Navigate to the right side of the screen and select **Go** next to **'Create Invoice with a PO'**

Enter the PO number in the **Purchase Order Number** Field and then Press **Go**

Select the lines to be credited by placing a check mark in the square box in front of each line.

Select **Next** button

Key in an invoice number in the **Invoice Number** field.

For **Invoice Type**, you must select **Credit Memo**

Enter the **Quantity** you are crediting for each line (the quantity should be a negative value)

Select **Next** button

Select **Submit** button

Finished!

**DALLAS ISD** EBSDEV iSupplier Portal

Home Orders Shipments Finance Navigator Favorites Home Logout Preferences

Create Invoices View Invoices View Payments

Create Invoice: Details Purchase Orders Details Manage Tax Review and Submit

\* Indicates required field

Supplier

\* Supplier **PRACTICAL PARENT EDUCATION LLC**  
Tax Payer ID **61-1568227**  
\* Remit To **INC202671**  
Address **2300 W WHITE AVE SUITE 102 MCKINNEY TX 75071**  
Remit To Bank Account

Invoice

\* Invoice Number **1234**  
\* Invoice Date **01-Apr-2020**  
Invoice Type **Credit Memo**  
Currency **USD**  
Invoice Description

Customer

\* Customer Tax Payer ID **SYS11977**  
Customer Name **DISD**  
Address **9400 NORTH CENTRAL EXPRESSWAY Dallas 75231 US**

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
781201	1	1		Registration fee for Parent Engagement; Raaleen Herrera, April 27-28, 2020, Northlake, TX		819-FAM & COMM ENGMT		-1	1000	Each	-1000
781201	2	1		Registration fee for Parent Engagement; Stephanie I. Puentes Ponce		819-FAM & COMM ENGMT		-1	1000	Each	-1000
781201	3	1		Registration fee for Parent Engagement; Patricia Hudson		819-FAM & COMM ENGMT		-1	1000	Each	-1000

Cancel Back Step 2 of 4 Next

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