From the left margin of Xavier Buy, access Document Search:

Click on 'my purchase orders' to find the Standing Order you wish to process an invoice for.

Click on the PO No for the Standing Order you wish to process an invoice for.
Creating a Cost Receipt:

Choose **Create Cost Receipt** from **Available Actions** dropdown menu, click **Go**.

**A**

Scroll to bottom of page and enter invoice amount in the **Cost** field.

**B**

Click **Complete**.

**C**

Make sure the PO number is on the invoice and send it to Accounts Payable, ML 4531.