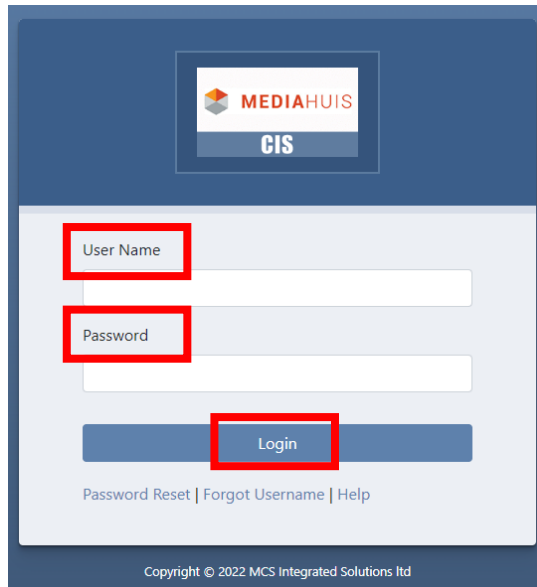
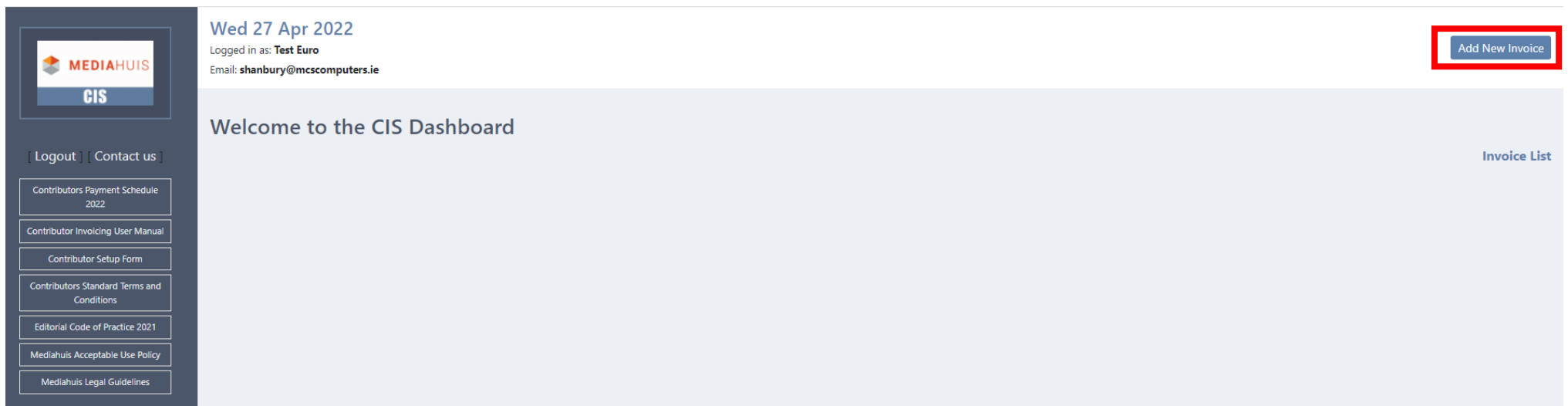


## Adding New Invoice in CIS

Open the CIS system from the address <https://contributors.mediahuis.ie/login/> Enter User Name & Password. Click Login



Click Add New Invoice



Select Contract – Publication – Department – Approver – VAT Reg. (if Yes Enter VAT No.) – Click Add Invoice Item

**CIS - Invoices**

**Contract** **Publication** **Department** **Approver**

Select Contract Select Contract First Select Select

Account No. Currency VAT Reg. VAT No.

A55 Euro Yes

**Add Invoice item**

Article Description	Ordered By	Publish Date	Net Amount	...	...
---------------------	------------	--------------	------------	-----	-----

Preview Invoice Save & Submit Invoice Invoice List | Clear Invoice

Add Invoice Item - Complete All Fields – Click Save

**Add Invoice Item** ✕

**Article Description**

**Ordered By**

**Publish Date**

**Net Amount**

Save

**Add Invoice Item** ✕

Article Description

Test

Ordered By

SH

Publish Date

27-04-2022

Net Amount

58.78

**Save**

## Option to Edit or Delete existing item, Clear Invoice or Add another Invoice Item

**CIS - Invoices**

Contract: INM | Publication: Sports Dept | Department: City/Country Corrs | Approver: Aidan O Hara

Account No.: A55 | Currency: Euro | VAT Reg.: No

[Add Invoice item](#)

Article Description	Ordered By	Publish Date	Net Amount	...	...
Test	SH	27/04/2022	58.78	<a href="#">Edit</a>	<a href="#">Delete</a>

[Preview Invoice](#) | [Save & Submit Invoice](#) | [Clear Invoice](#)

## Preview Invoice

Article Description	Ordered By	Publish Date	Net Amount	...	...
Test	SH	27/04/2022	58.78	<a href="#">Edit</a>	<a href="#">Delete</a>

**Preview Invoice**

**Invoice**

**Invoice From:** Test Euro Contrib 1  
A55  
**VAT No:**

**Invoice To:** INM  
Sports Dept  
City/Country Corrs  
Aidan O Hara

**Invoice No:** 27/04/2022  
**Invoice date:** 27/04/2022

Article Description / Headline	Pub Date	Ordered by	Net Amount
Test	27/04/2022	SH	58.78
		<b>Currency</b>	<b>Euro</b>
		<b>NET</b>	58.78
		<b>VAT</b>	0.00
		<b>Total</b>	58.78

[Hide Invoice Preview](#) | [Save & Submit Invoice](#) | [Clear Invoice](#)

# Save & Submit Invoice

## Invoice

[Invoice List](#)

**Invoice From:**

Test Euro Contrib 1  
A55

**VAT No:**

**Invoice To:**

INM  
Sports Dept  
City/Country Corrs  
Aidan O Hara

**Invoice No:**

1445

**Invoice date:**

27/04/2022

Article Description / Headline	Pub Date	Ordered by	Net Amount
Test	27/04/2022	SH	58.78

<b>Currency</b>	<b>Euro</b>
<b>NET</b>	58.78
<b>VAT</b>	0.00
<b>Total</b>	58.78

## Option to View Invoice List – Display all Invoices previously submitted

**CIS - Invoices**

Contract:  Publication:  Department:  Approver:

Account No.:  Currency:  VAT Reg.:

Article Description	Ordered By	Publish Date	Net Amount	...	...
---------------------	------------	--------------	------------	-----	-----

## Display Status of Approved, Unapproved or Rejected

[View All](#) | [Back](#) | [Export to Excel](#)

Invoice Number	Status	Contributor	Department	Invoice Date	Net	VAT	Total	
1445	Unapproved	Test Euro Contrib 1	City/Country Corrs	27/04/2022	58.78	0.00	58.78	<a href="#">View</a>
1444	Approved	Test Euro Contrib 1	DRO Notes	26/04/2022	200.00	0.00	200.00	<a href="#">View</a>
1443	Approved	Test Euro Contrib 1	DRO Notes	26/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1442	Unapproved	Test Euro Contrib 1	DRO Notes	26/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1441	Unapproved	Test Euro Contrib 1	DRO Notes	26/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1433	Unapproved	Test Euro Contrib 1	CF Features Contributor	25/04/2022	50.00	0.00	50.00	<a href="#">View</a>
1432	Unapproved	Test Euro Contrib 1	Golf Supplement	25/04/2022	310.00	0.00	310.00	<a href="#">View</a>
1431	Approved	Test Euro Contrib 1	DRO Notes	25/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1430	Approved	Test Euro Contrib 1	DRO Notes	25/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1420	Rejected	Test Euro Contrib 1	DRO Notes	25/04/2022	300.00	69.00	369.00	<a href="#">View</a>
1419	Rejected	Test Euro Contrib 1	DRO Notes	22/04/2022	100.00	0.00	100.00	<a href="#">View</a>
1418	Unapproved	Test Euro Contrib 1	II Features	22/04/2022	50.00	0.00	50.00	<a href="#">View</a>
1415	Rejected	Test Euro Contrib 1	DRO Notes	22/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1414	Unapproved	Test Euro Contrib 1	DRO Notes	22/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1413	Unapproved	Test Euro Contrib 1	DRO Notes	22/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1412	Unapproved	Test Euro Contrib 1	DRO Notes	22/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1411	Unapproved	Test Euro Contrib 1	DRO Notes	22/04/2022	100.00	23.00	123.00	<a href="#">View</a>
1410	Unapproved	Test Euro Contrib 1	DRO Notes	22/04/2022	100.00	0.00	100.00	<a href="#">View</a>