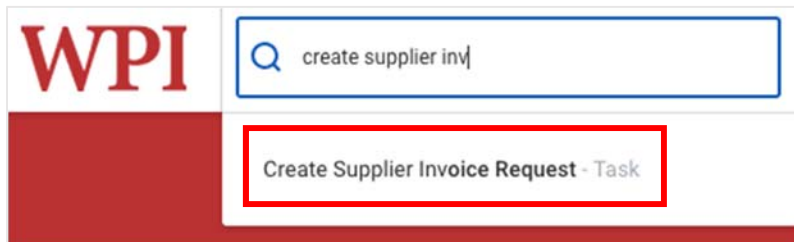







Pay an Invoice without a Purchase Order/Requisition

The process to pay a supplier without a purchase order or requisition is not located in the *Purchases* worklet. Instead, search for *Create Supplier Invoice Request*. As you type, the option will appear; select it.



1. Fill out the *Primary Information*

Primary Information	
Invoice Date	* 07 / 02 / 2018 
Invoice Received Date	07 / 09 / 2018 
Company	* <input type="text" value="Worcester Polytechnic Institute - WPI"/> 
Supplier	* <input type="text" value="MP Biomedicals, LLC."/> 
Remit-To Connection	(empty)
Currency	* <input type="text" value="USD"/> 
Control Total Amount	<input type="text" value="0.00"/>
Supplier's Invoice Number	<input type="text" value="423423-098"/>

Invoice Date = date of the invoice

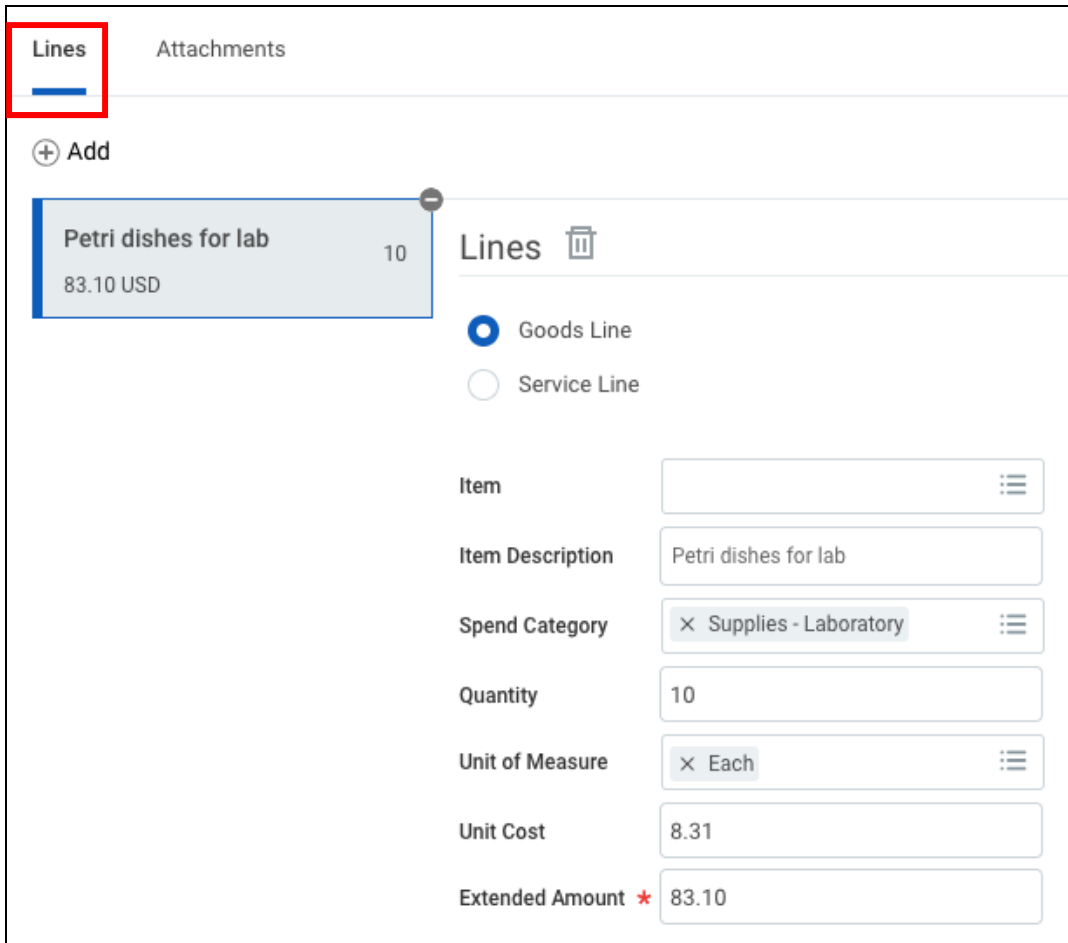
Invoice Received Date = date invoice received

Company = WPI

Supplier = vendor name, which you can search for by typing part of the name. For example, for *MP Biomedicals, LLC*, you can type *biomedical* then click *Enter* on your keyboard

Supplier Invoice Number = invoice number

2. Scroll down to the *Lines* tab.



The screenshot shows a software interface for adding a purchase line. At the top, there are two tabs: "Lines" (which is selected and highlighted with a red box) and "Attachments". Below the tabs is a "+ Add" button. A summary card displays "Petri dishes for lab" with a quantity of 10 and a total of 83.10 USD. The main form is titled "Lines" and includes a trash icon. It has two radio buttons: "Goods Line" (selected) and "Service Line". Below these are several input fields: "Item" (empty), "Item Description" (filled with "Petri dishes for lab"), "Spend Category" (filled with "Supplies - Laboratory"), "Quantity" (10), "Unit of Measure" (filled with "Each"), "Unit Cost" (8.31), and "Extended Amount" (83.10, marked with a red asterisk).

Choose whether the purchase was for *Goods* or *Services*. Goods will ask you for units of the purchase.

Fill in the *Item Description*, which is a free-text description of the purchase.

Select the *Spend Category*. You can use the menus to find the best category, or type part of a known category (example: supplies) and choose one.

If you have chosen *Goods*, fill in the *Quantity*, *Unit of Measure*, and *Unit Cost*, which will calculate the *Extended Amount*.

3. Notice that you can add additional lines, if they are part of the same invoice. A *Services* line looks like this:

Lines Attachments

+ Add

Click here to sort

Consulting on petri dish use	2.12 USD
Petri dishes for lab	10 83.10 USD

Lines

Goods Line

Service Line

Item:

Item Description: Consulting on petri dish use

Spend Category:

Quantity: 0

Unit Cost: 0.00

Extended Amount * 2.12

- Click the *Attachments* tab and add an electronic copy of the invoice and any other supporting documents

Lines **Attachments**

Attachments

Drop files here

or

Select files

- Click **Submit**, or **Save for Later**, or **Cancel**.

Submit Save for Later Cancel

Edit, Cancel, or Copy a Supplier Invoice Request

If the request has not been processed, you can change it.

1. Find your Supplier Invoice Requests by searching for *My Supplier Invoice Requests*. You can search for a particular one, or click **OK** to see them all.

My Supplier Invoice Requests

Supplier

Supplier's Invoice Number

Request Number

Request Status

Invoice Date On or After

Invoice Date On or Before

Due Date On or After



Due Date On or Before

Approved By Workers

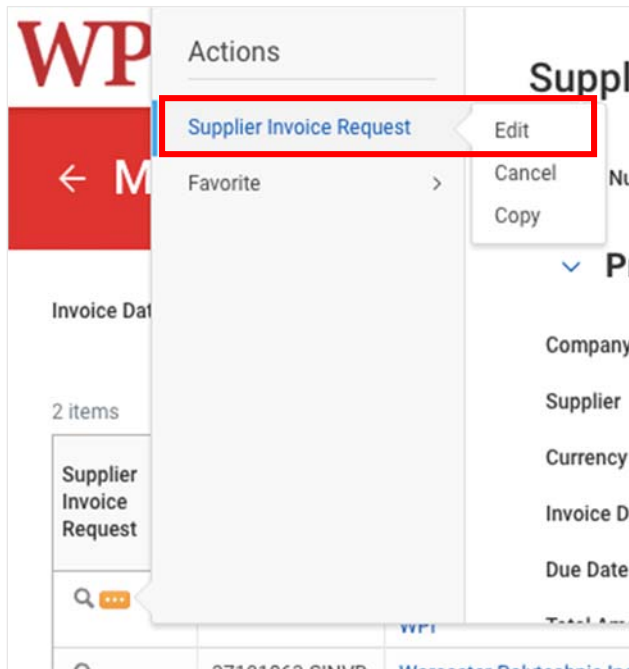
OK Cancel

2. You can filter the results by clicking a column header.

2 items

Supplier Invoice Request	Request Number	Company	Request Status	Supplier
	27181062-SINVR	Worcester Polytechnic Institute - WPI	In Progress	The Bell/Sir Companies
	27181063-SINVR	Worcester Polytechnic Institute - WPI	In Progress	TL Test Sup

3. Mouse to the right of the *Supplier Invoice Request* magnifying glass, select the **Related Actions** button, then choose *Supplier Invoice Request > Change*. Notice that you can also *Cancel* or *Copy* the request.



4. Make edits, then click **Submit**.