

Step-by-Step Instructions for Approving an Invoice

1

- ▲ If receiving is not required on the Purchase Requisition, the Requester will need to approve the Supplier's invoice.
- ▲ You will receive an email notification when you have an invoice to either confirm or reject in Ohio|Buys.

Log in to Ohio|Buys. The My Pending Validations window on the Ohio|Buys homepage shows your most recent tasks that are awaiting your review. Click on the **Object hyperlink** for any tasks that have an Action of *Approval in Progress* to quickly view and take action on any invoices.

2

- In the Invoice Header box, review the information to ensure it is accurate (i.e., Supplier Invoice Number, Invoice Date, Supplier) and take note of any comments & attachments.
- In the Invoiced box, review the information to ensure it is accurate (i.e., name of the item(s) invoiced, quantity of items, cost of items).

Invoice INV000062 - 688.950 - Approval in Progress - SUPPLYWORKS

← Previous Next → Reject Approve

B

Invoice header

Supplier Invoice Number * Currency USD

Invoice Date 5/13/2020

Supplier LASER CARTRIDGE EXPRESS Contact LANCASTER KATLIN

Organization * BWC 600250 UNDERWRITING & PREMIUM AUDIT CIRCO Last Receipt Date *

Comments

Attachment ⓘ

Click or Drag to add files

Payment Information

Payment Terms Net 30 Due Date

Payment Type Payment Date

Supplier Location

Invoice Links

Order ID PO00006573 - Re

Linked Invoice

A

Invoiced

0 Selected Delete Selected Items Apply Selected Taxes Apply Default Taxes Add All PR/Order Items

Item Name	Due	QTY	UOM	Unit Price	Amount (Excl. Tax)	Total Amount	Commodity
HP C2P05AN #62XL BLACK (OEM)		6,000	Each	39.950	239.700	239.700	44103100 - Printer and facsimile and photocopier supplies
		1,000	Each				

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3

The screenshot shows a web interface for managing invoices. At the top, there are three buttons: 'Save', 'Create Receipt', and 'Other Actions'. Below these is a section titled 'Invoice Links' with two dropdown menus: 'Order' (containing 'PO00005512 - 300SS20200221LighthouseS...') and 'Linked Invoice'. To the right is a section titled 'Scanned Invoice' which is highlighted with a red border. It contains a button that says 'Click or Drag to add a file' and a file entry with a red 'x' icon and the name 'S-5.03 Ohio Buys Create an Invoi'.

Under the Scanned Invoice section, the Supplier's invoice should be attached. Open the document to see the details of the original invoice and reconcile the information with what was entered into Ohio|Buys.

4 You can either reject or approve the invoice:

- a) If you want to reject the invoice for the invoiced item(s), click **Reject**.
 - ▲ If you click Reject, a pop-up appears where you must indicate your reason. The associated Supplier will receive a notification regarding your rejection, including your reason.
- b) If you want to approve the invoice for your selected item(s), click **Approve**.
 - ▲ The invoice is approved and it is sent to OAKS for processing and payment.