

Step-by-Step Instructions for Approving an Invoice

1

▲ When a Supplier creates an invoice in Ohio|Buys, it is sent over to OAKS for processing after it has been approved by the associated Requester. All of the line item and chartfield information will be visible directly in OAKS. However; any Supplier entered comments and attachments are only visible in Ohio|Buys.

Log in to Ohio|Buys. From the Main Menu Navigation Bar, click **Invoicing** and then select **Browse Invoices** from the drop-down menu.

2

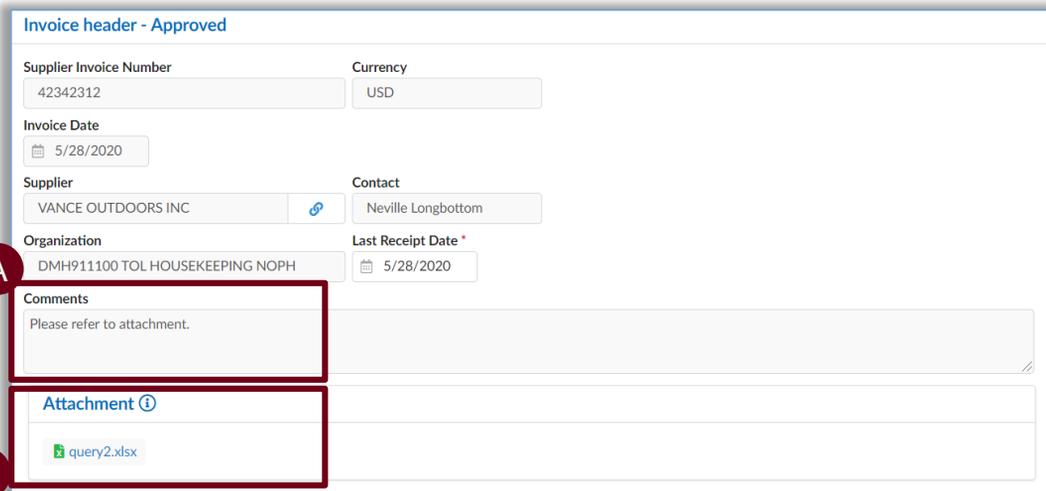
The **Keywords** field can be used to search for the Supplier's invoice number. Type the number into this field and click the **Search** button.

A blue rectangular button with a white magnifying glass icon and the text "Search".

To search for invoices using the Supplier's name, select the **Advanced Search** () icon on the left-hand side of the screen and enter and select the Supplier's name in the **Supplier** field then select the **Search** button.

Click the **Pencil** () icon next to the invoice to review the invoice.

3

A screenshot of the "Invoice header - Approved" form. The form contains several fields: "Supplier Invoice Number" (42342312), "Currency" (USD), "Invoice Date" (5/28/2020), "Supplier" (VANCE OUTDOORS INC), "Contact" (Neville Longbottom), "Organization" (DMH911100 TOL HOUSEKEEPING NOPH), and "Last Receipt Date" (5/28/2020). There is a "Comments" field with the text "Please refer to attachment." and an "Attachment" section with a file named "query2.xlsx". Red boxes labeled "A" and "B" highlight the "Comments" and "Attachment" sections respectively.

The information in the fields on the invoice won't be editable and will be read only.

- The **Comments** field can be found on the invoice header and contains information entered by the Supplier.
- The **Attachment** section contains supplemental documents to support the information in the invoice. This section does not contain a copy of the invoice itself.

Step-by-Step Instructions for Approving an Invoice

3

- c) The **Scanned Invoice** section contains a copy of the actual invoice. If the document is a PDF, it will render a preview directly on the page so that the file does not need to be downloaded. To download and open, click the name of the file.