How to Approve an Invoice

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. a) In the Invoice Header box, review the information to ensure it is accurate (e.g., Supplier Invoice Number, Invoice Date, Supplier).
   b) In the Invoiced box, review the information to ensure it is accurate (e.g., name of the item(s) invoiced, quantity of items, cost of items).

3. 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.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).