

A GFA approver is required to approve any invoice greater than or equal to \$50,000.00. GFA Approval is also required if "Hold for Invoice Approval" is selected in the Billing Options when placing the order.

1. The GFA approvers will receive an email notification to inform them of the need to approve an invoice.

Details about the order are provided in the email, including the:

1. Activity or project number,
2. Invoice number,
3. Invoice amount,
4. PO number, and
5. Product Description.

**Acct Dist Shortcut: 05956 (1) PHYSICAL PLANT STANDING ORDERS): (All Values) Approval Request for Invoice# V0064983**

Dear MICHELE THOMAS, (2)

The Invoice listed below has been submitted for your approval.

**Summary**

Folder: Acct Dist Shortcut: 05956 (PHYSICAL PLANT STANDING ORDERS): (All Values)  
Invoice Owner: MICHELE THOMAS  
Invoice No.: V0064983  
No. of line items: 1

**Total: 18,304.00 USD (3)**

**Details**

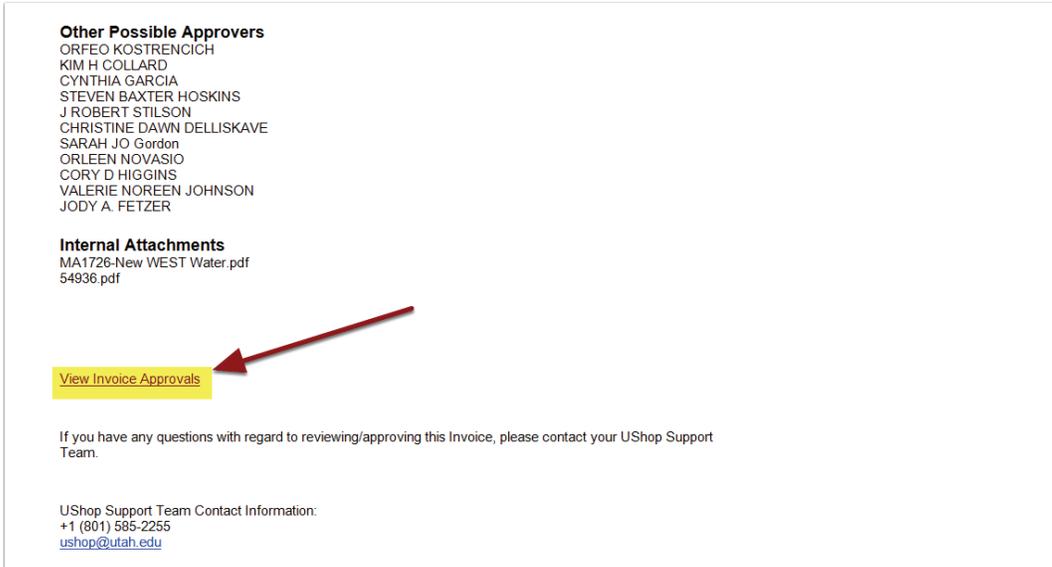
**PO Renewal Form**  
Form Type: PO Renewal

**Item 1 PO Number: U000016332 (4)**

Description: MA 1726 order for water treatment services and chemicals as per specifications of RFP W112604 (5)  
Service Start Date: 7/1/2016  
Service End Date: 6/30/2017  
Supplier: WATER AND ENERGY SYSTEMS TECH

2. Near the bottom of the email you will find a link to View Invoice Approvals.

This link will take you into UShop to approve the invoice for payment.



3. In UShop you will find the invoices needing approval grouped in folders according to the "Acct Dist Shortcut", or the activity/project number used.

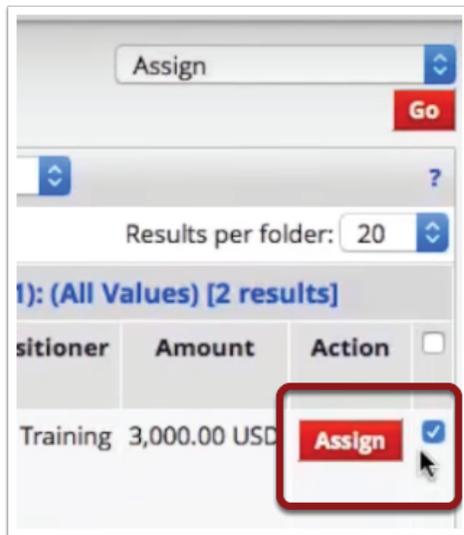
In the example below, you can see that:

1. The invoice numbers and,
2. PO numbers are the same in both folders, or lines. There are two separate lines because,
3. Two different activity numbers were used on this order. They may both be approved by a single individual with GFA on both activities, or by two separate individuals, each with GFA on a single activity.

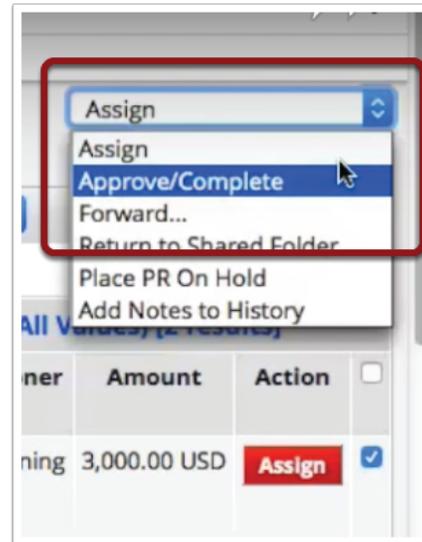
Invoice No.	Supplier Invoice No.	Supplier Name	Assigned Approver	Invoice date	PO No.	Match Status	Amount	Action
V0065291	IE9004538	CONVERGEONE INC	Not Assigned	1/19/2017 9:05 AM	U000028855	Matched	232,566.40 USD	Assign
Due Date: 12/28/2016 Invoice Name: 2017-01-19 u0665692 01 Type: PO Invoice Invoice Source: Manual								
No. of Lines: 29 Folders: 0 Days in folder [Acct Dist Shortcut: 05187 (TELECOMMUNICATIONS R & R); (All Values) ] 0 Days in folder [Acct Dist Shortcut: 12236 (WIRELESS OPERATING); (All Values) ]								
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4. You may approve the Invoice while it is still in a folder:

1. Check the Assign box on the far right end of the line.



2. Open the dropdown menu of Available Actions and select Approve/Complete.



5. Or, you may open the Invoice and approve it there:

1. Click on the Invoice number to open the document.

Invoice No.	Supplier Invoice No.	Supplier Name	Assigned Approver	
<b>V0065291</b>	IE9004538	CONVERGEONE INC	Not Assigned	1/19/2017
Due Date	12/28/2016			No. c
Invoice Name	2017-01-19 u0665692 01			Folder
Type	PO Invoice			
Invoice Source:	Manual			

2. When you have opened the Invoice, click on the Available Actions drop down menu, and select Approve/complete. Click Go.

