

LPOs are now POs

Sending invoices to AP

Invoice Approvals

LPOs are now POs

- What was the LPO anyway?
 - LPOs were purchase orders generated by departments without additional intervention by AP or Purchasing.

LPOs are now POs

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LPOs are now POs

- What was the LPO anyway?
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 - LPOs were paper forms that were typically delivered in person.
 - LPOs allowed people without PCards to make small purchases at local retailers.

LPOs are now POs

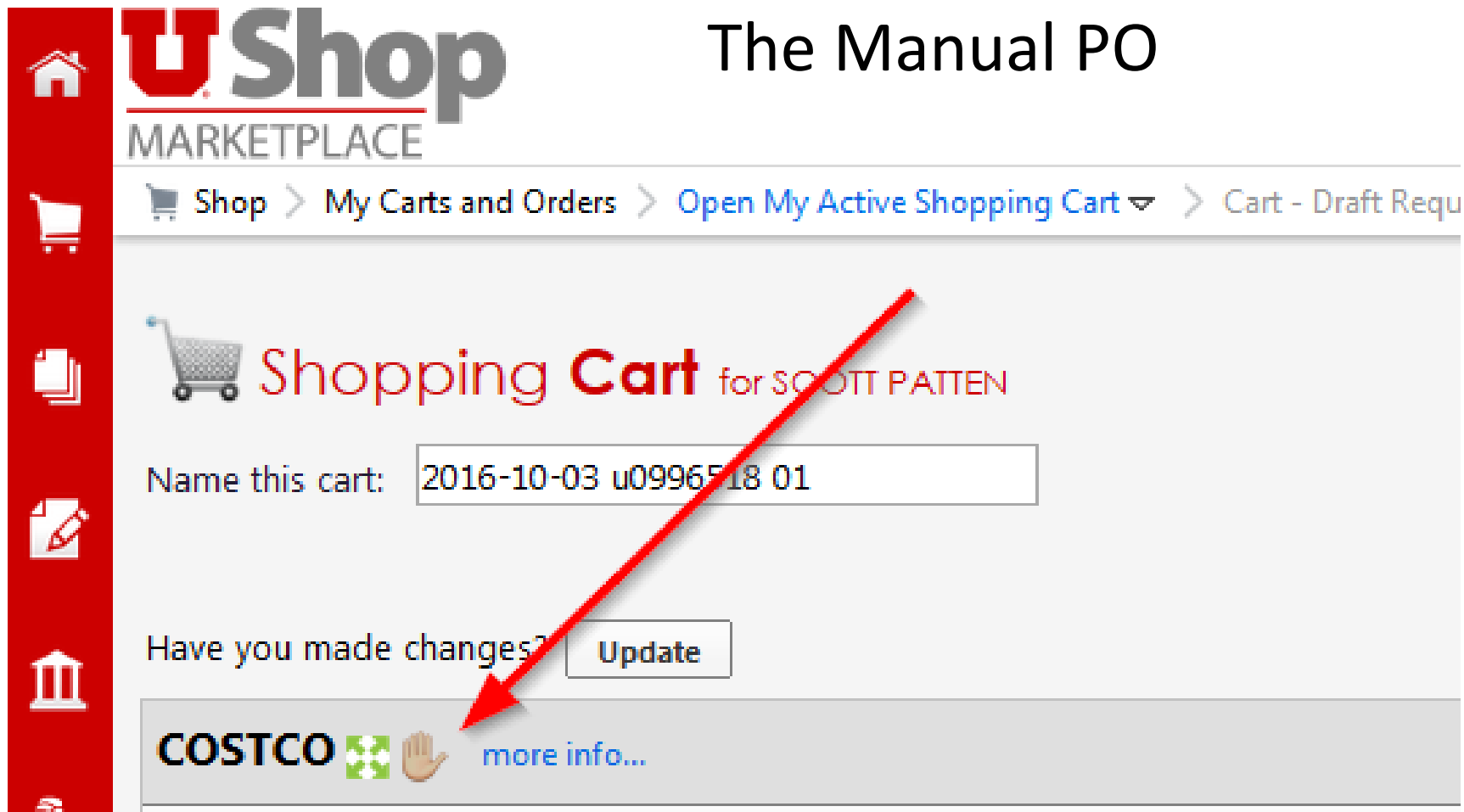
- What was the LPO anyway?
 - LPOs were purchase orders generated by departments without additional intervention by AP or Purchasing.
 - LPOs were paper forms that were typically delivered in person.
 - LPOs allowed people without PCards to make small purchases at local retailers.
 - Some departments used receipts as “invoices” against their LPOs.

LPOs are now POs

- What do we use today?
 - Just plain UShop POs
 - Manual Distribution POs
 - Print & Carry POs


LPOs are now POs

The Manual PO





UShop
MARKETPLACE

Shop > My Carts and Orders > [Open My Active Shopping Cart](#) ▾ > Cart - Draft Requ

 **Shopping Cart** for SCOTT PATTEN

Name this cart:

Have you made changes?

COSTCO   [more info...](#)



Buyer:

UNIVERSITY OF UTAH
(An Equal Opportunity Employer)

PURCHASING DEPARTMENT
1901 E. South Campus Dr. Rm 151
Salt Lake City UT 84112-9351 USA
Tel: (801) 581-7241
Fax: (801) 581-8609

Federal Tax ID: 87-6000525
State of Utah Sales Tax Exemption: 11874443-002-STC
Utah Charitable Tax Exemption: N21318

| University of Utah | | |
|--|------------------|--------------|
| Purchase Order Date | PO/Reference No. | Revision No. |
| Sep 8, 2016 | U0000 | 0 |
| For general questions concerning this purchase order, please contact the University of Utah Purchasing Department as shown herein. | | |
| For specific questions concerning purchase order items or delivery, please contact: | | |
| Name | Email | |
| | | |
| Order Confirmation/Purchase Receipt | | |
| Please acknowledge receipt of this order by supplying cost and date of shipment to the user listed above. | | |
| Authorized Signature | | |
| Director of Purchasing: Glendon Mitchell | | |
| <i>Glendon Mitchell</i> | | |

Order acceptance instructions:

University of Utah Terms & Conditions of Purchase may be viewed at the following link: http://fbs.admin.utah.edu/purchasing/supplier/po_terms

| Vendor Information | Delivery Information |
|---|--|
| Seller: Vendor Name: COSTCO F.O.B. Requested Delivery Date Quote number | Delivery Address ATTN: SALT LAKE CITY, UT 84112 United States ShipTo Address Code: 0350002720 |
| Invoice Instructions | Billing Address |
| 1. Email or fax invoices to University of Utah Accounts Payable at: a. Email: ap@admin.utah.edu b. Fax: 801-585-6443 2. Include PO Number on all shipments, invoices, and other correspondence. 3. Invoice must state whether Seller is incorporated, and must contain Seller's Federal Tax ID number. 4. Bills of Lading must accompany the invoices of all freight shipments. 5. For purchase order payment information, call Accounts Payable at 801-581-6976. | ACCOUNTS PAYABLE 201 PRESIDENTS CIR RM 145 SALT LAKE CITY, UT 84112-9003 United States |

| Line No. | Product Description | Catalog No. | Size / Packaging | Unit Price | Quantity | Ext. Price |
|----------|---------------------|-------------|------------------|------------|----------|------------|
|----------|---------------------|-------------|------------------|------------|----------|------------|



Manual Distribution

- No reliable address or contact has been provided for sending POs
- Reasons for Manual Distribution configuration include:
 - No response from supplier regarding contact information
 - Multiple salespeople servicing the U
 - Supplier does not have means of receiving electronic POs
 - Supplier requires orders to be agreed upon in-person

LPOs are now POs



Hello NICOLE CHELESTE CALDWELL:

UNITED HEALTHCARE INSURANCE COMPANY is a Manual Distribution supplier.

Purchase order U000025682 has been generated but it WAS NOT sent to UNITED HEALTHCARE INSURANCE COMPANY. You will need to send this order to **UNITED HEALTHCARE INSURANCE COMPANY**.

To generate a PDF version of your purchase order:

- Log into UShop
- Locate purchase order U000025682
- Select the drop down menu titled "Document Actions" and click Print Fax Version
- Email the PDF of your purchase order. You can also print it and hand it, or fax it, to your supplier.

More detailed instructions are available [here](#).

Please contact the UShop team if you have any questions.

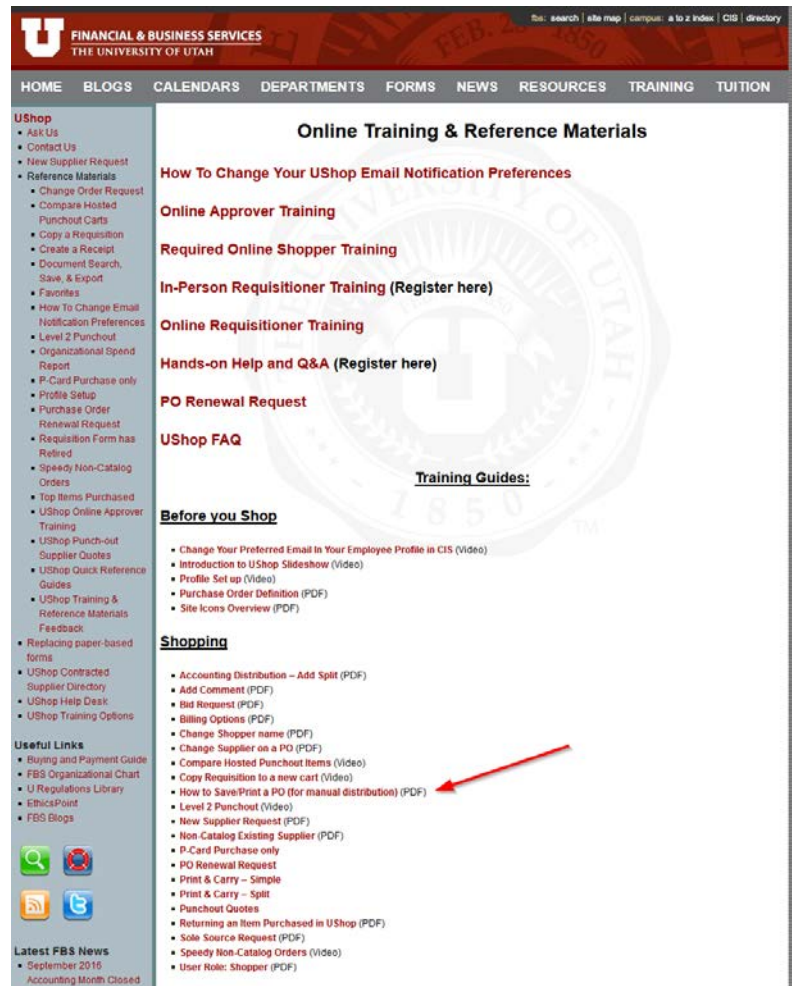
Purchasing - 801-581-7241, UShop Team - UShop@utah.edu or UShop HelpDesk - 5-CALL (5-2255)

Additional Information

Why didn't UShop send my PO to UNITED HEALTHCARE INSURANCE COMPANY?

A major feature provided by UShop is reliable electronic distribution of purchase orders. For a variety of reasons, however, electronic distribution is sometimes not available. When a supplier

LPOs are now POs



The screenshot shows the Financial & Business Services website for The University of Utah. The page is titled "Online Training & Reference Materials" and features a navigation menu with links for Home, Blogs, Calendars, Departments, Forms, News, Resources, Training, and Tuition. A sidebar on the left contains a "UShop" menu with various options like "Ask Us", "Reference Materials", and "Useful Links". The main content area lists several training topics, including "How To Change Your UShop Email Notification Preferences", "Online Approver Training", "Required Online Shopper Training", "In-Person Requisitioner Training (Register here)", "Online Requisitioner Training", "Hands-on Help and Q&A (Register here)", "PO Renewal Request", and "UShop FAQ". Under the "UShop FAQ" section, there is a "Training Guides:" heading followed by a "Before you Shop" section with a list of links. A red arrow points to the link "How to Save/Print a PO (for manual distribution) (PDF)" in the "Shopping" section.

FINANCIAL & BUSINESS SERVICES
THE UNIVERSITY OF UTAH

Home | Blogs | Calendars | Departments | Forms | News | Resources | Training | Tuition

UShop

- Ask Us
- Contact Us
- New Supplier Request
- Reference Materials
 - Change Order Request
 - Compare Hosted Punchout Carts
 - Copy a Requisition
 - Create a Receipt
 - Document Search, Save, & Export
 - Favorites
 - How To Change Email Notification Preferences
 - Level 2 Punchout
 - Organizational Spend Report
 - P-Card Purchase only
 - Profile Setup
 - Purchase Order Renewal Request
 - Requisition Form has Retired
 - Speedy Non-Catalog Orders
 - Top Items Purchased
 - UShop Online Approver Training
 - UShop Punch-out Supplier Quotes
 - UShop Quick Reference Guides
 - UShop Training & Reference Materials Feedback
 - Replacing paper-based forms
 - UShop Contracted Supplier Directory
 - UShop Help Desk
 - UShop Training Options
- Useful Links
 - Buying and Payment Guide
 - FBS Organizational Chart
 - U Regulations Library
 - EthicsPoint
 - FBS Blogs

Online Training & Reference Materials

How To Change Your UShop Email Notification Preferences

Online Approver Training

Required Online Shopper Training

In-Person Requisitioner Training (Register here)

Online Requisitioner Training

Hands-on Help and Q&A (Register here)

PO Renewal Request

UShop FAQ

Training Guides:

Before you Shop

- Change Your Preferred Email In Your Employee Profile in CIS (Video)
- Introduction to UShop Slideshow (Video)
- Profile Set up (Video)
- Purchase Order Definition (PDF)
- Site Icons Overview (PDF)

Shopping

- Accounting Distribution – Add Split (PDF)
- Add Comment (PDF)
- Bid Request (PDF)
- Billing Options (PDF)
- Change Shopper name (PDF)
- Change Supplier on a PO (PDF)
- Compare Hosted Punchout Items (Video)
- Copy Requisition to a new cart (Video)
- How to Save/Print a PO (for manual distribution) (PDF)
- Level 2 Punchout (Video)
- New Supplier Request (PDF)
- Non-Catalog Existing Supplier (PDF)
- P-Card Purchase only
- PO Renewal Request
- Print & Carry – Simple
- Print & Carry – Split
- Punchout Quotes
- Returning an Item Purchased in UShop (PDF)
- Sole Source Request (PDF)
- Speedy Non-Catalog Orders (Video)
- User Role: Shopper (PDF)

LPOs are now POs

















So what is a Print & Carry PO?




LPOs are now POs

[Home](#) | [Resources](#) | [Forms](#) | [Print](#) | [Catalog](#) | [Quick Order](#) | [Quick Order](#) | [UPOs](#) | [Supplier](#) | [Management](#) | [Contact Us](#)



▼ Visit these Supplier Websites to access Punch-Out Catalogs with Contract Pricing ?

| | | | | | |
|---|---|--|--|---|---|
|  Dell Computers |  Computers, Accessories |  Lab and Research Supplies |  Computers, Accessories |  Maintenance, Repair, Operation |  Medical Supplies |
|  HP Computers |  Medical Supplies |  Research, Radioactives |  Biotechnology |  Computer Software |  Chemicals & Research |
|  Office Supplies, Furniture |  Audio Visual |  Lab and Research Supplies |  Janitorial Supplies | | |






▼ Hosted Catalogs with Contract Pricing ?

| |
|--|
|  Advantage VWR |
|--|


▼ Visit these Supplier Websites to access Punch-Out Catalogs with Contract Pricing (up to \$5,000) ?

| | |
|---|---|
|  Amazon.com |  Audio Visual |
|---|---|




▼ uPurchases: Use these forms to place an order with a supplier ?

| | | | | |
|--|--|---|---|---|
|  Order items not in a catalog |  Print & Carry PO Request |  Request changes to a PO |  PO Renewal Request |  Real Property Lease |
|--|--|---|---|---|

▼ uPayments: Use these forms to initiate a payment ?

| |
|--|
|  Payment of Non-PO Invoice |
|--|

▼ University Internal Suppliers ?

| | | |
|--|---|---|
|  Ethyl Alcohol General Stores |  General Stores |  Print & Mail |
|--|---|---|

Print & Carry

Locate the Print & Carry form on the home shopping page.

▼ uPurchases: Use these forms to place an order with a supplier

 NON-CATALOG
Order items not in a catalog


 PRINT & CARRY

 RENEW
PO Renewal Request


 CHANGE ORDER
Request changes to a PO

 LEASE
Real Property Lease

LPOs are now POs

Print & Carry PO Request Available Actions: Add and go to Cart 

Print & Carry PO Request Form ?

| | | |
|---|---|--|
|  | <p align="center">Form Instructions ?</p> | <p align="center">Purchase Details ?</p> |
| <p>UShop Operations Financial & Business Services University of Utah 201 S. President's Circle, Room 405 Salt Lake City, UT 84112 (801) 585-2255 ushop@utah.edu</p> | <p>Form Instructions:</p> <ul style="list-style-type: none"> This Print & Carry form is used for small-dollar, local purchases of goods or services that are immediately available. This form limits the purchase to a maximum of \$5,000 per transaction. It is a violation of purchasing procedures and the State Procurement Code to issue multiple orders to a single vendor in an attempt to avoid the standard procurement quote or bid process. | <p>Fill in the product details for the purchase in the fields below. Fields shown in bold are required. <i>*NOTE: The Product Description will appear on the PO as a line item.</i></p> |
| <p>Please select your supplier from the drop down list below. The supplier selection on this form has been limited to those that support the Print & Carry PO method. If you would like to have a supplier added to this list, email ushop@utah.edu. You may search for existing PeopleSoft vendors using the Vendor Search web app available in CIS.</p> | <p>Product Description <input type="text"/></p> <p>254 characters remaining expand clear</p> | <p>Estimated Line Amount <input type="text"/></p> <p>Not to Exceed Amount</p> <p>PO not valid \$5,000 if TOTAL PURCHASE over</p> |
| <p>Supplier <input type="text"/></p> | <p>Enter the name and uNID (e.g. 00123456 or u0123456) of the individual that will be purchasing the goods or services. A valid ID at the time of pick-up is REQUIRED and should be presented to the supplier.</p> | |
| <p>Name (First & Last) <input type="text"/></p> | <p>University of Utah ID# <input type="text"/></p> | <p align="right">Total 0.00</p> |

The Print & Carry Form

Print & Carry

Print & Carry PO Request Form

Form Instructions

Form Instructions:

- This Print & Carry form is used for small-dollar, local purchases of goods or services that are immediately available.
- This form limits the purchase to a **maximum of \$5,000 per transaction**.
- It is a violation of purchasing procedures and the State Procurement Code to issue multiple orders to a single vendor in an attempt to avoid the standard procurement quote or bid process.

Please select your supplier from the drop down list below. The supplier selection on this form has been limited to those that support the Print & Carry PO method. If you would like to have a supplier added to this list, email ushop@utah.edu. You may search for existing PeopleSoft vendors using the [Vendor Search](#) web app available in CIS.

Supplier

- COSTCO
- DAN'S FOODS INC
- HOME DEPOT
- SMITH'S FOOD & DRUG CENTERS INC

Enter the name and uNID (e.g. 00123456 or u0123456) of the supplier. **A valid ID at the time of pick-up is REQUIRED** at the time of pick-up.

Name (First & Last)

University of Utah ID#

Purchase Details

Fill in the product details for the purchase in the fields below. Fields shown in **bold** are required. **NOTE: The Product Description will appear on the PO as a line item.*

Product Description

254 characters remaining [expand](#) | [clear](#)

Estimated Line Amount

Not to Exceed Amount


PO not valid if TOTAL PURCHASE \$5,000 over

Total 0.00



- Select one of the suppliers who have agreed to accept Print & Carry POs.
- Enter the other Purchase Details, including an estimated line amount.
- Enter the information of the person who will be taking the P&C PO to the supplier.

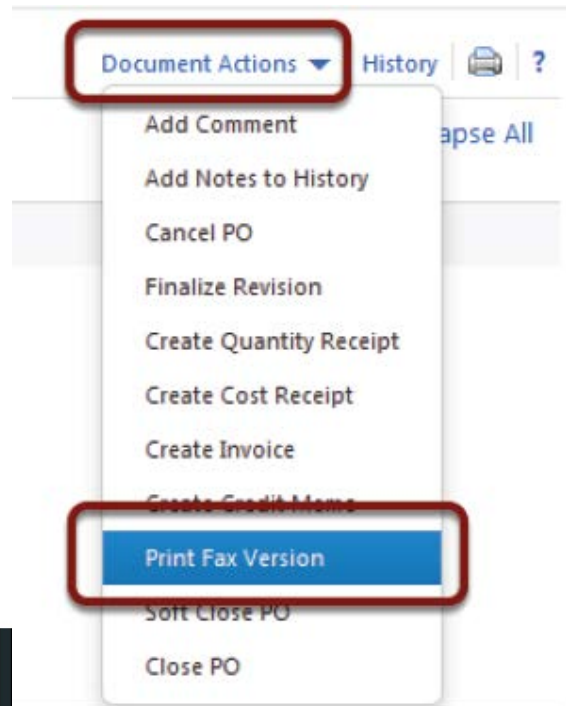
Print & Carry

Accounting Distribution Document Actions ▾ History  ?

| Acct Dist Shortcut | BU | Org | Fund | Activity | Project | Account | A/U | <input type="button" value="edit"/> |
|------------------------------|----------|----------|----------|----------|----------|------------------------------|---------------------------|-------------------------------------|
| no value ✖ Required field | no value | no value | no value | no value | no value | no value ✖ Required field | no value ⚠ Empty field | |

Submit your requisition.

Once your Req has processed to a PO, click to view the Purchase Order.



The screenshot shows the 'Document Actions' dropdown menu open. The menu items are: Add Comment, Add Notes to History, Cancel PO, Finalize Revision, Create Quantity Receipt, Create Cost Receipt, Create Invoice, ~~Create Credit Memo~~, **Print Fax Version**, Soft Close PO, and Close PO. The 'Print Fax Version' option is highlighted in blue and has a red box around it. The 'Document Actions' dropdown header also has a red box around it.

LPOs are now POs

A Printed PO



Buyer:

UNIVERSITY OF UTAH
(An Equal Opportunity Employer)

PURCHASING DEPARTMENT
1901 E. South Campus Dr. Rm 151
Salt Lake City UT 84112-9351 USA
Tel: (801) 581-7241
Fax: (801) 581-8609

Federal Tax ID: 87-6000525
State of Utah Sales Tax Exemption: 11874443-002-STC
Utah Charitable Tax Exemption: N21318

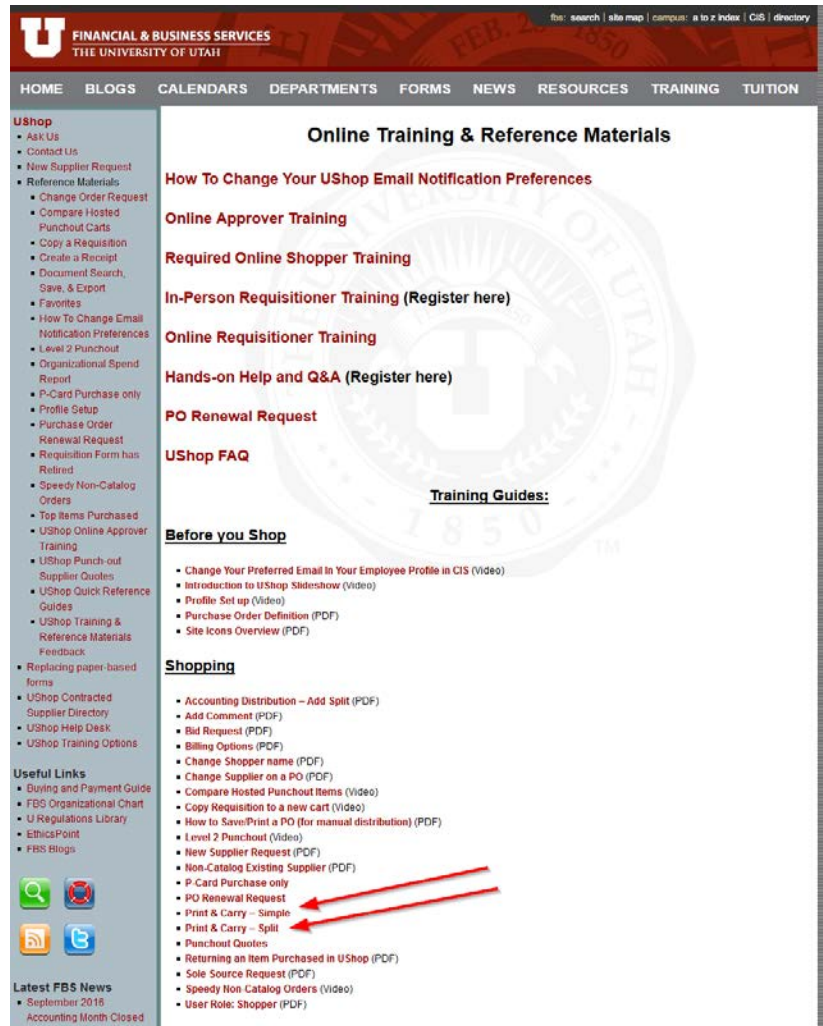
| University of Utah | | |
|--|----------------------------|--------------|
| Purchase Order Date | PO/Reference No. | Revision No. |
| Sep 14, 2016 | U000021554 | 0 |
| For general questions concerning this purchase order, please contact the University of Utah Purchasing Department as shown herein. | | |
| For specific questions concerning purchase order items or delivery, please contact: | | |
| Name | Email | |
| MICHELE THOMAS | michele.thomas@fm.utah.edu | |
| Order Confirmation/Purchase Receipt | | |
| Please acknowledge receipt of this order by supplying cost and date of shipment to the user listed above. | | |
| Authorized Signature | | |
| Director of Purchasing: Glendon Mitchell | | |
|  | | |

Order acceptance instructions:

University of Utah Terms & Conditions of Purchase may be viewed at the following link:
http://fbs.admin.utah.edu/purchasing/supplier/po_terms

| Vendor Information | Delivery Information |
|--|--|
| Seller: Vendor Name: COSTCO F.O.B. Requested Delivery Date Quote number | Delivery Address ATTN: MICHELE THOMAS MATERIALS SHOP 1795 E SOUTH CAMPUS DR RM 272 SALT LAKE CITY, UT 84112 United States ShipTo Address Code: 0350002720 |
| Invoice Instructions | Billing Address |
| 1. Email or fax invoices to University of Utah Accounts Payable at: a. Email: ap@admin.utah.edu b. Fax: 801-585-6443 2. Include PO Number on all shipments, invoices, and other correspondence. 3. Invoice must state whether Seller is incorporated, and must contain Seller's Federal Tax ID number. 4. Bills of Lading must accompany the invoices of all freight shipments. 5. For purchase order payment information, call Accounts | ACCOUNTS PAYABLE 201 PRESIDENTS CIR RM 145 SALT LAKE CITY, UT 84112-9003 United States |

LPOs are now POs



U FINANCIAL & BUSINESS SERVICES
THE UNIVERSITY OF UTAH



HOME BLOGS CALENDARS DEPARTMENTS FORMS NEWS RESOURCES TRAINING TUITION



UShop

- Ask Us
- Contact Us
- New Supplier Request
- Reference Materials
 - Change Order Request
 - Compare Hosted Punchout Carts
 - Copy a Requisition
 - Create a Receipt
 - Document Search, Save, & Export
 - Favorites
 - How To Change Email Notification Preferences
 - Level 2 Punchout
 - Organizational Spend Report
 - P-Card Purchase only
 - Profile Setup
 - Purchase Order Renewal Request
 - Requisition Form has Retired
 - Speedy Non-Catalog Orders
 - Top Items Purchased
 - UShop Online Approver Training
 - UShop Punch-out Supplier Quotes
 - UShop Quick Reference Guides
 - UShop Training & Reference Materials Feedback
- Replacing paper-based forms
- UShop Contracted Supplier Directory
- UShop Help Desk
- UShop Training Options

Useful Links

- Billing and Payment Guide
- FBS Organizational Chart
- U Regulations Library
- EthicsPoint
- FBS Blogs

Latest FBS News

- September 2016 Accounting Month Closed

Online Training & Reference Materials

[How To Change Your UShop Email Notification Preferences](#)

[Online Approver Training](#)

[Required Online Shopper Training](#)

[In-Person Requisitioner Training \(Register here\)](#)

[Online Requisitioner Training](#)

[Hands-on Help and Q&A \(Register here\)](#)

[PO Renewal Request](#)

[UShop FAQ](#)

[Training Guides:](#)

[Before you Shop](#)

- [Change Your Preferred Email In Your Employee Profile in CIS \(Video\)](#)
- [Introduction to UShop Slideshow \(Video\)](#)
- [Profile Set up \(Video\)](#)
- [Purchase Order Definition \(PDF\)](#)
- [Site Icons Overview \(PDF\)](#)

[Shopping](#)

- [Accounting Distribution - Add Split \(PDF\)](#)
- [Add Comment \(PDF\)](#)
- [Bid Request \(PDF\)](#)
- [Billing Options \(PDF\)](#)
- [Change Shopper name \(PDF\)](#)
- [Change Supplier on a PO \(PDF\)](#)
- [Compare Hosted Punchout Items \(Video\)](#)
- [Copy Requisition to a new cart \(Video\)](#)
- [How to Save/Print a PO \(for manual distribution\) \(PDF\)](#)
- [Level 2 Punchout \(Video\)](#)
- [New Supplier Request \(PDF\)](#)
- [Non-Catalog Existing Supplier \(PDF\)](#)
- [P-Card Purchase only](#)
- [PO Renewal Request](#)
- [Print & Carry - Simple](#)
- [Print & Carry - Split](#)
- [Punchout Quotes](#)
- [Returning an Item Purchased in UShop \(PDF\)](#)
- [Sole Source Request \(PDF\)](#)
- [Speedy Non Catalog Orders \(Video\)](#)
- [User Role: Shopper \(PDF\)](#)

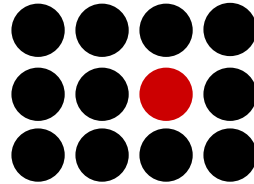
Questions?

Sending Invoices to AP

Sending Invoices to AP

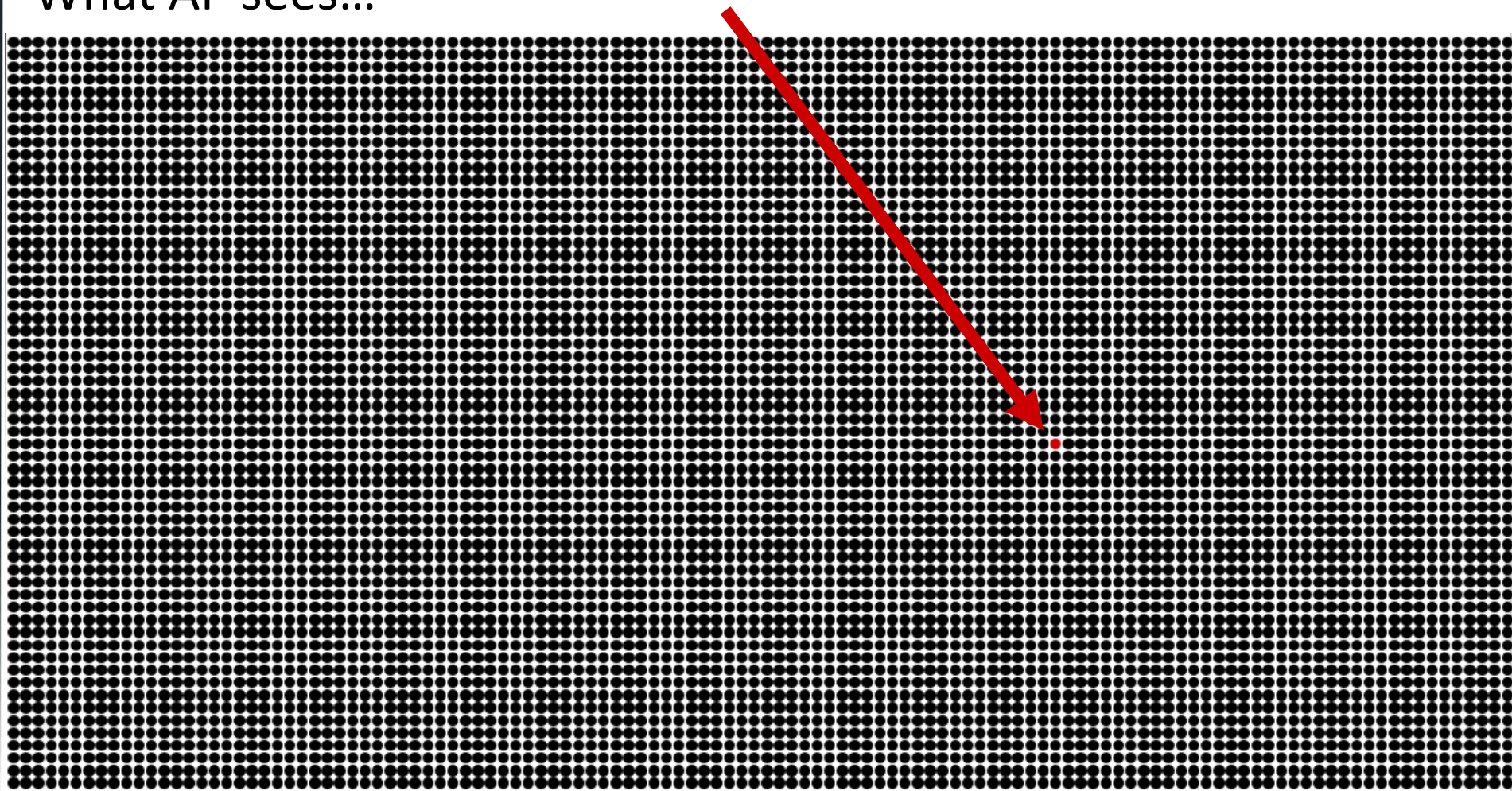
Where is my payment request?

This is what most people see...



Where is my payment request?

What AP sees...



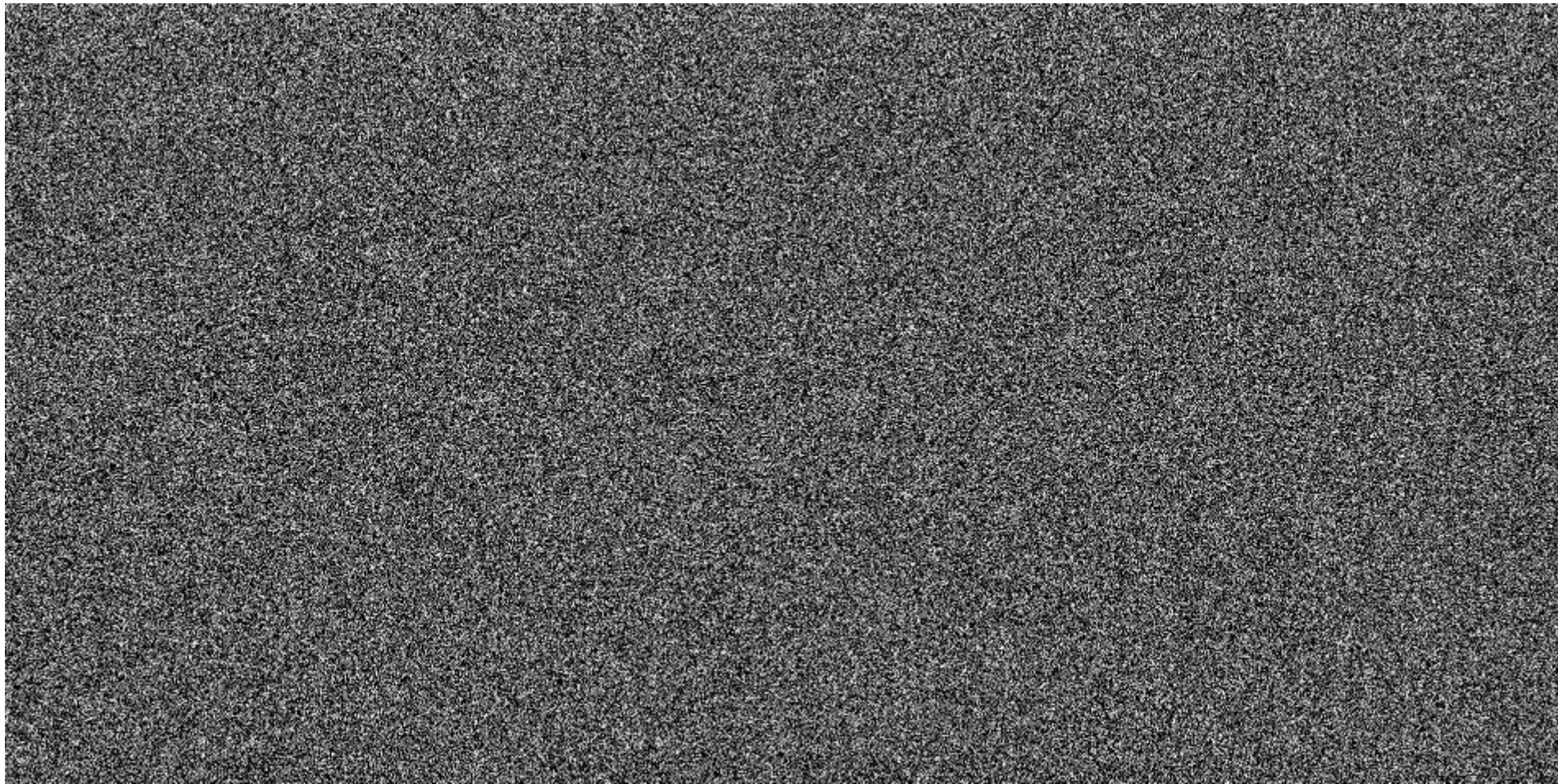
Sending Invoices to AP

Please don't attach invoices to POs

(unless it's for your own records or to assist
Purchasing)

Why didn't you pay my invoice?

What AP sees...



Sending Invoices to AP

[Back to Search Results](#)

2 of 872 Results < >

Purchase Order:
U000016500 Revision 0

60348252

Supplier: CENTRAL UTAH TE...
Status: Completed
Document Total: **3,647,730.00 USD**
[View Related Documents](#)

Status

[Purchase Order >](#)

Invoices 13

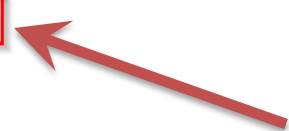
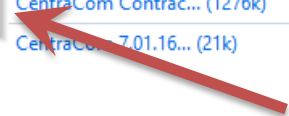
Comments

Attachment Overview 9

Attachment Overview

[Document Actions](#) | [History](#) | [?](#)

| Attachment | Type | Location | Visibility | Create Date |
|--|--|----------|------------|--------------------|
| BidSync_Award Ta... (97k) | File Document | | Internal | 7/28/2016 12:35 PM |
| BidSync_Award Ta... (96k) | File Document | | Internal | 7/28/2016 12:32 PM |
| BidSync_Award Ta... (94k) | File Document | | Internal | 7/28/2016 12:14 PM |
| BidSync_Award Ta... (95k) | File Document | | Internal | 7/28/2016 12:14 PM |
| [e-rate-admin] UE... (184k) | File Form (Wide Area Network Service and Support...) | | Internal | 7/28/2016 11:03 AM |
| [e-rate-admin] Re... (160k) | File Form (Wide Area Network Service and Support...) | | Internal | 7/28/2016 11:03 AM |
| [e-rate-admin] Ad... (262k) | File Form (Wide Area Network Service and Support...) | | Internal | 7/28/2016 11:03 AM |
| CentraCom Contrac... (1276k) | File Form (Wide Area Network Service and Support...) | | Internal | 7/28/2016 11:03 AM |
| CentraCom 7.01.16... (21k) | File Form (Wide Area Network Service and Support...) | | Internal | 7/28/2016 11:03 AM |



Sending Invoices to AP



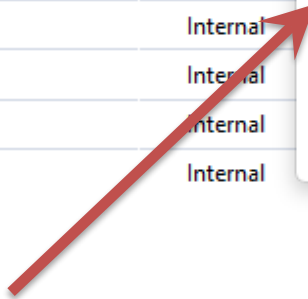
2 of 872 Results < >

Attachment Overview

Document Actions History ?

| Attachment | Type | Location | Visibility |
|------------------------------|--|----------|------------|
| BidSync_Award Ta... (97k) | File Document | | Internal |
| BidSync_Award Ta... (96k) | File Document | | Internal |
| BidSync_Award Ta... (94k) | File Document | | Internal |
| BidSync_Award Ta... (95k) | File Document | | Internal |
| [e-rate-admin] UE... (184k) | File Form (Wide Area Network Service and Support...) | | Internal |
| [e-rate-admin] Re... (160k) | File Form (Wide Area Network Service and Support...) | | Internal |
| [e-rate-admin] Ad... (262k) | File Form (Wide Area Network Service and Support...) | | Internal |
| CentraCom Contrac... (1276k) | File Form (Wide Area Network Service and Support...) | | Internal |
| CentraCom 7.01.16... (21k) | File Form (Wide Area Network Service and Support...) | | Internal |

- Add Comment
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt
- Create Cost Receipt
- Create Invoice**
- Create Credit Memo
- Print Fax Version
- Soft Close PO
- Close PO



Sending Invoices to AP

How do I get my invoice to AP?

Punch-out Suppliers

All of these suppliers eInvoice.
This makes it easy to receive and
easy to pay with little to no data
entry from AP.

Sending Invoices to AP

How do I get my invoice to AP?

eInvoice

Punch-out Suppliers

All of these suppliers eInvoice. This makes it easy to receive and easy to pay with little to no data entry from AP.

Renewals & Non-Catalogs

A paper invoice is sent to AP via Campus Mail from the department, US mail from the supplier, or as an attachment to ap@admin.Utah.edu.

Sending Invoices to AP

How do I get my invoice to AP?

Punch-out Suppliers

All of these suppliers eInvoice. This makes it easy to receive and easy to pay with little to no data entry from AP.

Periodicals & Non-Catalogs

A paper invoice is sent to AP via Campus Mail from the department, US mail from the supplier, or as an attachment to ap@admin.Utah.edu.

NoPOs

This form requires an invoice be attached in UShop before it can be processed to a payment. The invoice should not be resent to AP outside the NoPO form.

Sending Invoices to AP

How do I get my invoice to AP?

Print-out Suppliers

All of these suppliers eInvoice. This makes it easy to receive and easy to pay with little to no data entry from AP.

Renewals & Non-Catalogs

A paper invoice is sent to AP via Campus Mail from the department, US mail from the supplier, or as an attachment to ap@admin.Utah.edu.

NoPOs

This form requires an invoice be attached in UShop before it can be processed to a payment. The invoice should not be resent to AP outside the NoPO form.

Print & Carry

While the PO process has a in-person distribution, getting the invoice to AP is the same as a Renewal or Non-Cat.



Questions?

Invoice Approvals

We heard 



Invoice Approvals

Purchase Order:
U00000824 Revision 1
50694148

Supplier: CONVERGEONE INC
Status: Completed
Document Total: **607,045.00 USD**
[View Related Documents](#)

Status

[Purchase Order](#) >

Invoices 15

Comments 1

Attachment Overview 4

Revisions


PO Approvals

Shipments

Receipts


Invoices Document Actions History ?

| Invoicing Summary | | | | | | | |
|--------------------------|-------------------------|--------------|------------|--------------|----------------|---------------|--------------------------|
| Invoice No | Supplier Invoice Number | Invoice Date | Due Date | Invoice Type | Payment Status | Invoice Total | Invoiced By |
| V0001722 | SLCO10609 | 7/14/2015 | 8/13/2015 | Invoice | Paid | 607,045.00 | HOLLAND, PAMELA WIDDISON |
| V0001938 | IE360249 | 9/10/2015 | 10/10/2015 | Invoice | Paid | 607,045.00 | SEVILLA, ANALIZA |
| V0003148 | A130580 | 10/14/2015 | 11/13/2015 | Invoice | Paid | 607,045.00 | SEVILLA, ANALIZA |
| V0004673 | 683575 | 10/29/2015 | 11/28/2015 | Invoice | Paid | 607,045.00 | SEVILLA, ANALIZA |
| V0004674 | IE362759 | 10/8/2015 | 11/7/2015 | Invoice | Paid | 607,045.00 | SEVILLA, ANALIZA |
| V0004679 | IE361580 | 9/25/2015 | 10/25/2015 | Invoice | Paid | 607,045.00 | SEVILLA, ANALIZA |
| V0006429 | 695635 | 11/25/2015 | 12/25/2015 | Invoice | Paid | 607,045.00 | SNOW, MATTHEW James |
| V0008267 | IE369406 | 12/29/2015 | 1/28/2016 | Invoice | Paid | 607,045.00 | SNOW, MATTHEW James |
| V0008872 | IE66082 | 11/16/2015 | 12/16/2015 | Invoice | Paid | 607,045.00 | SEVILLA, ANALIZA |
| V0009946 | IE360030 | 9/8/2015 | 10/8/2015 | Invoice | Paid | 607,045.00 | SNOW, MATTHEW James |
| V0009947 | IE375883 | 3/17/2016 | 4/16/2016 | Invoice | Paid | 607,045.00 | SNOW, MATTHEW James |
| V0010790 | IE376460 | 3/23/2016 | 4/22/2016 | Invoice | Paid | 607,045.00 | SNOW, MATTHEW James |
| V0010792 | IE376900 | 3/29/2016 | 4/28/2016 | Invoice | Paid | 607,045.00 | SNOW, MATTHEW James |
| V0016080 | IE380420 | 5/24/2016 | 6/23/2016 | Invoice | Paid | 607,045.00 | SNOW, MATTHEW James |
| V0016081 | 770851 | 5/24/2016 | 6/23/2016 | Invoice | Paid | 607,045.00 | SNOW, MATTHEW James |

| Invoice Line Details | |
|----------------------|---|
| Line No. | Product Name |
| 1 |  Avaya Maintenance. Software Support |

Receipts Document Actions History ?

| Receipts | | | |
|--------------------------|--------------|--------------|--------------------|
| Receipt No. | Receipt Date | Receipt Type | Received by |
| R0001782 | 6/27/2016 | Cost | BURBIDGE, CATHY W. |
| R0000635 | 11/3/2015 | Quantity | BURBIDGE, CATHY W. |
| R0000466 | 9/29/2015 | Quantity | BURBIDGE, CATHY W. |
| R0000433 | 9/23/2015 | Quantity | BURBIDGE, CATHY W. |

| Receipt Line Details | | | | | | | | |
|----------------------|---|-------------|------------|------------|----------------|-----------------|------------------|--------------|
| No | Product Name | Catalog No. | Unit Price | Qty/UOM | Extended Price | Qty / Cost (In) | Qty / Cost (Out) | Status |
| 1 |  Avaya Maintenance. Software Support | | 1.00 USD | 607,045 EA | 607,045.00 USD | 607,042 | | Net Received |
| | | | | | | 3 | | Open |
| | | | | | | | | Net Received |

Invoice Approvals

Total Results Found: 101 All Dates

Sort by: Create date newest first

Hide invoice details expand all collapse all

📁 Closed PO Exception [1 result]

| Invoice No. | Supplier Invoice No. | Supplier Name | Assigned Approver | Invoice date | PO No. | Match Status | Amount | Action |
|--------------------------|----------------------|-------------------|-------------------|--------------------|------------|--------------|------------|------------------------|
| V0037428 | 7964798 | FISHER SCIENTIFIC | Not Assigned | 10/13/2016 2:35 AM | U000025190 | Unmatched | 237.76 USD | Assign |

Due Date: 11/11/2016
 Type: PO Invoice
 Invoice Source: Electronic

Folder: Closed PO Exception

V0037428 Supplier Account No. Available Actions [Assign](#) [Go](#)

7964798

FISHER SCIENTIFIC

als | Matching | Comments | Supplier Messages | Attachments | History

nt, Tax, Shipping & Handling | Codes

| General | Addresses | External Note | Internal Note |
|--|--|---|--|
| Invoice In Process V0037428 FISHER SCIENTIFIC more info... edit | Remit To edit 13551 COLLECTIONS CENTER DR CHICAGO, IL 60693 United States Phone 1-000-0000000- Address Id 000001-25 3rd Party Address ID 25 | External Note <i>no note</i> edit Internal Note <i>no note</i> | External Attachments Add Attachments Internal Attachments Add Attachments |

| Payment Information | Discount, Tax, Shipping & Handling |
|--|---|
| Supplier Defaults 0000000004 H:DD S:N edit | Discount, tax, shipping & handling edit |

Invoice approvals work like requisition approvals.

Invoice Approvals

Approval against invoice, not
PO

Approval by Account
Executive or Approved
Alternate

Approve or Reject only – No
dollar amount required

Questions?