Sm@rtBuy Non-PO Invoice Instructions – For Purchasers

Introduction

This set of instructions details the steps that a Purchaser needs to take in Sm@rtBuy once Accounts Payable has uploaded a non-PO invoice.

Note:

Purchaser listed on the invoice should be the person who would review/confirm invoice detail and enter the accounting information. If more than one person is required, the person actioning the invoice first should be listed as the purchaser. They would have the ability to forward the invoice to the second person for actioning.

All applicable steps need to be completed for system to automatically route invoices to approvers.

Do not change any other previously entered information except accounting information.

Do not enter due date.

Invoices relating to PCard purchases are not processed as a non-PO invoice. Follow the current PCard approval and reconciliation process.

Invoices that require wire payments or payments to internal parties such as settlements, awards etc. are not processed as a non-PO invoice. Follow current Accounts Payable process.

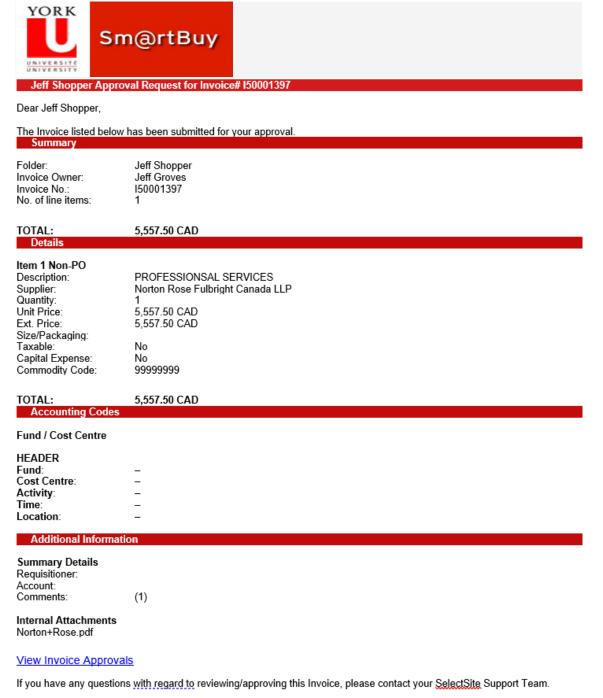
Approvers need to refer to the separate set of instructions outlined for their role.

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Step 1: *Pre-Step*: Accounts Payable inputs Non-PO Invoice

- Accounts Payable will receive the non-PO invoice directly from the vendor and input the product details, quantity, packaging, and price in Sm@rtBuy, and attach the invoice.
- Accounts Payable will then forward the non-PO invoice to the purchaser to review the information and enter the appropriate Cost Centre details.
- The purchaser will receive an email (example below) from the system to action the Non-PO Invoice.



Support Team Contact Information: +1 416-736-5143 smartbuy_support@yorku.ca

Thank you, York University

Step 2: Purchaser Retrieves the Non-PO Invoice

The purchaser can access the non-PO invoice in Sm@rtBuy in one of two ways as noted below:

Option #1

• Purchaser can click on the link within the Sm@rtBuy email notification received

View Invoice	Approvals
lf you have ar Team.	ny questions with regard to reviewing/approving this Invoice, please contact your SelectSite Support
+1 416-736-5	n Contact Information: 143 oport@yorku.ca

Option #2

• Purchaser can login to Sm@rtBuy using their York passport ID and retrieve the non-PO invoice by clicking the flag in the top right of the screen.

				Ŧ	
All 🔻	Search (Alt+Q)	0.00 CAD	۲	♡ 🗖	1

• Then click 'Invoices' under 'Action Items'.

	All 👻	Search (Alt+Q)	۹	0.00 CAD 📜	♡ ≈	1
Favo	Action	ltems				tracts
Tavo	My Ass	igned Approvals				lacts
_	Invoices	-			1	Q

• This will open the "My Invoice Approvals" folder. Click the specific invoice number to approve e.g. I50001397.

Total Re	esults 2 Displ	ay 20 per folder 👻								
MYI	INVOICE APPROVA	als 😢								
	INVOICE NO.	SUPPLIER INVOIC NO.	E SUPPLIER NAME	ASSIGNED	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT (CAD)		
	150001397	9090224354	Norton Rose Fulbright Canada LLP	Jeff Groves	05/12/2021 8:12 AM		Unmatched	5,557.50 CAD	Ø	Ľ ~
	Due Date		31/12/2021		No. of Lines:		1			
	Invoice Name		2021-12-05 jeffgroves 01		Folders		0 Days in folder [My I	nvoice Approvals]		
	Туре	I	Non-PO Invoice							
	Invoice Source:		Manual							
	150001396	7531598	H & H Media Inc.	Jeff Groves	04/10/2021 9:52 PM		Do Not Match	5,350.00 CAD	Ø	Ľ ~
	Due Date		01/12/2021		No. of Lines:		2			
	Invoice Name		2021-10-04 simonel 03		Folders		0 Days in folder [My I	nvoice Approvals]		
	Туре	1	Non-PO Invoice							G

Step 3: Purchaser Reviews the Non-PO Invoice

The non-PO invoice will open the invoice summary screen. The purchaser will be actioned to complete the following required items: Account Line, Fund Line, Cost Centre Line.

Summary Matching Comments Attachments History The invoice contains one or more non-PO invoice lines. They are excluded from the matching. Pending Correct these issues. You are unable to proceed until address You are unable to proceed until address	~
The invoice contains one or more non-P0 invoice lines. They are excluded from the matching. The invoice contains one or more non-P0 invoice lines. They are excluded from the matching. Correct these issues. You are unable to proceed until address	
You are unable to proceed until address	
General 🖉 ··· Remit Details 🖉 ··· Note/Attachments 🖉 ··· V	₽d.
Invoice Information Remit To External Note no value Required: Account: Line Required: Fund: Line Required: Fund: Line Required: Fund: Line	
Barcode 12345678 Royal Bank Plaza, South Tower Internal Note no value Required: Cost Centre: Line P.0. Box 84, 200 Bay Street	
Invoice Type Invoice Suite 3800 Internal Norton Rose Fulbright Canada LLP	90224354
Supplier Name Norton Rose Fulbright Canada LLP Canada Cana	>
Smightbuy isoutility isoutili	>

3.1 First, review the comments provided by Accounts Payable to the purchaser by clicking the 'Comments' (A) tab.

Invoice • 150001397 -	Ξ 🖶
Summary Matching Comments 2 Attachments 1 History	
Records Found: 2	Show comments for Invoice
Jeff Groves - 08/12/2021 2:56:50 PM	Invoice - I50001397 Comment Added
Please review and action	

3.2 Second, review the invoice itself by clicking the '(pdf) Attachments' (A) then clicking the invoice name (B). Note, do not attach any other copy of the invoice received from the vendor.

Invoice • 150001397	•						Ξ
Summary Matching	Comments 2	Attachments 1 Histor	у				
	_						
Attachments found: 1					Select Invoice Image	Add Internal Attachment	-
Attachment		Size	Туре	Location	Visibility	Create Date ↓	
↓ Norton+Rose.pdf	B	3729k	File	Document	Internal	05/12/2021 9:19 AM	

- A single invoice document can hold up to 10 attachments with the size of each attachment not to exceed 5120KB.
- Prior to submitting invoices to Accounts Payable ensure that you have already provided an Independent Contractor Questionnaire (ICQ) to accountspayable@yorku.ca where applicable.

- When including attachments do not include vendor's direct deposit form information as these are to be sent directly via email to <u>vendorinvoices@yorku.ca</u>.
- If it is an active vendor then direct deposit form information can be sent directly to <u>venreq@yorku.ca</u>.

Step 4: Purchaser Inputs Accounting Information

In Summary tab scroll down to 'Accounting Codes'. Note, if unsure of the right accounting information, contact the Faculty/Department's Finance representative, or contact Accounts Payable.

4.1 Enter the appropriate account number to be charged by clicking 'edit' as represented by the pencil icon(A).

Summary Matching	Comments (2) Attachments (1) History				
Accounting Codes				A	•••
Account Number					
Account		no value Required			
Fund / Cost Centre					
HEADER	Cost Centre	Activity	Time	Location	
HEADER Fund <i>no value</i>	Cost Centre no value e Required	Activity no value	Time no value	Location no value	
Fund / Cost Centre HEADER Fund o Required 1 Line	no value				···· []

• This will open a pop-up window. To enter the account number, type it in the box (A). You can also search for the account number by clicking on 'Magnifying Glass' icon (B).

Edit Accounting Codes		
Account Number		
Account	A Search	Q B

- This will open the "Custom Field Search" window. Search by entering a description or value (C). Partial information can be entered to find a match, for example, "Computer" for description or "305" for value.
- Once the appropriate account number has been located, click 'Add' icon (D) in the screenshot.

Custom Field Search		×
Value	Description	Filter
	c	Clear All Filters
A Page 1 of 58	1-20 of 1157 Results	20 Per Page 🔻
Value ↑	Description	
00139H	SmartBuy Integration - Test60	D -+
001401	Investment ST Current CAD	+
001402	Investment Short Term Group L	+

4.2 Enter the Fund and Cost Centre (A) and just like in step 4.1, either enter the Fund and Cost Centre if readily available, or search by clicking the 'Arrow' for Fund or the 'Magnifying glass' for Cost Centre.

Edit Accounting Codes									×
Account Number									
Account		305100		Q					
Fund / Cost Centre							Add alternate distribution for	Discount 🔻	+
HEADER	_								
Fund Cost Centre 王	Activity		Time		Location				
∠ Search C	λ Search	Q	Search	Q	Search	Q			
	_								
A							Add alternate distribution for	Discount 🔻	+

4.3 To enter multiple Funds or Cost Centres, click on the 'add split' (A) button. Select the option (B) to split by "Amount of Price" or "% of price". (*Do not use % of quantity). Once the information is entered click on the "Save" button.

Edit Accounting Codes				×
Account Number				
Account	305100 Q			
Fund / Cost Centre			Add alternate distribution for	Discount 🕶 🕂
HEADER				
Fund Cost Centre 1 Activity	Time	Location		
Search Q Search	h Q Search Q	Search Q		
			A	
			Add alternate distribution for	Discount add split +
Fund / Cost Centre			В	1
HEADER			Add alternate distribution for	Discount • +
Fund Cost Centre E Activit	Time	Location	% of Price	
			% of Quantity	
∠ Sea	ch Q Search Q	Search Q	Amount of Price	
∠ Sea	ch Q Search Q	Search Q	Enter %	
Z Sea	chi Q Searchi Q		(0.00 CAD)	
			Split Total 0%	
			(0.00 CAD)	
				+ ~
			-	Save Close

- **4.4** The Activity, Time and Location fields are optional but can be included if required.
 - Repeat Steps 4.2 using the search icon (A) to (C) to search for the description or value of the required fields.
 - Then Click on Save (D).

HEADER Fund Cost Centre E Activity Time Location % of Price 200 ✓ 233000 Q Search Q Search Q Enter % Image: Cost Centre % Image: Cost Centr														
EADER Cost Centre ⊥ Activity Time Location % of Price 200 ∠ 233000 Q Search Q Search Q Enter % Image: Cost Centre %							Q		301000					ccount
und Cost Centre ≟ Activity Time Location % of Price 200 ∠ 233000 Q Search Q Search Q Enter % Image: Cost Centre ≟ Image: Cost Centre å Ima		Discount *	ternate distribution for	Add									t Centre	und / Cos
200 🖌 233000 Q Search Q Search Q Enter %														EADER
				% of Price 🔻		Location		Time		Activity	Ŧ	Cost Centre 🗄		und
A 🗽 B 🍢 O 🔭 (0.00 CAD)			Ξ.	Enter %	Q	Search	Q	Search	Q	Search	Q	233000	¥	200
				(0.00 CAD)	<u> </u>	6	B	K	Α 🐧					
200 🖌 233000 Q Search Q Search Q Search Q Enter %	add spli		Ξ.	Enter %	Q	Search	Q	Search	Q	Search	٩	233000	×	200
(0.00 CAD)	add spi			(0.00 CAD)										
Split Total 0% (0.00 CAD)														

Step 5: *If applicable*: Purchaser Inputs Additional Non-PO Invoice Lines to Split the Invoice Amount into Multiple Accounts

To enter additional non-PO invoice lines, return to the 'Summary' tab (A).

	Invoice •				
A	Summary	Matching	Comments 3	Attachments 1	History

5.1 Scroll down to the "Line" section of the non-PO invoice. Click on the ellipsis (...) to add non-PO item (B).

nvoice • 150001397 -							🖶 🕐 1 of 1 Re
Summary Matching Comments (3) Attachments (1) History	/						
1 Line						🔲 👻	
<no number="" po=""></no>					B 🖚		Norton Rose Fulbr
Status PO Line Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	Add Non-I	PO Item Invoice No
1 C PROFESSIONSAL SERVICES		EA	5,557.50	Qty: 1 EA	5,557.50	…	Total (5,557.50 C/ Subtotal
∧ ITEM DETAILS							Discount
Contract: no value		External Note	no value				HST/GST
Matching Company		Internal Note	no value				Shipping
Matching Summary		Internal Line Attac	hments Add				Handling

- **5.2** A new pop-up window will appear for the non-PO invoice details to be entered. Type in all applicable fields such as description (C), quantity (D), price (E) and keep packaging default to "EA-Each" (F). (*Do Not enter PO Number field).
 - Please note that the price (E) should be a portion of the total invoice amount that you are charging to another account. The overall invoice total should not exceed the original amount on the invoice.
 - Once completed select the "Save" button to finish this step OR "Save and Add Another" button to continue to add additional lines for the non-PO invoice.

Add Non-PO Item											×
Item	С						[E	F		~
Description \star	Ļ	Catalogue No.	Size			Quantity ★	Price *	•	Packaging		
	•				•			CAD	EA - Each		
254 characters remainin	3					•					
Additional Details						D					~
PO Number				Commodity Code			Q		Product Flags		
									Recycled		
									🗌 🔶 Hazardous material		
									Radioactive		
									🔄 🥌 Rad Minor		
									🔄 💩 Select Agent		
									🗌 💂 Toxin		
									🔄 🛃 Energy Star		
									Green		
★ Required fields									Save	Save And Add Another Close	

- **5.3** Once the additional non-PO line has been entered. To split charges between two or more accounts, follow steps below:
 - On the newly added non-PO line, click on the dotted menu Ellipsis (A).
 - Select Account Code (B).

use type	UMIX								_
Record Output VAT	×								1155105 Ontario Ir
C Item 2			78945	EA	25.00	Qty: 2 EA	50.00		Supplier Invoice No.
ITEM DETAILS 🍺						A		Line Item Action	ns (Item 2) unt, tax, ship, handling
Contract:	no value			External Note	no value	ß	\rightarrow		Int Number
Matching Summary				Internal Note Internal Line Attachments	no value		1		Cost Centre
	Ordered	Received	Net Invoiced		Auu	С		Reject Li	
Quantity		-	2						. I differing
Ext. Price	-	-	50.00 CAD						
									What's next?
Related Documents	0								

• Edit/override the Account Number and clock on "Save" to save the changes.

Override Line 2	2: Account Number		×
Account	305000		Q
		Save	Close

• To edit/override the Fund/Cost centre information, click on the ellipsis for the newly added non-PO invoice line, select Fund/Cost Centre (C).

Invoice • 150001409 •							= • f	1 of 5 Results 🔻
Summary Matching Comment	Attachments	History						
2 😋 Item 2			78945	EA	25.00	Qty: 2 EA	50.00	1155105 Ontario Inc. Supplier Invoice No.
Contract:	no value			External Note Internal Note Internal Line Attachments	no value no value Add	B	Disco	unt, tax, ship, handling unt Number / Cost Centre
	Ordered	Received	Net Invoiced			C	Reject L	ne
Quantity		-	2					
Ext. Price	-	-	50.00 CAD					
Related Documents	0							What's next?
Substitute Item	×							
Invoice Owner	Simonelle Lobo							

• Click on the "+" icon.

Override Line 2: Accounting Codes	×
Add alternate distribution for Line 🔻	ð
Save	Close

• Override and enter the appropriate Fund and Cost Centre applicable to the newly added non-PO invoice line and click "Save".

HEADER							
Fund	Cost Centre	Activity	Time	Location		Add alt	ernate distribution for Lir
200 2	233000	Q Search	Q Search	Q Search	Q		
U	Ľ						+ ~
						Add alternate distribution for	Discount •
							Save Close

• Update the original amount on the non-PO invoice by clicking on the "pencil" icon on the original non-PO invoice line.

<n< th=""><th>lo PO Number></th><th></th><th></th><th></th><th></th><th></th><th></th><th>…</th></n<>	lo PO Number>							…
	Status PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	Ø	Packing Supplies		EA	100.00	Qty: 10 EA	1,000.00	…
	 ITEM DETAILS Contract: 	P no value		External Note		value	∽	\oslash
	Contract:	novalue		External Note	e nov	value		

• The amount on this non-PO invoice line must be reduced by the amount entered on the newly added non-PO invoice line. Enter the amount in the available field. Once the amount is updated, click "Save "

Edit Line 1: Item Details			
Packing Supplies Contract:	Select Contract	EA 10	EA
Matching Summary			li

- **5.4** If a non-PO invoice line is added in error, Purchaser can reject the line by completing the following steps:
 - At the line level, click on the ellipsis for the line you want to reject (A).
 - Select "Reject Line" from the drop down (B).

	Matching Comments 1	Attachments 1 History								
	Quantity		-	1						
E	ixt. Price	-	-	1,000.00 CAD						Ryerson University
										Supplier Invoice No.
Rela	ted Documents	0								Total (1,630.00 CA
Sub	stitute Item	×								Subtotal
Invo	ice Owner	John Pastorcic								Discount
Таха	ble	\checkmark							А	HST/GST
									₽ ₽	Shipping Handling
2 😋	test				EA	500.00	Qty: 1 EA	500.00		
∧ ITEN	I DETAILS 🍺								Override	
Cont		no value			External Note	no value			Disco	unt, tax, ship, handling
	ching Summary				Internal Note	no value			Accou	unt Number
					Internal Line Attachments	Add			Fund	/ Cost Centre

• In the 'pop-up box', enter the reason for rejecting the line

e ou	Reject Line Ite	m		×	cy.
CAL	Reject Line Item	1000 characters remaining	li,		
CAL			Reject Line Item	Close	

Page 10 of 14

• Proceed to approve the non-PO invoice.

Summary Matching Comments	1 Attachments 1 History									Approve & Nex
HEADER									Pending	Approve
Fund	Cost Centre		Activity	Time		Location			Ryerson University	Return Invoice
200 Operating Fund	233000 FIN-Procurement Services		no value	no value		no value			Supplier Invoice No.	Forward
	Priverioculement Services							_	Total (1,630.00 CAD)	Reject Invoice
2 Lines								🗌 🔻	Subtotal	1,50
<no number="" po=""></no>								🗆	Discount	
Status PO Line Item			Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		HST/GST	13
1 😋 Provided Train	ing			EA	1,000.00	Qty: 1 EA	1,000.00	🗆	Shipping Handling	
∧ ITEM DETAILS <a>>								1		1,63
Contract:	no value			External Note	no value					
Matching Summary				Internal Note Internal Line Attachments	no value Add				What's next?	
	Ordered	Received	Net Invoiced							
Quantity		-	1							
Ext. Price		-	1,000.00 CAD							

Step 6: Purchaser Actions the Non-PO Invoice

- If you would like to add a comment for the Cost Centre approver to see, go to 'Comments' tab, then click on 'New Comment' to input information (as seen in second screenshot below).
- Once the non- PO invoice has been reviewed (step 3) and accounting information entered (step 4), click the dropdown next to 'Approve & Next' (D).
- Then select and click on 'Approve' (E) button to complete.

Surrmary Matching	Comments 🜖 Attachments 😑 H	story							Approve & Next
The invoice contains on	e or more non-P0 invoice lines. They are exc	luded from the matching.					?	Pea	Return Invoice
ieneral		ø	Remit Details	p	Note/Attachments		ø v	Ryerson University Supplier Invoice No.	Forward
weice Information			Remit To		External Note no value			Total (1,130.00 CAD)	Reject Invoice - DC N
woice Type	invoice		Accounting and Treasury		Internal Note no value			Subtotal	1,030.00
upplier Name	Ryerson University		350 Victoria Street Toronto, Cntario M5B2K3		Internal Attachments	Date	bbA	Discount HST/GST	0.00
m@rtBuy Invoice No.	50001456		Canada		↓ Sample Doc.docx	23/03/2022		Shipping	0.00
upplier Invoice No.	519381		Address Id 0002008188-15 3rd Party Address ID 0002008183-15		T	10/10/1011		Handling	0.00
voice Name	2022-03-23 pastorj 19		Supplier Payment Method EFT						1,130.00
urrency	Canadian Dollar							What's next?	>
ontrac: Nc.								THE FILAT	
erms									
voice Date	14/03/2022		Payment Information	ø ···	Discount, Tax, Shipping & Handling		ø ···		
erms	0, Net 30		Payment Method Unknown		Discount, tax, shipping & handling				
Ferms Discount	1.00 CAD		Payment Record No. no value		Allocation Weishted				

This will automatically send the Non-PO invoice with a notification email from the system to the relevant approver for the cost centre entered in Step 5.

- If there is more than one non-PO invoice in queue for review, select "Approve & Next" then complete Steps 3-5 for the other non-PO invoice(s).
- Other options on the drop down are as follows:
 - Return Invoice use this option to return the invoice to Accounts Payable for major revisions only (i.e. the invoice has to be completely revised or if the wrong vendor was selected on the non-PO invoices). Please add comments on the 'Comments' tab and state the reason for returning the invoice to Accounts Payable.

2. Forward – use this option to forward the invoice to another person for further review. Please note that by forwarding the Invoice, you are assigning your approval rights to the person you are forwarding the invoice to.

Step 7: How to View Status of an Invoice

- To view status of a non-PO invoice, click on "What's Next" on the Summary Page.
- The expanded view in this section will show the approval workflow, including the following information:
 - a) Different stages of approvals within the workflow, which also allows you to see at which stage of the approval process, the Non-PO Invoice is currently at.
 - b) Status of the non-PO invoice (i.e., "Pending" pending approval; "Completed" all required approvals have been completed and the Non-PO Invoice is ready for payment processing by Accounts Payable.

Invoice • 100115789 •						\equiv	•	89 0	f 169 Results 🔻	<	>
Summary Matching Comments 1 Attachme	nts 1 History										
A The invoice contains one or more non-PO invoice lines.	They are excluded from the matching.					?	Fadden,L	<u>orna</u>	Complete		~
General 💉 ···	Remit Details	<i>•</i> ····	Note/Attachn	nents	<u>ب</u>	~	Supplier I	Invoice No.	FORENSIC DISCOL	JRSE AN	•
Invoice Information	Remit To		External Note	Payment in the amount o			<u>Total (1,8</u>	<u>808.00 CAD)</u>	-		~
Invoice Type Invoice	129 Nanaimo Avenue W Penticton, British Columbia V2A 1N2		Internal Note	\$1,808.00 was made by (<i>no value</i>	Cheque on		Charge Subtotal			Amoi 1,600	
Supplier Name Fadden,Lorna	Canada						Discount			0	0.00
Sm@rtBuy I00115789 Invoice No.	Email lorna@faddenlaw.com Phone 1-778-2350744-		Internal Attachments	Date	Add		HST/GST Shipping			208 0	3.00 0.00
Invoice Owner Judy Doyle	Fax 1-778-6462267- Address Id 0002050784-1 3rd Party Address ID 0002050784-1		<u>↓</u> <u>A17-01749.</u> ſ	<u>pd</u> 20/01/2022	• • •		Handling				0.00
Supplier Invoice FORENSIC DISCOURSE ANALYSIS	Supplier CHK									1,808	.00
Invoice Name 2022-01-20 doylej 01	Payment Method					4	> What's n	ext?	-		>
Currency Canadian Dollar											
Contract No.											

						?	Handling	0
General	ø ····	Remit Details	<i>"</i> ••••••	Note/Attachments		ø v		1,808
Invoice Information		Remit To		External Note	Payment in the amount of \$1 made by Cheque on 18/02/2		What's next?	
nvoice Type	Invoice	129 Nanaimo Avenue W Penticton, British Columbia V2A 1N2		Internal Note	no value		Workflow	Ľ
upplier Name	Fadden, Lorna	Canada					Show skipped steps	
m@rtBuy Invoice No.	100115789	Email lorna@faddenlaw.com		Internal Attachments	Date	Add	Submitted	
nvoice Owner	Judy Doyle	Phone 1-778-2350744- Fax 1-778-6462267- Address Id 0002050784-1		<u>↓ A17-01749.pdf</u>	20/01/2022		20/01/2022 9:10 AM Judy Doyle	
upplier Invoice No.	FORENSIC DISCOURSE ANALYSIS	3rd Party Address ID 0002050784-1					Requisitioner Not Assigned	
nvoice Name	2022-01-20 doylej 01	Supplier Payment Method CHK					Approved Hyo Park	
<u>currency</u>	Canadian Dollar						Cost Centre Approval	
contract No.							Approved Phyllis Lepore Babcock	
Terms							Cheque Req Review	
nvoice Date	17/01/2022	Payment Information	ø ····	Discount, Tax, Shippin	ıg & Handling	ø ····	Judy Doyle	
Terms	0, Net 30	Payment Method Cheque		Discount, tax, shipping &	handling		OK to Pay Completed	
Ferms Discount	0.00 CAD	Record No. 20323460		Allocation We	aighted			
Ise Terms Discount	\checkmark	Record Date 18/02/2022			He	ader-level	Auto Close PO Completed	
lue Date	16/02/2022			Terms Discount		0.00 CAD		
Discount Date	no value						Completed 25/01/2022 9:06 AM	

- The payment information is also available on the Summary Page.
- Scroll down to the Payment Information Section on the Summary Page:
 - a) Payment Method this indicates the method of payment used to pay the Vendor
 - b) Record No. this is the payment reference number
 - c) Record Date this is the date when the payment was made to the Vendor.

nvoice • 10011578	8 •								
Summary Matching	Comments 1 Attachment	ts 1 History	X.						
A The invoice contains of	one or more non-PO invoice lines. T	hey are excluded	d from the matching.						
General		ø ····	Remit Details		ø ····	Note/Attachments			<i></i>
Invoice Information			Remit To			External Note	Payment in the a made by Cheque		
Invoice Type	Invoice		P.O. Box 936754 Atlanta, Georgia 31193	3-6754		Internal Note	no value		
Supplier Name	Cengage Learning Inc.		United States Phone 1-800-8423636	-		Internal Attachments		Date	Add
Invoice Owner	Odunola Adeola Olatoye		Fax 1-877-3634253- Address Id 000204615 3rd Party Address ID 0			<u>↓ A17-01500.pdf</u>	2	0/01/2022	
Supplier Invoice No.	7625179		oran arty naarooo ib e						
Invoice Name	2022-01-20 aolatoye 01		Supplier Payment Met	hod CHK					
<u>Currency</u>	US Dollar								
Contract No.			Û	7					
Terms					٦.				
Invoice Date	01/12/2021		Payment Informatio	on	<i>*</i> ····	Discount, Tax, Shippir	ng & Handling		
Terms	0, Net 30		Payment Method	Cheque		Discount, tax, shipping &	handling		
Terms Discount	0.00 USD		Record No.	10021360		Allocation We	eighted		
Use Terms Discount	\checkmark		Record Date	31/01/2022				Head	der-level
Due Date	31/12/2021					Terms Discount		0.	.00 USD
Discount Date	no value					Discount		0.	.00 USD

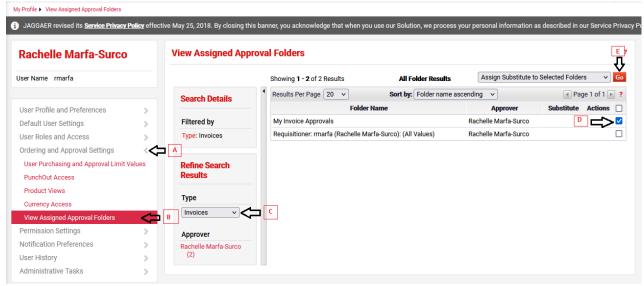
Step 8: How to Delegate Your Approval Rights as Purchaser

1. Click on your profile (A), then select 'View My Profile' (B) from the drop down.

Requisitions -	Search (Alt+Q)	0.00 CAD	Ħ	♡	
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	View My Profile				
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	My Recently Completed Requis	sitions			2
	My Recently Completed Purch	ase Orders			2
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2. On your Profile Page:

- Click on 'Ordering and Approval Settings' (A)
- Select 'View Assigned Approval Folders' (B)
- On the 'View Assigned Approval Folders' page, select 'Invoice' on the 'Type' dropdown (C)
- Click on the checkbox for the 'My Invoice Approvals' Folder Name (D)
- Click on 'Go' (E) at the top right corner of the page to proceed to the next step.



- 3. On the 'Assign Substitute' pop up box:
 - Click on the 'Include Date Range for Substitution' checkbox (A)
 - Search for the name of the person you are delegating your approval to (B)
 - Enter the Delegation Assignment Start Date (C)
 - Enter the Delegation Assignment End Date (D)
 - Click on the Assign button to save and complete (E)

	🔍 This	user does not have any ap	prover permissions as	signed.				
	Showing 1 - 9 of 9 Res	sults All	Folder Results	Assign Substitute to Selected Folders				
Search Details	Results Per Page 20	Sort b	y: Folder name asce	nding 🗸	I Pa	age 1 of 1 💽		
		Folder Name		Approver	Substitute	Actions		
Filtered by	CFI Review		-		×	C		
Type: Requisitions	LTE AVP/CFO Revi	Assign Subs	stitute		^	C		
	LTE Assistant Dire	ጉ	В			C		
Refine Search		Include Date Range for				C		
Results	LTE President Revi		V V			C		
	My PR Approvals	Substitute Name *	Type to filter	٩				
Туре	Placeholder Suppl	Start Date *		-		C		
Requisitions ~	Procurement Buye	Start Date		■ • <		C		
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Rachelle Marfa-Surco (9)			dd/mm/yyyy hh:m					