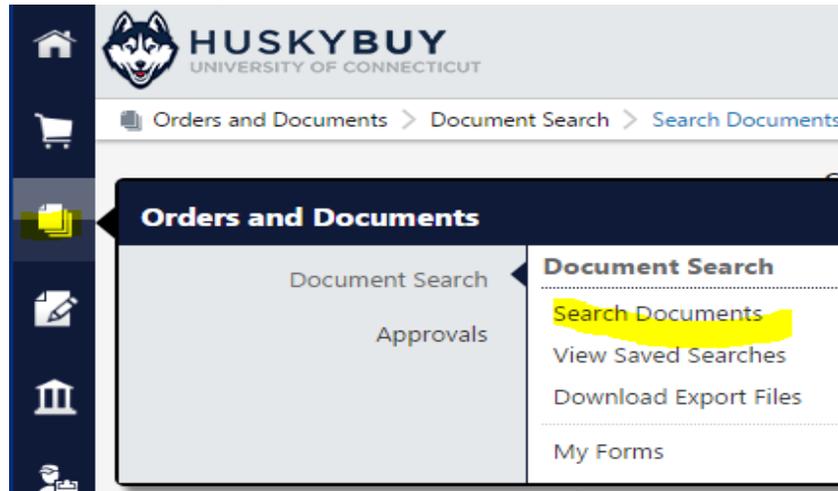


E-Invoices

- B2B Orders (Not all B2B orders are E-Invoiced)
 - Purchasing can change
 - Quantity on a line
 - Delete a line
 - Purchasing cannot change
 - Unit price
 - Add a line
- Steps to resend an E-invoice via Shop Catalog (SciQuest)
 - Go to Main Menu, Document Search



- Type in supplier invoice number/s - hit Go

Search si

Invoice Identification

Invoice Number(s)

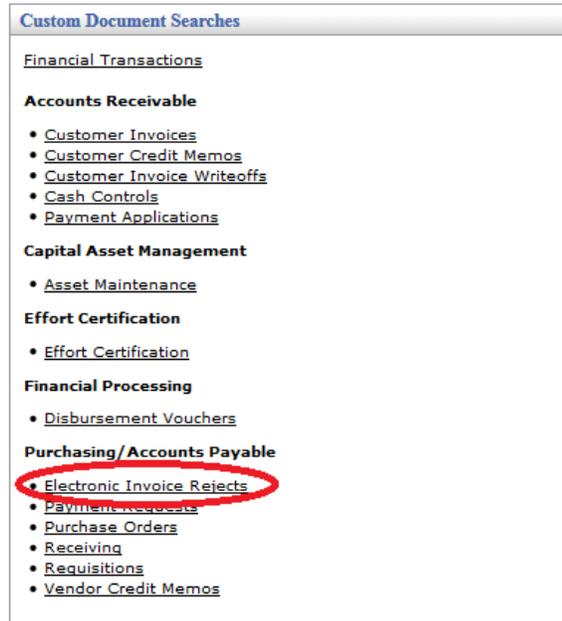
Invoice Name

Supplier Invoice Number(s)

- All invoices you listed will appear
- Click on the Invoice number to open the invoice
- Once invoice is open, pull down the drop down for Available Actions

Invoice Number	42589703	Supplier Account No.	Available Actions	Resend Invoice	<input type="button" value="Go"/>
Supplier Invoice No.	9248100548				
Supplier Name	WW Grainger, Inc.				

- Select "Resend Invoice" then select "GO"
 - In pop up box, Select "Invoice Export" and "Ok"
 - Invoices should feed with the next E-invoice load.
- EIRTS – e-invoice errors
 - To run the report - do a Detailed Doc Search on "Electronic Invoice Rejects"



- On the next page, select “detailed search”



- Select “Search”
- Any documents that come up have been rejected and need to be researched
 - Invoice needs to be approved to create a PREQ
 - OR Invoice needs to be disapproved if your search finds that the invoice should not be paid or held if pending credit
 - Once a credit is received and entered then you can approve the EIRT
- The system has validations in place to catch any invoice billed over or under the PO line item amount. It also looks for taxes charged, but note in some cases we do pay taxes, i.e., when the shipment is going outside of Connecticut
- Reject Reasons:
 - “Purchase Order Document is not open and is not able to process”
 - PO was voided – Items returned need credit (one scenario)
 - Departments should not be voiding PO#’s if order was already filled
 - Work with vendor to see if there is a credit for invoice billed
 - “Purchase Order Item has outstanding encumbered order OTY”
 - PO could be closed or we paid invoice already with paper invoice OR no money on line because of a previous invoice maybe there was a return? Need to research with department

- Invoice item unit cost is greater than allowed upper variance (invoice item line number:5) OR Invoice item unit cost is lower than the allowed upper variance (Invoice item line number
 - The invoice line item amounts will show on the top portion of the screen and the PO line item amount will show on the bottom section of the screen
 - When a department places an order from the catalog the price in the catalog will auto populate the PO line item with the same amount. This is what the vendor should be billing on the invoice. On occasion the vendor will over bill or under bill for the product.
 - If the amount is lower check off the Accept Value box and approve if the price is with-in reason. If the price is more than \$50.00 less you should research with the vendor why they are billing such a difference.
 - If the amount is greater, change the amount billed to match the PO and check off the Accept value box. Make a note on the notes tabs the amount you are short paying. Select “Complete Research” button if you selected the “Research” button previously, then select approve to create the PREQ.
- How to change an invoice amount in Shop Catalog (SciQuest)
 - Changing the tax amount charged on an invoice
 - Pull up the invoice in Shop Catalog
 - Click on Invoice number to open invoice
 - Click on the edit button to edit the invoice tax amount
 - Change the tax amount to 0 if we shouldn't be paying tax. Save
 - Note: if the item is being shipped out of CT then we have to pay the tax amount
 - When back on the invoice go to Available Actions, change to “Resend Invoice” then press Go and then “Resend Invoice” screen should appear
 - Check the Invoice Export box and then OK
 - When the next upload is done, which is the next morning, make sure the invoice was loaded as a PREQ by checking the invoice number in the PREQ search by invoice field. Sometimes it will take 24 hours. Once the PREQ is created disapprove the original EIRT.
- Doing Searches in SciQuest
 - Go to Shop Catalog
 - Document Searches
 - If you are looking to see if an Electronic invoice was submitted make sure your search says Invoice

Go to: [my requisitions](#) | [my purchase orders](#) | [my invoices](#)

Search simple search

Go

Invoice Identification

Invoice Number(s)

Invoice Name

Supplier Invoice Number(s)

Invoice Information

- Type the invoice number in the Supplier Invoice Number field. You can add as many as you like

Search simple search

Go

Invoice Identification

Invoice Number(s)

Invoice Name

Supplier Invoice Number(s)

- Click “Go”
- To view invoice click on the Invoice number
- You can also search invoices by vendor (Supplier) by selecting the magnifying glass
- Select which vendors you want
 - Note: Not all vendors are E-invoicing Vendors
- Select the “Add Selected Suppliers” button
- You may want to select an “Invoice Creation Date” range; otherwise you may have a very large return
- Select “Go” to get results
- By clicking on the invoice number you will open the invoice for viewing. You will also see tabs at the top of the invoice. The history tab will show you if the invoice was successfully sent to KFS
- You also have the ability to search for Purchase Orders via SciQuest. First change the search criteria to Purchase Order. Add the PO number or if you don’t know the PO#, search by vendor
- This search will let you know if the PO was fully invoiced electronically or not
 - Note: if vendor is not an E-Invoicing vendor you will not see the invoicing status