As of 01-10-2014, there are 25 suppliers who are electronically invoicing (eInvoicing) the University (for a Complete List See http://www.procurement.vt.edu/HokieMart/hm.html). Other supplies will be added as their eInvoicing capability is complete. The invoices from eInvoice vendors can be identified in the system by the starting alpha “E”.

There are two way to view your electronic invoices in HokieMart.

**Option #1**

When the PO number is not known or the user wishes to view multiple eInvoices, navigate to the Search Document screen:
From the drop down menu select Search by “Invoice” option.

The search fields in this screen are specifically related to system created invoices and accounts payable attributes.

From the drop down menu next to Date select “Invoice Creation Date (System)”.

Enter desired information to perform specific search. Users may identify as little or as much information as necessary to return results.

Date range may be identified, a specific user or specific approver.

Users may also search by particular Accounts or Funds.

Click “Go.”

User can now view the electronic invoice.

*QG – eInvoicing*

Revised 01.15.14
Option #2

When the either the PO or invoice number is known the user can use the **Quick Search** (Alt +Q) feature located on the right side of the top menu bar.

If the **Invoice Number Option** is selected directly from the drop down menu, the e-Invoice will come up and be displayed.

If the **Purchase Order Number** option was selected, the PO will be displayed then from the PO:

- Click “Invoices” tab.”

The eInvoice number is now visible.

- Click on the invoice number that is preceded by an “E”.

The entire eInvoice will be visible after clicking on the Invoice number.