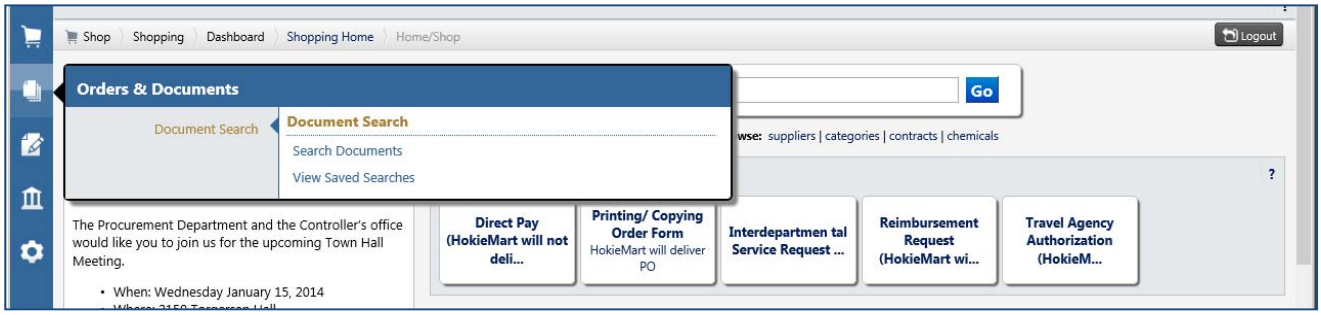
QG - eInvoicing

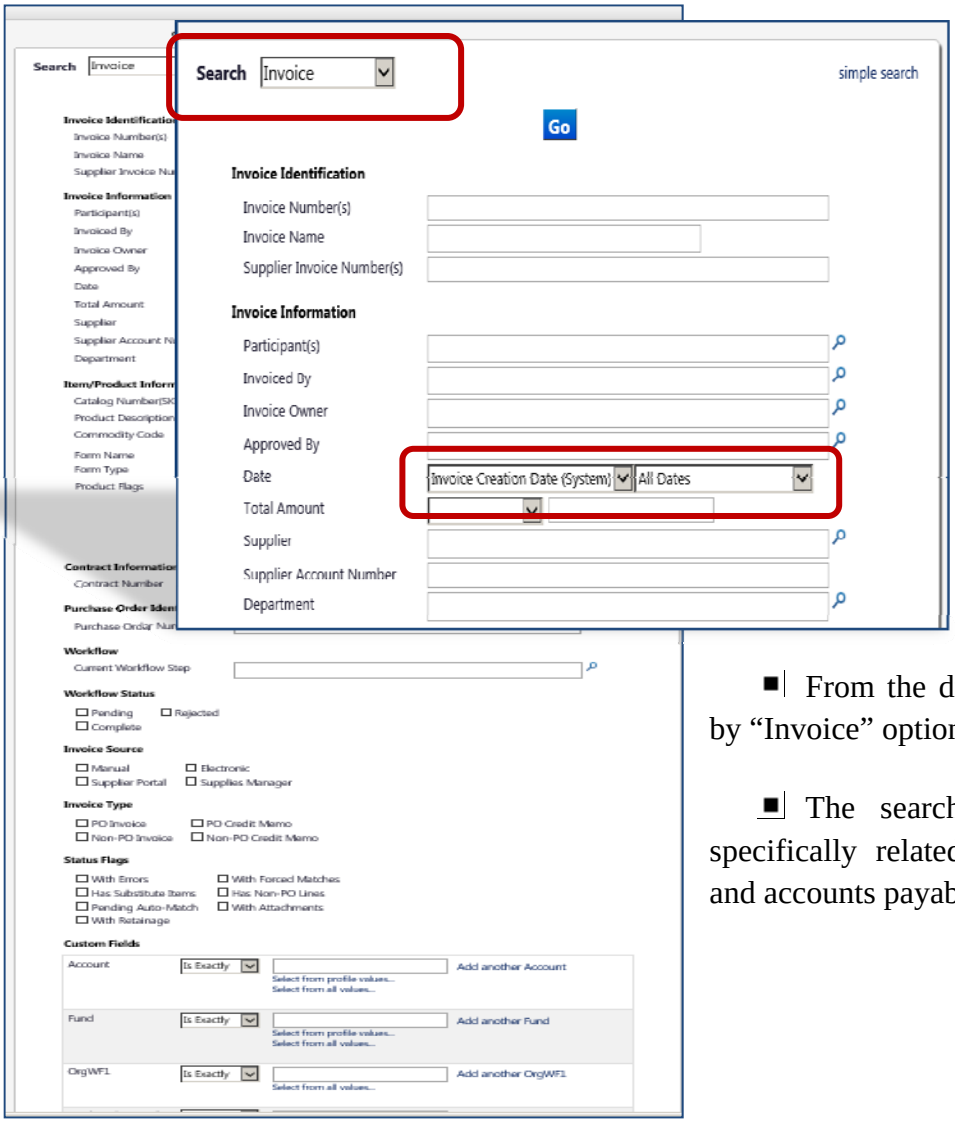
As of 01-10-2014, there are 25 suppliers who are electronically invoicing (eInvoicing) the University *(for a Complete List See http://www.procurement.vt.edu/HokieMart/hm.html).* Other supplies will be added as their eInvoicing capability is complete. The invoices from eInvoice vendors can be identified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

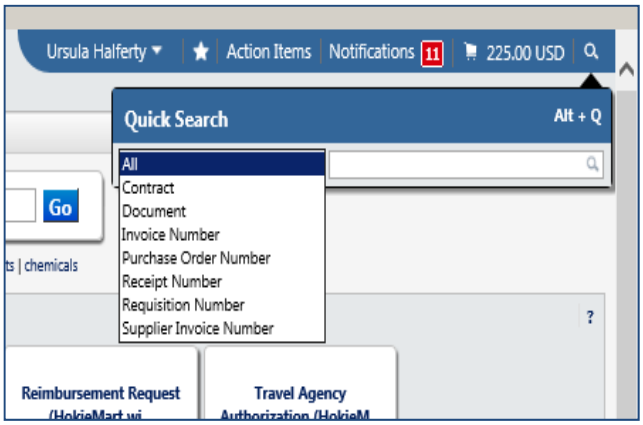
- From the drop down menu next to Date select "Invoice Creation Date (System)".

- 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.

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 .



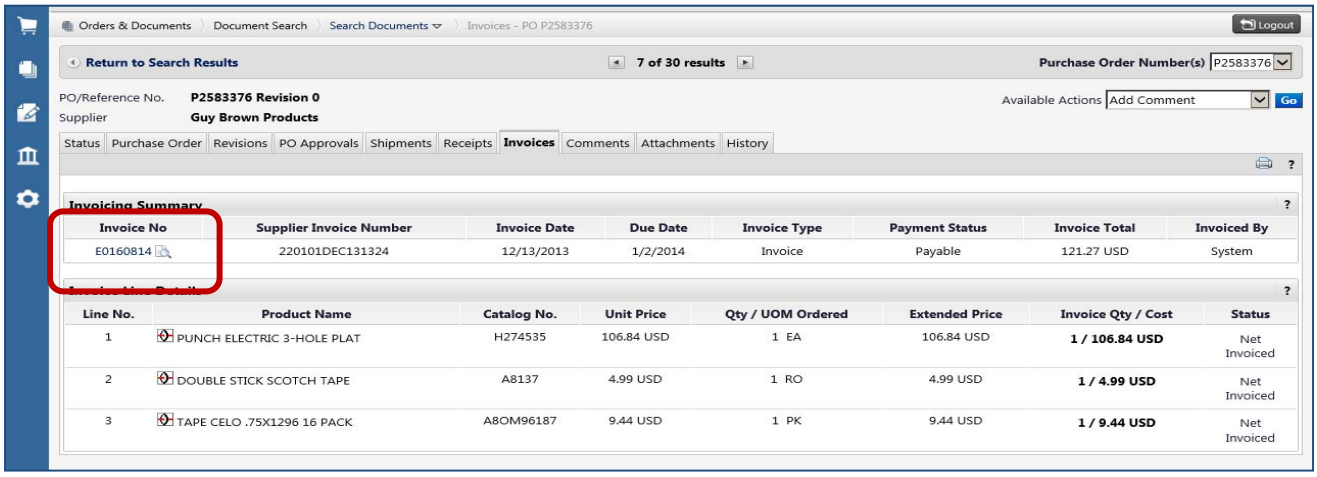
If the ***Invoice Number Option*** is selected directly from the drop down menu, the e-Invoice will come up and be displayed.

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.