

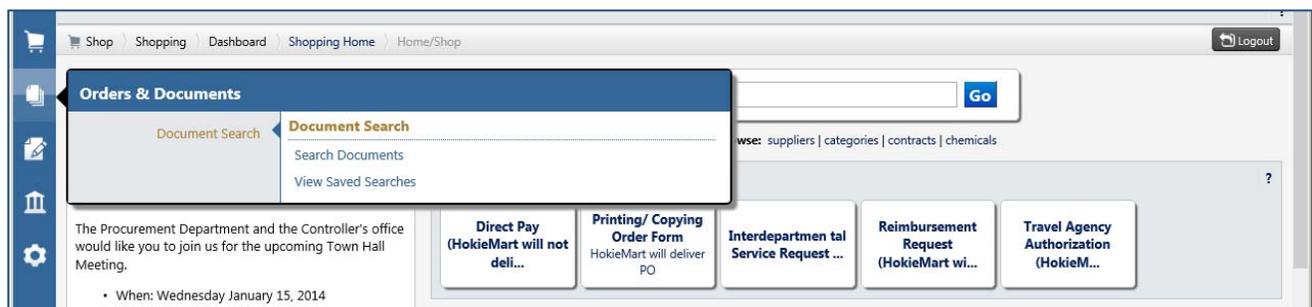
QG - eInvoicing

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.”

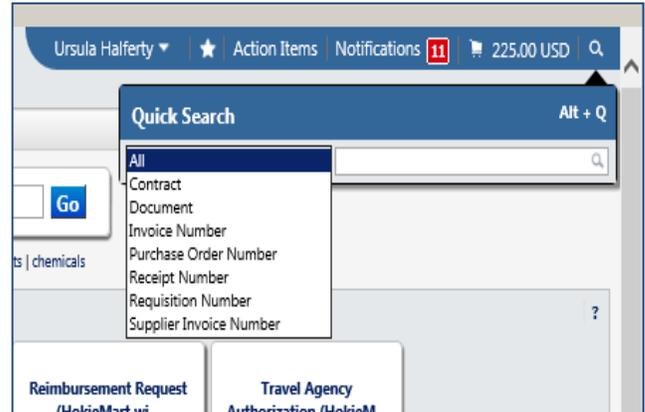
User can now view the electronic invoice.

*QG – eInvoicing
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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  .



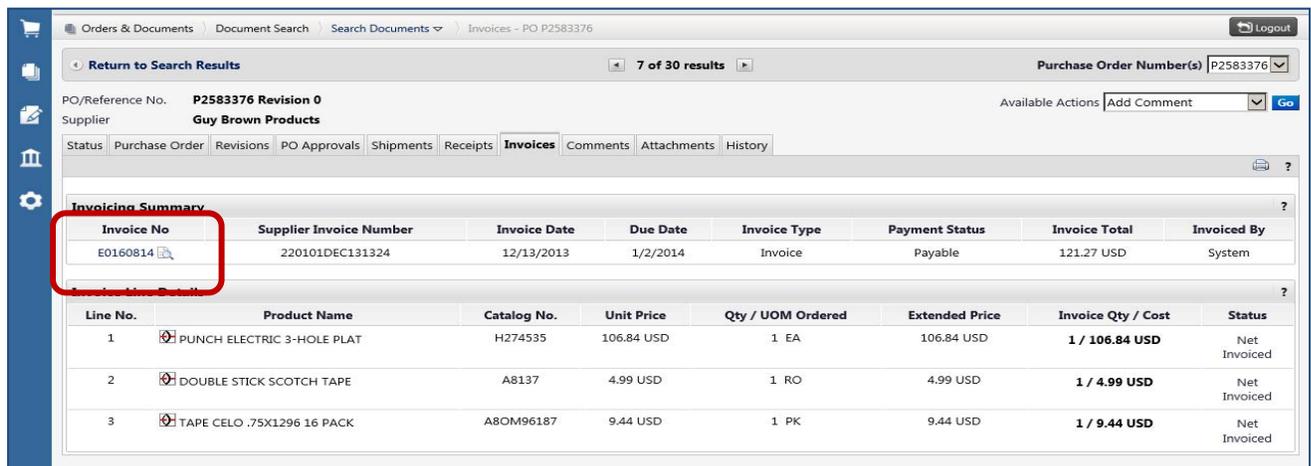
If the **Invoice Number Option** is selected directly from the drop down menu, the e-Invoice will come up and be displayed.

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”.

A screenshot of a software interface showing an 'Invoices' page. The page displays a table with columns: 'Invoice No', 'Supplier Invoice Number', 'Invoice Date', 'Due Date', 'Invoice Type', 'Payment Status', 'Invoice Total', and 'Invoiced By'. The first row is highlighted with a red box, showing 'E0160814' in the 'Invoice No' column. Below the table, there is a section for 'Line No.' with columns for 'Product Name', 'Catalog No.', 'Unit Price', 'Qty / UOM Ordered', 'Extended Price', 'Invoice Qty / Cost', and 'Status'. The table lists three items: 'PUNCH ELECTRIC 3-HOLE PLAT', 'DOUBLE STICK SCOTCH TAPE', and 'TAPE CELO .75X1296 16 PACK'.

Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
E0160814	220101DEC131324	12/13/2013	1/2/2014	Invoice	Payable	121.27 USD	System

Line No.	Product Name	Catalog No.	Unit Price	Qty / UOM Ordered	Extended Price	Invoice Qty / Cost	Status
1	PUNCH ELECTRIC 3-HOLE PLAT	H274535	106.84 USD	1 EA	106.84 USD	1 / 106.84 USD	Net Invoiced
2	DOUBLE STICK SCOTCH TAPE	A8137	4.99 USD	1 RO	4.99 USD	1 / 4.99 USD	Net Invoiced
3	TAPE CELO .75X1296 16 PACK	A80M96187	9.44 USD	1 PK	9.44 USD	1 / 9.44 USD	Net Invoiced

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