

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:

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2	Document Search Search Documents View Saved Searches				wse: suppliers   categories   contracts   chemicals			?
¢	The Procurement Department and the Controller's office would like you to join us for the upcoming Town Hall Meeting.		Direct Pay (HokieMart will not deli	Printing/ Copying Order Form HokieMart will deliver PO	Interdepartmen tal Service Request	Reimbursement Request (HokieMart wi	Travel Agency Authorization (HokieM	

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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.

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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 🧐

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Reimbursemer (HokieMar	nt Request	Travel Age	ency HokieM		

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".

• Return to	Search Resu	lts	■ 7 of 30 results ►			Purchase Order Number(s) P258337		
O/Reference	No. P258 Guy E	3376 Revision 0 Brown Products				Av	ailable Actions Add Comme	nt 🔽
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Invoice	No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
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Line No.		Product Name	Catalog No.	Unit Price	Qty / UOM Ordered	Extended Price	Invoice Qty / Cost	Statu
1	PUNCH	ELECTRIC 3-HOLE PLAT	H274535	106.84 USD	1 EA	106.84 USD	1 / 106.84 USD	Net Invoic
2		STICK SCOTCH TAPE	A8137	4.99 USD	1 RO	4.99 USD	1 / 4.99 USD	Net Invoice
3	TAPE CE	LO .75X1296 16 PACK	A80M96187	9.44 USD	1 PK	9.44 USD	1 / 9.44 USD	Net

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

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