

Invoice Creation in BUY.IU

Background

BUY.IU Invoices are generated via five methods:

- Digital Mailroom (DMR) import
- Supplier Portal submission
- Electronic file, such as cXML
- Manual entry by Accounts Payable staff
- Automated by Requisition containing a Check Request form

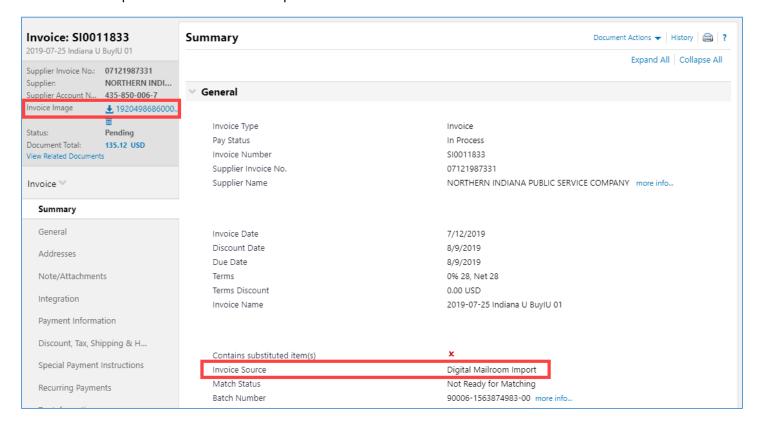
Each of these methods creates an Invoice document in BUY.IU which begins with the characters "SI" and is followed by 7 digits. This Invoice document is compared to the Purchase Order (PO), and sometimes a Receipt document, issues payment to a supplier.

Digital Mailroom (DMR) Import

Digital Mailroom is a third-party application that receives invoices on behalf of IU. Invoices emailed to invoice@iu.edu are received by DMR. Invoices may also be mailed to DMR's lockbox located in Scranton, Pennsylvania. DMR uploads supplier invoice information into BUY.IU within 72 hours of receipt.

If the supplier provides you with an invoice, verify if it has already been submitted to DMR via email or mail. Whenever possible, do not resubmit supplier invoices! Duplicates slow down processing and may result in duplicate payments

DMR uses a software tool which attempts to match supplier-provided invoice information with PO lines from BUY.IU. Matched supplier-provided invoices, including images of the original invoice, are entered into a database by DMR and information is imported into BUY.IU. This imported information creates a BUY.IU Invoice.



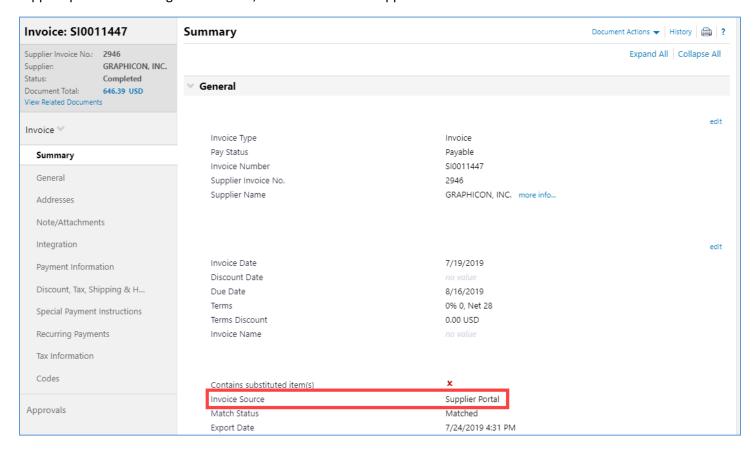


Invoices generated via this method have an invoice source of "Digital Mailroom Import." Access the original invoice image by clicking the link next to invoice image in the upper left-hand corner.

Supplier Portal Submission

Suppliers establish a unique portal when joining IU's supplier network. This portal may also be used to invoice IU for goods or services provided. This method allows suppliers to attach invoice images for upload into BUY.IU.

This invoice submission method results in the immediate generation of a BUY.IU invoice; no additional review by DMR or Accounts Payable staff is required. Invoices generated via this method have an invoice source of "Supplier Portal." If the supplier provided an image attachment, it is available in the upper left-hand corner.

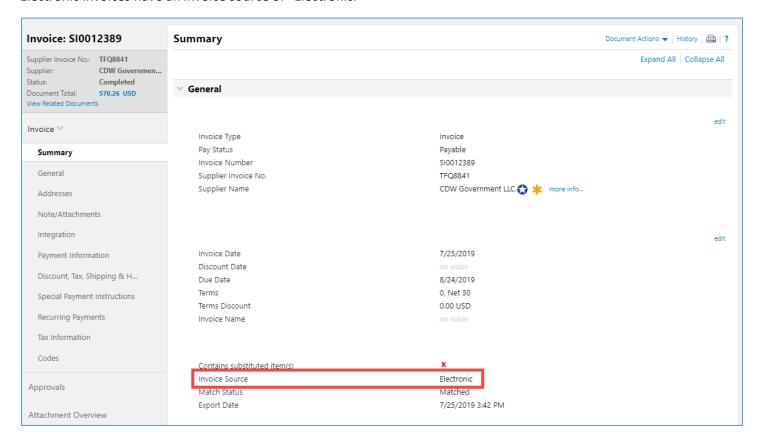




Electronic File, such as cXML

Catalog suppliers, such as Dell, Guy Brown, or Fisher Scientific, provide a data file which contains invoice information. These "invoices" are uploaded into BUY.IU and generate corresponding BUY.IU Invoices. There is no invoice image associated with these types of invoices.

Electronic invoices have an invoice source of "Electronic."

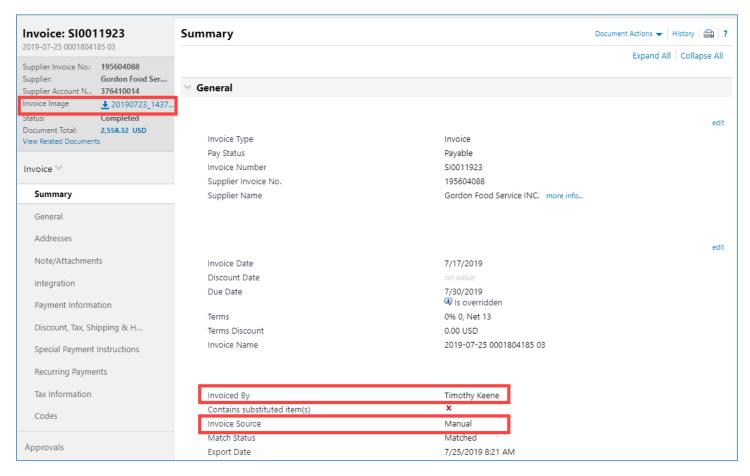




Manual Entry

Accounts Payable staff are able to manually create invoices in BUY.IU. This invoice option is used in special situations and on an as-needed basis. Manual Invoices are generated using information found on supplier-provided invoices and original invoice images are attached.

Invoices generated via this method have an invoice source of "Manual." The **Invoiced By** field contains the name of the AP staff member who created the invoice. Access the original invoice image by clicking the link next to invoice image in the upper left-hand corner.





Automated Invoices

Automated Invoices are generated by BUY.IU for Requisitions which contain Check Request forms. Because a Requisition is used to submit Check Request payments, a Purchase Order and Invoice document must be generated to make the payment. These processes are automated by BUY.IU.

Invoices related to Check Request payments have an Invoice Source of Automated.

