

# 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](mailto: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.

**Invoice: SI0011833**  
2019-07-25 Indiana U BuyIU 01

Supplier Invoice No.: 07121987331  
Supplier: NORTHERN INDI...  
Supplier Account N... 435-850-006-7

Invoice Image [1920498686000..](#)

Status: Pending  
Document Total: 135.12 USD  
[View Related Documents](#)

Invoice ▾

**Summary**

- General
- Addresses
- Note/Attachments
- Integration
- Payment Information
- Discount, Tax, Shipping & H...
- Special Payment Instructions
- Recurring Payments

**Summary** Document Actions ▾ | History | | ?

[Expand All](#) | [Collapse All](#)

▾ **General**

Invoice Type	Invoice
Pay Status	In Process
Invoice Number	SI0011833
Supplier Invoice No.	07121987331
Supplier Name	NORTHERN INDIANA PUBLIC SERVICE COMPANY <a href="#">more info...</a>

  

Invoice Date	7/12/2019
Discount Date	8/9/2019
Due Date	8/9/2019
Terms	0% 28, Net 28
Terms Discount	0.00 USD
Invoice Name	2019-07-25 Indiana U BuyIU 01

Contains substituted item(s) x

Invoice Source	Digital Mailroom Import
Match Status	Not Ready for Matching
Batch Number	90006-1563874983-00 <a href="#">more info...</a>

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.

<p><b>Invoice: SI0011447</b></p> <p>Supplier Invoice No.: 2946                  Supplier: GRAPHICON, INC.                  Status: Completed                  Document Total: <b>646.39 USD</b>  <a href="#">View Related Documents</a></p> <p>Invoice ▾</p> <p><b>Summary</b></p> <ul style="list-style-type: none"> <li>General</li> <li>Addresses</li> <li>Note/Attachments</li> <li>Integration</li> <li>Payment Information</li> <li>Discount, Tax, Shipping &amp; H...</li> <li>Special Payment Instructions</li> <li>Recurring Payments</li> <li>Tax Information</li> <li>Codes</li> </ul> <p>Approvals</p>	<p><b>Summary</b> <span style="float: right;">Document Actions ▾   History   ?</span></p> <p style="text-align: right;"><a href="#">Expand All</a>   <a href="#">Collapse All</a></p> <p>▾ <b>General</b></p> <table border="0"> <tr> <td>Invoice Type</td> <td>Invoice</td> <td style="text-align: right;"><a href="#">edit</a></td> </tr> <tr> <td>Pay Status</td> <td>Payable</td> <td></td> </tr> <tr> <td>Invoice Number</td> <td>SI0011447</td> <td></td> </tr> <tr> <td>Supplier Invoice No.</td> <td>2946</td> <td></td> </tr> <tr> <td>Supplier Name</td> <td>GRAPHICON, INC. <a href="#">more info...</a></td> <td></td> </tr> </table> <table border="0"> <tr> <td>Invoice Date</td> <td>7/19/2019</td> <td></td> </tr> <tr> <td>Discount Date</td> <td><i>no value</i></td> <td></td> </tr> <tr> <td>Due Date</td> <td>8/16/2019</td> <td></td> </tr> <tr> <td>Terms</td> <td>0% 0, Net 28</td> <td></td> </tr> <tr> <td>Terms Discount</td> <td>0.00 USD</td> <td></td> </tr> <tr> <td>Invoice Name</td> <td><i>no value</i></td> <td style="text-align: right;"><a href="#">edit</a></td> </tr> </table> <p>Contains substituted item(s) <span style="color: red;">✘</span></p> <table border="1" style="border: 2px solid red;"> <tr> <td>Invoice Source</td> <td>Supplier Portal</td> </tr> <tr> <td>Match Status</td> <td>Matched</td> </tr> <tr> <td>Export Date</td> <td>7/24/2019 4:31 PM</td> </tr> </table>	Invoice Type	Invoice	<a href="#">edit</a>	Pay Status	Payable		Invoice Number	SI0011447		Supplier Invoice No.	2946		Supplier Name	GRAPHICON, INC. <a href="#">more info...</a>		Invoice Date	7/19/2019		Discount Date	<i>no value</i>		Due Date	8/16/2019		Terms	0% 0, Net 28		Terms Discount	0.00 USD		Invoice Name	<i>no value</i>	<a href="#">edit</a>	Invoice Source	Supplier Portal	Match Status	Matched	Export Date	7/24/2019 4:31 PM
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## 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.”

**Invoice: SI0012389**

Supplier Invoice No.: TFQ8841  
 Supplier: CDW Governmen...  
 Status: Completed  
 Document Total: **570.26 USD**  
[View Related Documents](#)

**Summary** Document Actions | History | ?

[Expand All](#) | [Collapse All](#)

**General**

Invoice Type	Invoice	<a href="#">edit</a>
Pay Status	Payable	
Invoice Number	SI0012389	
Supplier Invoice No.	TFQ8841	
Supplier Name	CDW Government LLC. <a href="#">more info...</a>	

Invoice Date	7/25/2019	<a href="#">edit</a>
Discount Date	<i>no value</i>	
Due Date	8/24/2019	
Terms	0, Net 30	
Terms Discount	0.00 USD	
Invoice Name	<i>no value</i>	

Contains substituted item(s) x

Invoice Source	Electronic	
Match Status	Matched	
Export Date	7/25/2019 3:42 PM	

## 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.

<p><b>Invoice: SI0011923</b> 2019-07-25 0001804185 03</p> <p>Supplier Invoice No.: 195604088 Supplier: Gordon Food Ser... Supplier Account N... 376410014</p> <p>Invoice Image <a href="#">20190723_1437...</a></p> <p>Status: <b>Completed</b> Document Total: 2,558.32 USD <a href="#">View Related Documents</a></p>	<p><b>Summary</b> <span style="float: right;">Document Actions   History   ?</span></p> <p style="text-align: right;"><a href="#">Expand All</a>   <a href="#">Collapse All</a></p> <p><b>General</b></p> <table border="0"> <tr> <td>Invoice Type</td> <td>Invoice</td> <td><a href="#">edit</a></td> </tr> <tr> <td>Pay Status</td> <td>Payable</td> <td></td> </tr> <tr> <td>Invoice Number</td> <td>SI0011923</td> <td></td> </tr> <tr> <td>Supplier Invoice No.</td> <td>195604088</td> <td></td> </tr> <tr> <td>Supplier Name</td> <td>Gordon Food Service INC. <a href="#">more info...</a></td> <td></td> </tr> <tr> <td>Invoice Date</td> <td>7/17/2019</td> <td></td> </tr> <tr> <td>Discount Date</td> <td>no value</td> <td></td> </tr> <tr> <td>Due Date</td> <td>7/30/2019 <a href="#">Is overridden</a></td> <td></td> </tr> <tr> <td>Terms</td> <td>0% 0, Net 13</td> <td></td> </tr> <tr> <td>Terms Discount</td> <td>0.00 USD</td> <td></td> </tr> <tr> <td>Invoice Name</td> <td>2019-07-25 0001804185 03</td> <td></td> </tr> <tr> <td>Invoiced By</td> <td>Timothy Keene</td> <td></td> </tr> <tr> <td>Contains substituted item(s)</td> <td><b>x</b></td> <td></td> </tr> <tr> <td>Invoice Source</td> <td>Manual</td> <td></td> </tr> <tr> <td>Match Status</td> <td>Matched</td> <td></td> </tr> <tr> <td>Export Date</td> <td>7/25/2019 8:21 AM</td> <td></td> </tr> </table>	Invoice Type	Invoice	<a href="#">edit</a>	Pay Status	Payable		Invoice Number	SI0011923		Supplier Invoice No.	195604088		Supplier Name	Gordon Food Service INC. <a href="#">more info...</a>		Invoice Date	7/17/2019		Discount Date	no value		Due Date	7/30/2019 <a href="#">Is overridden</a>		Terms	0% 0, Net 13		Terms Discount	0.00 USD		Invoice Name	2019-07-25 0001804185 03		Invoiced By	Timothy Keene		Contains substituted item(s)	<b>x</b>		Invoice Source	Manual		Match Status	Matched		Export Date	7/25/2019 8:21 AM	
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## 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.

<b>Invoice: SI0118300</b> 2019-10-20 0001768314 01	<b>Summary</b> <span style="float: right;">Document Actions ▾   History   🖨️   ?</span>																																					
Supplier Invoice No.: <b>SI0118300</b> Supplier: <b>Judith Farmer</b> Status: <b>Completed</b> Document Total: <b>250.00 USD</b> <a href="#">View Related Documents</a>	<span style="float: right;"><a href="#">Expand All</a>   <a href="#">Collapse All</a></span>																																					
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<b>Summary</b> General Addresses Note/Attachments Integration Payment Information Discount, Tax, Shipping & H... Special Payment Instructions Recurring Payments Tax Information Codes Approvals	<b>General</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Invoice Type</td> <td style="width: 50%;">Invoice</td> </tr> <tr> <td>Pay Status</td> <td>Paid</td> </tr> <tr> <td>Invoice Number</td> <td>SI0118300</td> </tr> <tr> <td>Supplier Invoice No.</td> <td>SI0118300</td> </tr> <tr> <td>Supplier Name</td> <td>Judith Farmer <a href="#">more info...</a></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Invoice Date</td> <td>10/20/2019</td> </tr> <tr> <td>Discount Date</td> <td><i>no value</i></td> </tr> <tr> <td>Due Date</td> <td>11/19/2019</td> </tr> <tr> <td>Terms</td> <td>0, Net 30</td> </tr> <tr> <td>Terms Discount</td> <td>0.00 USD</td> </tr> <tr> <td>Invoice Name</td> <td>2019-10-20 0001768314 01</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Invoiced By</td> <td>Stephanie Gott</td> </tr> <tr> <td>Contains substituted item(s)</td> <td><b>x</b></td> </tr> <tr> <td>Invoice Source</td> <td>Automated</td> </tr> <tr> <td>Match Status</td> <td>Do Not Match</td> </tr> <tr> <td>Export Date</td> <td>10/21/2019 8:55 PM</td> </tr> </table>		Invoice Type	Invoice	Pay Status	Paid	Invoice Number	SI0118300	Supplier Invoice No.	SI0118300	Supplier Name	Judith Farmer <a href="#">more info...</a>			Invoice Date	10/20/2019	Discount Date	<i>no value</i>	Due Date	11/19/2019	Terms	0, Net 30	Terms Discount	0.00 USD	Invoice Name	2019-10-20 0001768314 01			Invoiced By	Stephanie Gott	Contains substituted item(s)	<b>x</b>	Invoice Source	Automated	Match Status	Do Not Match	Export Date	10/21/2019 8:55 PM
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