Non-PO Based Invoices

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Do I process as a NON-PO Invoice?

```
                    ┌─────────────────────┐
                    │  Does it have a PO  │
                    │   number on it?     │
                    └─────────────────────┘
```

Yes

Follow instructions for processing a PO based invoice.

No

Is it over $10k and not an exempt or contract purchase?

Yes

Could be non-compliant
- If is the only invoice non-po is ok
- If multiple invoices are expected, then a payment request requisition should be done.

No

Create the non-po based invoice as directed in these instructions.

No

Is it a controlled or capital asset?

Yes

A payment request requisition is recommended to auto create assets. If non po is done you will have to manually create assets.

No

Create the non-po based invoice as directed in these instructions.

How do I process an invoice that refers to an AggieBuy PO?

1. Scan the invoice to your computer
2. Search for the purchase order in AggieBuy
3. Go to the comments tab and add a comment
4. Add email recipient
    a. Enter invoices in the last name field
        i. invoices@tamu.edu
    b. Select the address
5. Attach the scanned invoice to the comment
6. Select Add Comment
7. Complete receiving if needed

Add Comment ✕

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

☐ Training Allocator10 (Prepared by) <c-gillar@tamu.edu>
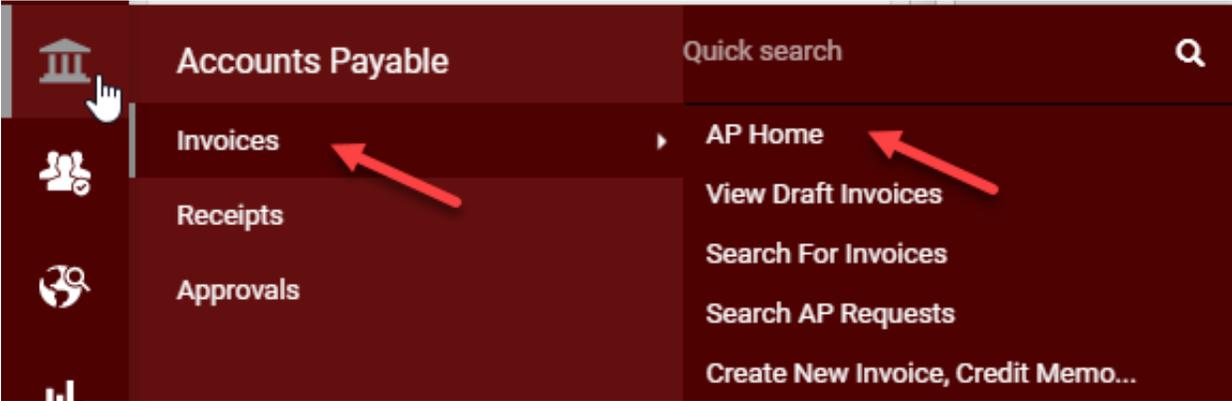☐ Training Allocator25 (Approver) <caglover@tamu.edu>

add email recipient...

1000 characters remaining

Attach file to this document (optional):

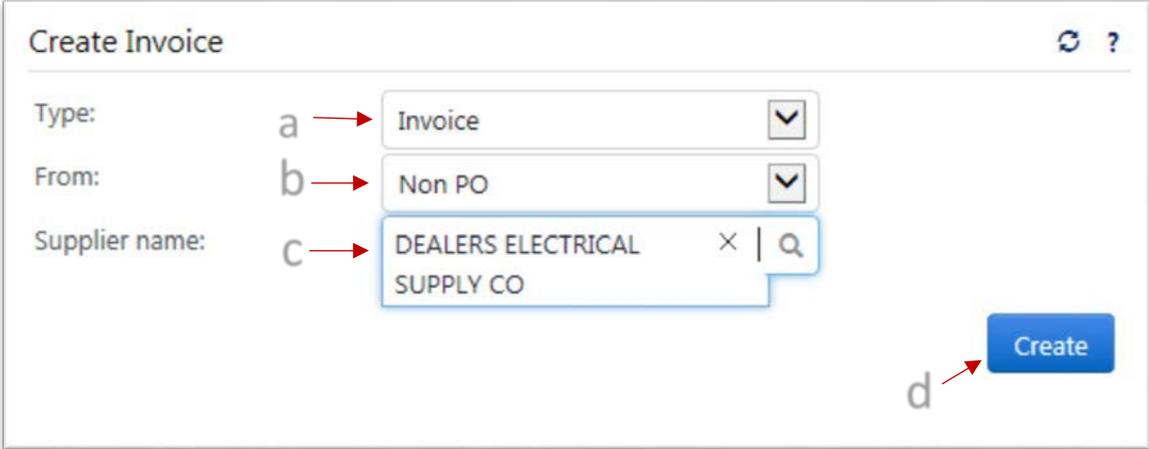| Attachment Type | File ▼ |
| File Name | |
| File | Choose File No file chosen |

Add Comment   Close

How to create a non-PO based invoice

1. Go to the AP homepage
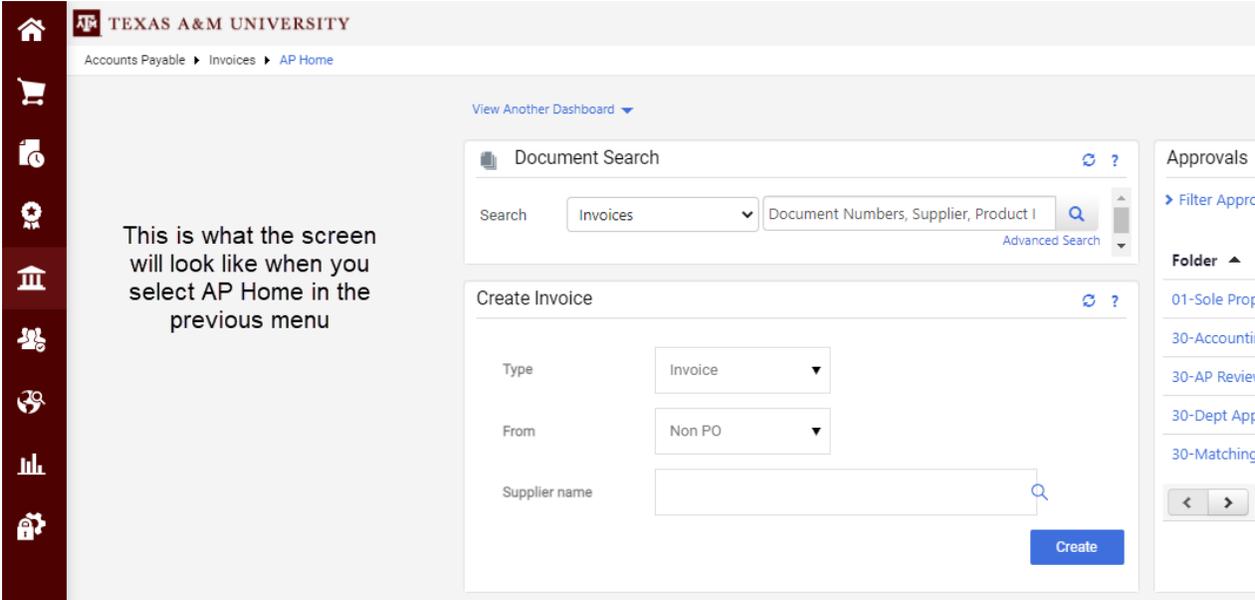
2. Create Invoice
   - **Type** – Invoice
   - **From**: Non PO
   - **Supplier Name** - Enter the supplier name and select the vendor
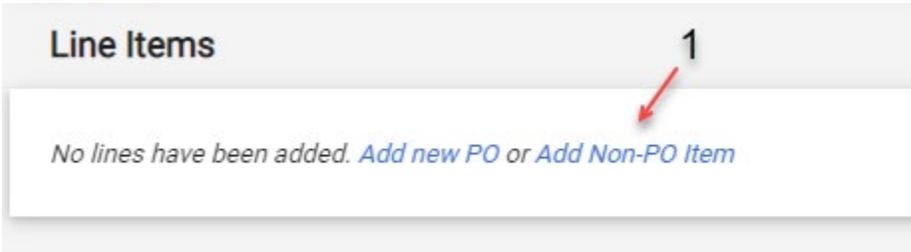   - **Create** – Select

Required Invoice Fields

1. **Supplier Invoice No** - Enter the supplier invoice number EXACTLY as it appears on the invoice, including all punctuation that may be included. If there is no supplier invoice number you can use the invoice number that AggieBuy creates for each invoice. This willalways be a unique number and prevent any duplicate errors

2. **Invoice Date** - Enter the date exactly as it on the vendor invoice, if you are processing anemployee reimbursement enter todays date

3. **Remit to Location List** - It is CRITICAL that you select the correct remit to address, if the address you need is not listed send a comment on the document to vendorhelp@tamu.eduto have the address added **before** you continue. Just leave this in your drafts until you hearback from Vendorhelp.

4. **Non-PO Goods Rcvd Date** This is the date that you actually received the goods. This can be a future date (if you are paying for a service period). This is critical due to it is one of the dates that is used to calculate prompt payment interest.

5. **Invoice Rcvd Date** - This is the date that you actually received the invoice, if there is no received stamp on the invoice then this needs to be entered as the invoice date. This is critical due to it is one of the dates that is used to calculate prompt payment interest

6. **Tax 1** – Members have the option to enter sales tax to have it route to a sales tax folder for a specialist to review if it is appropriate to pay the tax and if not then they can contact the vendor to issue internal credit to remove the sales tax from the AR. Or the member can decide to short pay the invoice and not enter the sales tax, but the invoice creator will need to contact the vendor to sure the issue an internal credit for the sales tax.

7. **Shipping** – Review the invoice to see if shipping needs to be added. Add it here but firstcheck to be sure shipping is not listed under Line Item Details as a Product Description.

8. **Handling** – Review the invoice to see if handling needs to be added. Add it here but firstcheck to be sure shipping is not listed under Line Item Details as a Product Description.

9. **Save**

1. **Add Non PO item**

   a. **Product Description** - Non-po based invoices can be summarized into one line for each category (example: postal/freight services if there are 20 lines on the invoice it is ok to do one line for the total of the invoice). If the invoice has two different categories for example office supplies and then food (coffee, water, etc) then there would need to be two summary based lines * *one for the office supplies and then one for the food.
   b. **Catalog No** – Required field but can be N/A
   c. Quantity
   d. **Price Estimate**
   e. Packaging
   f. **Save** or **Save and Add Another** if additional line items are needed

   g. Total – Verify total then select Save

Summary Tab

1. Select **Summary**

2. Invoice Attachments
   a. Add Attachments
   b. Select file you wish to attach (multiples are allowed)

Field Descriptions

2. Invoice Name
   a. This will default with today's date, your UIN and the number of invoices that you have created today
   b. This can be changed or left as is
3. Supplier Invoice No
   a. Enter the supplier invoice number EXACTLY as it appears on the invoice, including all punctuation that may be included
4. Invoice Date
   a. Enter the date exactly as it on the vendor invoice
   b. If you are processing an employee reimbursement enter todays date
5. Due Date
   a. This will calculate based on the invoice date and vendor terms
6. Terms
   a. If the vendor offers an early payment discount you enter that here
   b. If the vendor terms that pull are not correct contact abvendorhelp@tamu.edu to have the vendor terms corrected
7. Order Category
   a. This will pull from your profile but it does not matter what is entered here on non PO based invoices
8. Special Payment Method
   a. You MUST select the special payment method needed
   b. Notes alone will not ensure that the special payment method will be added
9. Rush the Pymt Process
   a. This is used when the payment needs to be released before the standard terms
   b. Typical rush reasons
      i. Past due invoice
      ii. Invoice due date within 10 days
      iii. Agreement with vendor stating terms other than standard terms
   c. If the rush reason is other than these then you need to add notes explaining why the payment needs to be rushed
10. Bypass Invoice Allocator
    a. If you are an allocator this is hardcoded in your profile
    b. If you DO need the invoice to route to an allocator for review and approval other than yourself you can change this to no
11. Contract Number
    a. If you have a contract number add it here
12. Report Reference A
    a. This a free text field
    b. This information is not in FAMIS
    c. This is searchable in AggieBuy
    d. This is searchable in the Data Warehouse
13. Report Reference B
    a. This a free text field
    b. This information is not in FAMIS
    c. This is searchable in AggieBuy
    d. This is searchable in the Data Warehouse
14. Remit to
    a. It is CRITICAL that you select the correct remit to address

      b. If the address you need is not listed contact abvendorhelp@tamu.edu to have the address added **before** you continue

15. PO Department
   a. This is going to pull from your ordering department
   b. This determines what department allocator the invoice will route to
   c. Do not need to change this unless you are creating the invoice for another department and you have removed the bypass invoice allocator

16. Non PO Goods Rcvd Date
   a. This is the date that you actually received the goods
   b. This can be a future date (if you are paying for a service period)
   c. This is one of the dates that is used to calculate prompt payment interest
   d. CRITICAL that this date be correct

17. Invoice Rcvd Date
   a. This is the date that you actually received the invoice
   b. If there is no received stamp on the invoice then this needs to be entered as the invoice date
   c. This is one of the dates that is used to calculate prompt payment interest
   d. CRITICAL that this date be correct

18. External Note
   a. These notes would be viewable to the vendor if they utilize the Supplier Portal
   b. This is a good place to add notes about why an invoice is being short paid so that vendors will be able to see that in the Supplier Portal

19. Internal Notes
   a. This is where you add notes for accounts payable, who to contact to pick up check, why payment is being rushed, etc.

20. Discount Tax Shipping & Handling
   a. Terms Discount
      i. This will calculate based on the invoice amount and discount terms that are entered
   b. Discount
      i. These are discounts that the vendor offers regardless of when payment is issued (higher education discounts, promo discounts etc.)
   c. Tax 1
      i. If the vendor invoice includes tax and you do not know if the tax should be paid you enter it here
      ii. If you know that the tax should NOT be paid then you leave it off
      iii. This will cause the invoice to route to a tax review step so that we can determine if the tax should be paid
   d. Shipping
      i. You can enter the shipping here or include a line item for the shipping
      ii. If the vendor has offered a terms discount then the shipping should be entered here
   e. Handling
      i. Same as shipping above

21. SAVE THE DOCUMENT BEFORE YOU ADD A NON-PO ITEM or you will lose the information you entered above

22. Click Add non-PO item

23. Product Description
    a. Enter the items that you are purchasing
    b. You can group like items
        i. Office supplies instead of a line item for pen, paper, folder
24. Catalog No
    a. This is required field but we do not need the catalog number so you can enter what you would like here
25. Quantity
26. Price Estimate
27. Select Save and Close or Salve and Add Another until all items have been added
28. Click on the Buyer Invoice tab OR the Review tab

29. Attach the invoice in the internal attachments

30. Enter the account number(s)

    a. If needed you can override the object code that will pull based on the commoditycode that FMO will assign
    b. Report Reference C
        i. This a free text field

        ii.   This information is not in FAMIS

       iii.   This is searchable in AggieBuy

       iv.   This is searchable in the Data Warehouse

  c.   Report Reference D

        i.   This a free text field

       ii.   This information is not in FAMIS

       iii.   This is searchable in AggieBuy

       iv.   This is searchable in the Data Warehouse

31. Verify information entered and Complete