

Concur Invoice QuickStart Guide

SAP Concur



SAP Concur Technologies
Version 1.8

November 26, 2018

Document Revision History

Date	Description	Version	Author
03/28/2016	Concur Invoice QuickStart Guide – converted to new template	1.2	Concur
08/10/2016	Concur Invoice QuickStart Guide UI Update	1.3	Concur
08/29/2016	Concur Invoice QuickStart Guide – correct formatting	1.4	Concur
10/18/2016	Concur Invoice QuickStart Guide – correct formatting	1.5	Concur
11/30/2016	Concur Invoice QuickStart Guide – updated proprietary statement	1.6	Concur
9/13/2017	Concur Invoice QuickStart Guide – corrected formatting	1.7	Concur
11/26/2018	Concur Invoice QuickStart Guide – SAP rebrand	1.8	SAP Concur

Proprietary Statement

This document and any attached materials (including videos or other media) contain SAP Concur Technologies, Inc. proprietary information and are not to be used by you other than to customize your internal training materials. This document and any attached materials are not to be disseminated, distributed, or otherwise conveyed throughout your organization to employees without a need for this information or to any third parties without the express written permission of SAP Concur. The SAP Concur name and logo and all other names identifying SAP Concur services are trademarks or registered trademarks of SAP Concur or its affiliates in the United States and/or other countries. Any other trademarks and service marks are the property of their respective owners. SAP Concur disclaims any warranties, express or implied, and assumes no liability for damages incurred directly or indirectly from any error, omission, or discrepancy with respect to the information contained in these documents and/or materials.

©2004 – 2018 SAP Concur. All rights reserved.

SAP Concur® is a trademark of SAP Concur Technologies, Inc.

Published by SAP Concur Technologies, Inc.

601 108th Avenue, NE, Suite 1000

Bellevue, WA 98004

Table of Contents

Welcome to Concur Invoice	3
Section 1: Logging on to Concur Invoice	3
Section 2: Creating a Purchase Request.....	4
Section 3: Approving a Purchase Request.....	6
Section 4: Creating a New Payment Request from an Existing Vendor	7
Section 5: Creating a Recurring Payment Request	13
Section 6: Approving a Payment Request	15
Section 7: Requesting a New Vendor	16
Section 8: Assigning a Purchase Order to a Payment Request.....	17

Welcome to Concur Invoice

Concur Invoice is a cloud-based tool that integrates invoices with T&E payments within a single system. Concur Invoice gives you one view to manage all your business spend – from purchase request through payment.

Section 1: Logging on to Concur Invoice

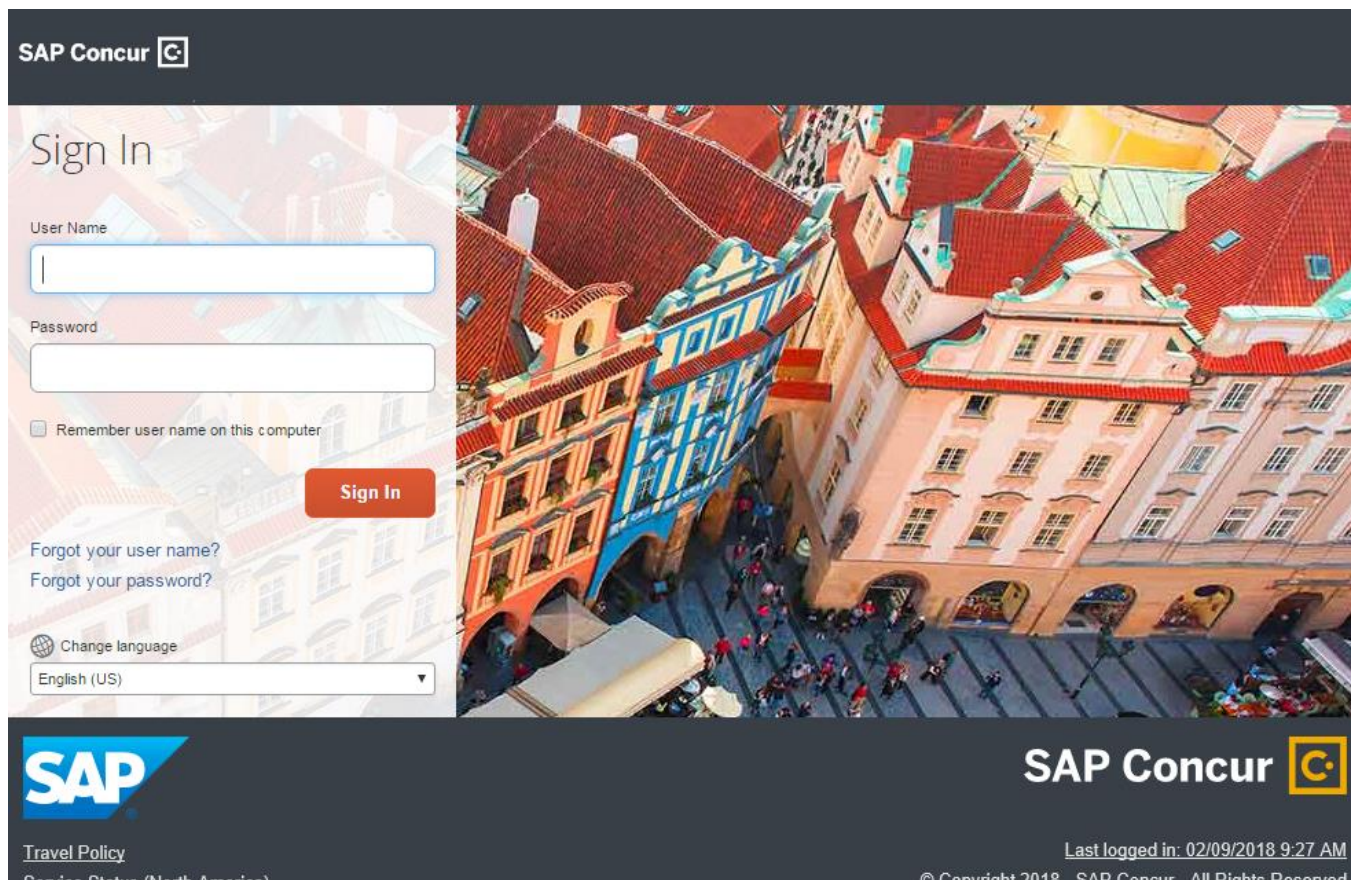
How to...

1. Log onto Concur Invoice following your company's logon instructions.

Additional Information

If you are not sure how to start Concur Invoice, check with your company's system administrator. When starting Concur Invoice, you will first see the **Login** page.

When logging onto Concur Invoice Service, remember that your password is case sensitive.



Section 2: Creating a Purchase Request

The Concur Request feature is designed to help businesses control expenses by requiring employees to obtain approval before incurring travel or other expenses.

How to...

1. On the **SAP Concur** home page, place your mouse pointer over **New**.
2. Click **Start a Request**.
3. From the **Purchase Request** drop-down menu, select **Request Items**, and then select **Add New Item**.
4. Click the **Type** drop-down arrow to select whether this request is for **Goods** or **Services**.
5. Enter the name of an existing vendor to search for and select from the saved list or click **Request New Vendor** to enter the details for a new vendor.
6. Complete the required fields for the new item (indicated with a red bar), and then click **Save**.
7. Click **Request** at the bottom of the page.
8. Enter a **Description**, and then click **Save**.
9. To use the default **Ship To** location, click **Submit**.

Additional Information

The drop-down menu displays.

If you request a new vendor, enter the appropriate vendor details and then click **Apply** to upload additional documentation or **OK** to save the vendor information as is.

Your company defines which fields are required. Items that are pending a purchase request appear in the **Cart Items** section.

To change the default **Ship To** location, click the **Ship To** link and modify the address.

The screenshot displays the SAP Concur web interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. A user profile icon and 'Help' link are on the right. Below the navigation bar, there are links for 'Manage Requests', 'Quick Search', and 'Purchase Requests'. The main content area is split into two panels. The left panel, titled 'Pending Requests', shows 'None found.' Below it is the 'Active Items' section, which includes a search bar and a table with columns: 'Description', 'Vendor Name', 'Needed By', 'Submit Date', 'Quantity / Un...', and 'Total'. The right panel, titled 'Cart Items', features a 'Clear' button, an 'Add New Item' button, and a list of items. One item is visible: 'cleaning equipment' from 'ABC Rentals', with a quantity of '1 Each @ 150' and a total of '\$150.00'. At the bottom of the 'Cart Items' panel, there is a 'Request' button and a 'Total: \$150.00' display.

[View Image Gallery](#) | [Comments](#) | [Audit Trail](#) | [Approval Flow](#)

REQUEST NUMBER 34

Not Submitted
Ship To Triton Warehouse North


[Submit](#) [Delete](#) [Actions](#)

Details | [Edit](#)

Policy: Purchase Request Policy
 Employee: Peterson, Sue
 Description: cleaning equipment for warehouse floor
 Comment:
 *Custom 01 - (10) United States
 Company:
 *Custom 02 - (300) Sales
 Department:
 *Custom 03 - (3030) Mid Market
 Cost Center:

[Back to Previous Screen](#)

Items

<input type="checkbox"/>	Add	Delete	Edit	Distribute	
<input type="checkbox"/>	cleaning equipment	Quantity: 1 Each	Total: \$150.00		
	Expense Type: Machine Rental	Unit Price: 150			
	ABC Rentals (Unapproved) No address				
	*Custom 01 - Company: (10) United States		*Custom 02 - Department: (300) Sales		
	*Custom 03 - Cost Center: (3030) Mid Market				
	Show Comments				

Total: \$150.00

Section 3: Approving a Purchase Request

As a Request approver, you can review a purchase request sent to you for review and approval and then:

- Approve the request.
- Approve the request and forward it to another approver (if your company is configured to use this workflow feature).
- Send the request back to the user with a comment (to perhaps change and resubmit the request) or decline the request.

How to...

1. On the **SAP Concur** home page, in the **My Tasks** section, under the **Required Approvals** heading, select **Purchase Requests**.
2. Select the appropriate **Request No.** link, and then complete one of the following three steps:
 - Review the request and then select **Approve**.
 - Review the request and click **Approve & Forward**.
 - To send back a request for correction, click **Send Back**.

Additional Information

You can also click the **Approvals** tab at the top of the home page and then select **Purchase Requests**.

The **Approvals** page appears with a list of all the purchase requests that need your review and approval.

To attach additional documentation to a selected request, click **Actions** and then select **Upload Image**.

If your company has multiple steps in the approval process, then select **Approve & Forward** to send it to the next approver in the workflow.

Request No.	Requestor	Date Submitted	Total
33	Never, William	2015-08-20	BRL 300.00


Section 4: Creating a New Payment Request from an Existing Vendor

The basic steps in the payment request process are:

1. **Create** the payment request – first selecting or adding a vendor, and then providing request-level information (such as the payment request name, invoice number and date, amounts, and comments).
2. **Itemize** the payment request – selecting the expense type, such as "Computing Equipment".
3. **Distribute** or allocate the payment request across departments.
4. **Attach an image** of the invoice to the payment request.
5. **Review and submitting** – reviewing the information on the payment request for accuracy and then submitting it for approval.
6. **Unassign** the request (*optional*) for reassignment to the employee associated with the request.

Step 1: Creating a payment request

How to...

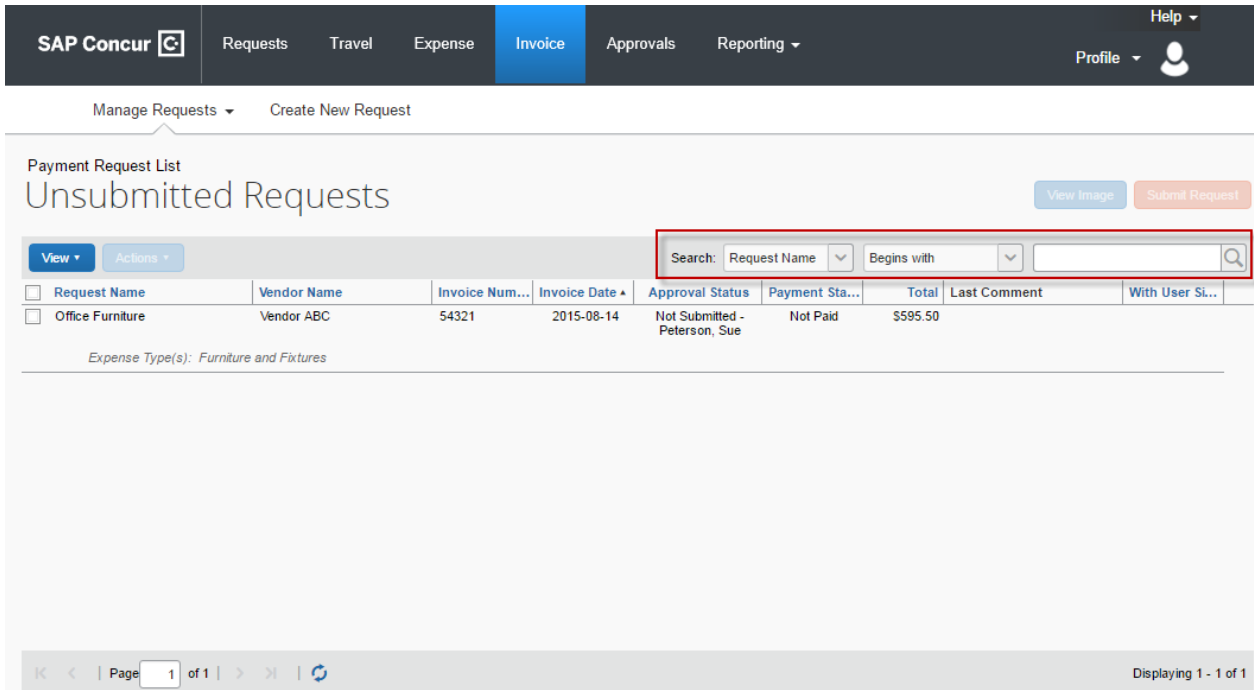
1. On the **Invoice** tab, click **Create New Request**.
2. Use the **Search** fields to find and select the appropriate vendor or select it from the entire **Vendor List** by clicking the **Search** icon .
3. Complete the required fields as indicated with red bars and the optional fields as directed by your company, and then click **Save**.

Additional Information

The **Create New Payment Request** page appears.

The **Enter Invoice Details** page appears.

Scroll through the **Invoice Details** page to view all the available fields.



The screenshot shows the SAP Concur Invoice interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice' (selected), 'Approvals', and 'Reporting'. A user profile dropdown is visible on the right. Below the navigation bar, there are links for 'Manage Requests' and 'Create New Request'. The main content area is titled 'Payment Request List' and 'Unsubmitted Requests'. A search bar is highlighted with a red box, containing the text 'Search: Request Name' and 'Begins with'. Below the search bar is a table with the following data:

Request Name	Vendor Name	Invoice Num...	Invoice Date	Approval Status	Payment Sta...	Total	Last Comment	With User Si...
Office Furniture	Vendor ABC	54321	2015-08-14	Not Submitted - Peterson, Sue	Not Paid	\$595.50		

Below the table, there is a note: 'Expense Type(s): Furniture and Fixtures'. At the bottom of the page, there is a pagination bar showing 'Page 1 of 1' and 'Displaying 1 - 1 of 1'.

Step 2: Itemizing a payment request

How to...

1. In the **Itemization Summary** section of the page, click **Add Item**.
2. Select the appropriate expense type, such as *Furniture and Fixtures*.
3. In the **Add Item** section, complete all required fields (indicated with red asterisks) and the optional fields as directed by your company and then click **Add**.
4. Continue adding items until all the items (expense types) are represented and then click **Save**.

Additional Information

The fields that appear on this page are defined by your company.

The Amount Remaining to be Itemized balance will be \$0.00 when all the items have been correctly added.

The screenshot shows the SAP Concur interface for itemizing a payment request. At the top, the navigation bar includes 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main content area displays 'Amount Remaining to be Itemized: \$359.00'. Below this, there are buttons for 'New', 'Delete', 'View Image', and 'Upload Image'. A table with columns 'No.', 'Expense Type', 'Line Description', 'Amount', and 'Total' is shown, with a message 'No items found.' and a list of expense types including 'Agency Fees', 'Aircraft Charters and Misc Supplies', 'Aircraft Cleaning', 'Aircraft Fuel', 'Aircraft Hanger/Office Rent', 'Aircraft Landing Fees', 'Aircraft Maintenance/Repairs', 'Capital Lease Liability', 'Christmas/Office Events', 'Club Dues/Fees', 'Convention Expense', 'Customized Stationary', 'Donations', 'Educational Expense', 'Employee PC Purchases', 'Employee Relations Other', and 'Equipment Maintenance Agreements'. At the bottom of the modal, there is a 'Save' button and a 'Cancel' button.

Step 3: Distributing a payment request

After creating a new payment request, you can distribute the amount of the expense. Distributing allows you to allocate a portion of the transaction to different cost centers, departments, or locations based on accounting requirements.

How to...

1. In the **Itemization Summary** area of the page, select the appropriate checkboxes (on the left side of the page) for the items you want to distribute.
2. Click **Distribute** and then **Distribute Selected Items**.
3. Click **Distribute By** and select **Percentage** or **Amount** as the distribution type.
4. Click **Add**.
5. Complete all the required fields (indicated with red asterisks) and the optional fields as directed by your company.
6. Repeat steps 4-5 to add as many distributions as you need and then click **Save**.

Additional Information

The **Distribute Selected Items** page appears.

The fields that appear on this page are defined by your company.

With each additional allocation, the system will automatically distribute the percentage evenly between the departments. You can manually adjust the Percentage or Amount fields as needed.

The screenshot displays the 'Distribute Selected Items' interface in SAP Concur. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main content area is titled 'Distributions' and shows a summary: 'Total: \$299.00 | Distributed: \$299.00 (100%) | Remaining: \$0.00 (0%)'. Below this, there are buttons for 'Distribute By', 'Add', 'Delete', 'Favorites', and 'Add to Favorites'. A table lists the distribution details:

<input type="checkbox"/>	Percentage	Company	* Department	* Cost Center	Distribution Code
<input type="checkbox"/>	50	(10) United States	(300) Sales	(3030) Mid Mar...	10-300-3030
<input type="checkbox"/>	50	(10) United States	(300) Sales	(3030) Mid Mar...	10-300-3030

At the bottom of the page, there are 'Cancel' and 'Save' buttons. The footer shows a list of items with their respective amounts, such as 'Office Equipment Installation' for \$60.00 and 'Office chair assembly' for \$60.00.

Step 4: Attaching an image to a payment request

Your company might require that an image of the payment request invoice be attached to the payment request prior to submission.

How to...

1. On the **Payment Request** page, click **Actions** and then click **Upload Image**.
2. Click **Browse**.
3. Navigate to the image file and then click **Open**.
4. Click **Upload** and then click **Close**.

Additional Information

The **Upload Image** window appears.

Optional: Repeat step 3 for additional images up to 10 (for this session).

The amount of time required to upload the images depends both on the size of each file and the connection speed.

You can view the image later by opening the request and then clicking **View Invoice** on the upper right side of the page.

Payment Request
Test request

Status: Not Submitted
Submit Request

Actions ▾ Details ▾

- Unassign
- Upload Image
- Delete Image
- Delete Request
- Print
- Extend Due Date
- Change Policy
- Create Recurring Request

Invoice Details

Payment Request Type: Payment Request Policy

Request Name: Test request

Invoice Number: 12345xyz

Invoice Date: 2016-03-01

Payment Due Date: 2016-03-31

Company: (10) United States

Department: (300) Sales

Cost Center: (3030) Mid Market

Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): 359.00

Tax: 0.00

Shipping: 0.00

Comments:

Save

Itemization Summary

Add Item Delete Item Edit Distribute ▾ Show Distributions Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Amount	Total
1	Furniture and Fixtures	Replacement office chairs	299	\$299.00

Step 5: Reviewing and submitting a payment request

If your company uses a centralized process, your Accounts Payable (AP) department might create payment requests for employees before assigning them to the correct Invoice Owner. In this case, as the Invoice Owner, you will review and submit the request, if it is correct, or assign the request back to AP if changes are needed.

How to...

1. On the **Invoice** tab, select the payment request that you want to submit for approval.
2. Review the payment request for accuracy, make any necessary changes, and then click **Save**.
3. Click **Submit Request**.

Additional Information

The **Payment Request List** shows your requests. From the **View** drop-down menu, you can select the types of requests to view. You might need to select **All Requests** to determine the current status of your request.

If you do not make any changes to the payment request, you do not need to click **Save**.

If the request cannot be successfully submitted, a message appears that describes the request error. Correct the error or, if help is required to complete the task, consult your Invoice administrator.

Payment Request List
Unsubmitted Requests

View Image Submit Request

View Actions Search: Request Name Begins with

<input type="checkbox"/>	Request Name	Vendor Name	Invoice Num...	Invoice Date	Approval Status	Payment Sta...	Total	Last Comment	With User Si...
<input checked="" type="checkbox"/>	Office Furniture	Vendor ABC	54321	2015-08-14	Not Submitted - Peterson, Sue	Not Paid	\$595.50		
<input type="checkbox"/>	Test request	Office Depot MX	12345xyz	2016-03-01	Not Submitted - Peterson, Sue	Not Paid	\$359.00		

Step 6: Unassigning a payment request (optional)

If a request doesn't belong in your queue or is invalid, you can unassign it to allow your back office staff to act on it, such as reassigning it to the appropriate invoice owner.

How to...

1. On the **Payment Request List** page, select the appropriate payment request and then click **Actions**.
2. In the **Actions** menu, select **Unassign**.
3. In the **Comment** field, enter an explanation as to why you are unassigning the payment request, and then click **OK**.

Additional Information

The **Unassign Request** window appears.

Manage Requests ▾ Create New Request

Payment Request List

Unsubmitted Requests

[View Image](#) [Submit Request](#)

<input type="checkbox"/>	Request Name	Vendor Name	Invoice Num...	Invoice Date ▾	Approval Status	Payment Sta...	Total	Last Comment	With User Si...
<input checked="" type="checkbox"/>	Office Furniture	Vendor ABC	54321	2015-08-14	Not Submitted - Peterson, Sue	Not Paid	\$595.50		
<i>Expense Type(s): Furniture and Fixtures</i>									
<input type="checkbox"/>	Test request	Office Depot MX	12345xyz	2016-03-01	Not Submitted - Peterson, Sue	Not Paid	\$359.00		
<i>Expense Type(s): Furniture and Fixtures, Office Equipment Installation</i>									

Unassign Request

Requests should be unassigned when they don't belong in your queue. They may belong to another employee or be invalid. Unassigning removes the request from your queue and allows the backoffice to act on it. Please add a comment to explain why you are unassigning.

Comment:

Comment History

Date ▾	Entered By	Comment Text
No comments.		

OK
Cancel

Section 5: Creating a Recurring Payment Request

You can easily set up a payment request to run on a recurring schedule that you specify.

How to...

1. Open the appropriate payment request, click the **Actions** drop-down menu, and then select **Create Recurring Request**.
2. Select **What is the frequency of the recurring request** from the drop-down menu.
3. Select **What day(s) of the month is the payment for the recurring request due** from the drop-down list.
4. Select the **Start** and **End** dates for when this recurring request will be effective and then click **Save**.

Additional Information

After you create a recurring request, you can modify the payment schedule by clicking **Edit Recurring Request**.

The system duplicates the recurring request, which appears on the **Recurring Requests** page (access by going to the **View** menu on the **Unsubmitted Requests** page and selecting **Recurring Requests**). This duplication occurs on a regular basis specified by the offset value (the default is 14 days prior to the payment date).

The screenshot displays the SAP Concur interface for creating a new payment request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'Reporting'. The main content area is titled 'Payment Request' and 'New Office Chairs'. A dropdown menu is open under 'Actions', with 'Create Recurring Request' highlighted in a red box. The 'Invoice Details' section contains various fields: Payment Request Type (Payment Request Policy), Request Name (New Office Chairs), Invoice Number (12345xyz), Invoice Date (2016-03-01), Payment Due Date (2016-03-31), Company ((10) United States), Department ((300) Sales), Cost Center ((3030) Mid Market), Currency (USD-US, Dollar), Total Invoice Amount (359.00), and Tax (0.00). A 'Save' button is visible at the bottom of the form. The status is 'Not Submitted' and a 'Submit Request' button is present.

Payment Request List

Unsubmitted Requests

View ▾ Actions ▾ Search: Requ

- Unsubmitted Requests
- Unsubmitted Purchase Order Requests ▶
- All Requests
- Requests Submitted this Month
- Requests Submitted last Month
- Requests Submitted this Quarter
- Requests Submitted last Quarter
- Recurring Requests**

Invoice Num...	Invoice Date ▲	Approval Status
54321	2015-08-14	Not Submitted - Peterson, Sue
12345xyz	2016-03-01	Not Submitted - Peterson, Sue

Section 6: Approving a Payment Request

As an Invoice approver, you can review a request sent to you, and then:

- Approve the payment request.
- Attach additional receipt images or documentation to the request.
- Send a request back to the employee to modify, and then resubmit the request.

How to...

1. On the **SAP Concur** home page, in the **My Tasks** section, under the **Required Approvals** heading, select **Payment Requests**.
2. Complete one of the following three steps:
 - To approve a request as is (without opening it and reviewing the details), select the appropriate request and then select **Approve**.
 - To review the details of the request, double-click the appropriate request, review it for accuracy, and then click **Approve or Approve & Forward**.
 - To send back a request for correction, double-click the appropriate request and then select **Send Back**.

Additional Information

You can also click the **Approvals** tab at the top of the home page and then select **Payment Requests**.

The **Requests Pending Approvals** page appears with a list of all requests that need your review and approval.

To attach additional documentation to a selected request, click **Actions** and then select **Upload Image**.

If your company has multiple steps in the approval process, then select **Approve & Forward** to send it to the next approver

The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The 'Approvals' tab is active. Below the navigation bar, there are links for 'Approvals Home', 'Requests', 'Reports', 'Cash Advances', 'Purchase Requests', and 'Payment Requests'. The 'Payment Requests' link is highlighted with a red box. The main content area is titled 'Payment Request List' and 'Requests Pending your Approval'. It features a search bar and a table of requests. The table has columns for Employee Name, Request Name, Last Comment, Approval Status, Invoice Date, Submit Date, Total, Has Allo..., Vendor Na..., and Invoice Nu... There are five rows of data, each representing a request for 'Electrical Work' by 'Never, William N.' with a status of 'Pending Approval - Peterson, Sue' and a total amount of '\$300.00'. Each row also includes an 'Expense Type(s): Equipment Repair and Expense' and an 'Invoice Nu...' value of '000999'. At the top right of the table, there are buttons for 'View Image', 'Send Back', and 'Approve'.

Employee Name	Request Name	Last Comment	Approval Status	Invoice Date	Submit Date	Total	Has Allo...	Vendor Na...	Invoice Nu...
<input type="checkbox"/> Never, William N.	Electrical Work		Pending Approval - Peterson, Sue	2015-02-11	2015-02-23	\$300.00	No	AME Inc	000999
<i>Expense Type(s): Equipment Repair and Expense</i>									
<input type="checkbox"/> Never, William N.	Electrical Work		Pending Approval - Peterson, Sue	2015-02-11	2015-03-18	\$300.00	No	AME Inc	000999
<i>Expense Type(s): Equipment Repair and Expense</i>									
<input type="checkbox"/> Never, William N.	Electrical Work		Pending Approval - Peterson, Sue	2015-02-11	2015-04-18	\$300.00	No	AME Inc	000999
<i>Expense Type(s): Equipment Repair and Expense</i>									
<input type="checkbox"/> Never, William N.	Electrical Work		Pending Approval - Peterson, Sue	2015-02-11	2015-06-18	\$300.00	No	AME Inc	000999
<i>Expense Type(s): Equipment Repair and Expense</i>									
<input type="checkbox"/> Never, William N.	Electrical Work		Pending Approval - Peterson, Sue	2015-02-11	2015-08-18	\$300.00	No	AME Inc	000999
<i>Expense Type(s): Equipment Repair and Expense</i>									

Section 7: Requesting a New Vendor

If the vendor for your payment request is not located within the system, you can submit a new vendor request.

How to...

1. On the **Invoice** tab, click **Create New Request**
2. On the **Create New Payment Request** screen, click **Request New Vendor**.
3. Under **General Vendor Information**, complete the required fields as indicated with a red bar and then complete one of the following options:
 - Click **OK** to submit without further action the new vendor request.
 - To attach documentation before submitting the new vendor request, click **Apply** and then click **Upload Images** in the **Actions** menu.

Additional Information

After clicking **Apply**, the **Actions** menu is activated, and you can then attach documentation to the new vendor request.

The screenshot shows the SAP Concur interface for creating a new payment request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice' (selected), 'Approvals', and 'Reporting'. The main content area is titled 'Create New Payment Request' and contains a search bar with a tip: 'Either choose Payment Request Type and select a Vendor from the vendor list, or find and select the purchase order for your payment request.' Below this are fields for 'Payment Request Type' (set to 'Payment Request Policy') and 'Purchase Order Number'. A 'Vendor List' section is visible, with a 'Request New Vendor' button highlighted in red. The vendor list table has the following data:

Vendor Name	Vendor Add...	Vendor Code	Address 1	City	State/Province	Postal/Zip C...	Contact Fir...	Contact Las...	Telephone ...	Tax ID
Office Depot ...		C9DB32F84...	100 108th Av...	Bellevue	WA	98004	Jane	Smith	425-453-2956	ABC123

At the bottom of the screen, there is a pagination bar showing 'Page 1 of 1' and a 'Cancel' button.

Section 8: Assigning a Purchase Order to a Payment Request

If a purchase order has been scanned into the system by Concur Invoice Capture, you can assign it to a payment request.

How to...

1. On the **Invoice** tab, click **Create new Request**.
2. Enter the **Purchase Order Number** that you want to assign.
3. Click the **Purchase Order** tab and in the remaining **Invoice Details** section, enter the required fields as indicated with red bars, and then click **Save**.
4. Click the **Matching Summary** tab, click **Copy Items from PO**.
5. Select the check box for the items you want to add and then click **Copy**.
6. Click the **Payment Request** tab and then click **Submit Request**.

Additional Information

You can enter the **Expense Type**, **Line Description**, and **Amount** for each line item and then click **Save** or you can copy the line items from the PO as shown in steps 4 and 5.

The line items are now assigned to the payment request.

Payment Request Type: - OR -

Vendor List

Vendor Name	Vendor Address	Vendor Code	Address 1	City	State/Provin...	Postal/Zip C...	Contact Firs...	Contact Las...	Telephone...	Tax ID
Office Depot...		C9DB32F84...	100 108th Av...	Bellevue	WA	98004	Jane	Smith	425-453-2956	ABC123
Office Depot...		DD65EC09F...	100 108th Av...	Bellevue	WA	98004	Jane	Smith	425-453-2963	ABC123
Simfred & Fit...	2222	1222	341 Criminal...	New York	New York					
Simpatico Fu...	3333	1233	PO Box 33085	Vancouver	Washington					
Staples	00000004	00000004	667 Beast Dr	Bellevue		98007	Nik	Turner	6546546543	
Vendor A	venA vendor	VENA								

My Requests Create New Request

Create New Request

Enter Invoice Details

Assign Submit Request

Actions Details

Payment Request Purchase Order Matching Summary

Vendor Information

Staples
00000004
667 Beast Dr
Bellevue, UNITED STATES
98007

Vendor Code: 00000004
Address Code: 00000004

Currency: USD-US, Dollar

View Change Save

Invoice Details

Payment Request Type: Purchase Request Policy

Request Name: [Text Box]

Request Description: [Text Box] Is Emergency Check Run

Invoice Number: [Text Box]

Invoice Received Date: [Text Box]

Invoice Date: [Text Box]

Payment Due Date: [Text Box]

Remittance Description: [Text Box]

Company: (10) United States

Department: (300) Sales

Cost Center: (3030) Mid Market

Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): 0.00

Shipping: 0.00

Tax: 0.00

Comments: [Text Box]

Itemization Summary

Show Distributions Amount Remaining to be Itemized: 0.00

No.	Expense Type	Line Description	Amount	Total
No items found.				

Back to List

My Requests Create New Request

Payment Request

Replacement Office Chairs

Status: Not Submitted

Assign Unassign Send to Purchasing Submit Request

Actions Details

Payment Request Purchase Order Matching Summary

Matching Summary

Match Unmatch

Payment Request Copy Items from PO Edit Side-by-Side

Alert	Matched To...	Receipt #	Line Item	Line Description	Quantity	Amount	Total	Tax
Purchase Orders View all Payment Requests for: 0								
9 Life to Date Amount: Gross: \$2,020.24 Net: \$528.28								
<input type="checkbox"/>			1	Office Chairs	Ordered: 4 Invoiced: 5	\$89.99	\$440.95 \$1,706.80	\$0.00 \$0.00

Back to List