Must have details of the Invoice Image

❖ Invoice owners should make sure they have the following printed or typed on the upper third of the Invoice in correct format prior to Invoice submission

a) Invoice number
*Keyword "Invoice" should appear only on the Invoice and no where else. The keyword "Invoice" should be redacted if it appears anywhere on the supporting documentation
*Image of the Invoice can be in any of the formats: .png, .jpg, .jpeg, .tiff
*Size of the image file should not exceed 10MB

b) Purchase Order Number (For PO based Invoices only)
*Correct format is PO XXXXXXXXX

c) GL/ Grants coding (where applicable)

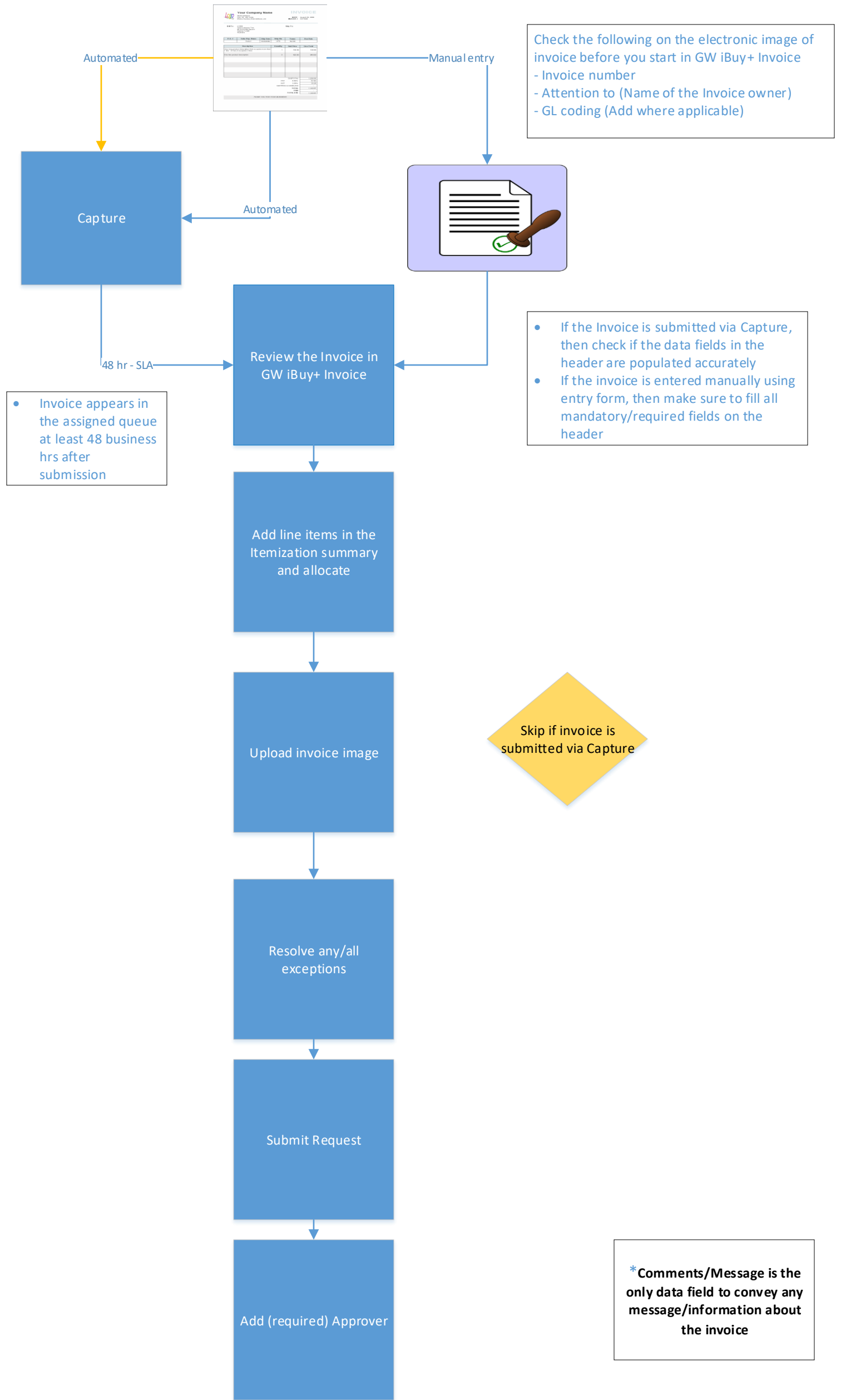d) Name of the GW Point of Contact or Invoice owner
*Correct format is ATTN: First name Last name. Accounts Payable should not be entered as GW POC.

-. Supporting documentation can be combined and submitted with the invoice as the first page
- For payments that are going through Treasury Management, the first page of the document must be the source document of the supplier's banking information

Non PO Invoice Submission Process Overview in GW iBuy+ Invoice for GW End User
| - Orange line for Vendors
| - Blue line for GW Users

Automated ———————— Manual entry

Check the following on the electronic image of invoice before you start in GW iBuy+ Invoice
- Invoice number
- Attention to (Name of the Invoice owner)
- GL coding (Add where applicable)

Automated

Capture

48 hr - SLA

Review the Invoice in GW iBuy+ Invoice

- If the Invoice is submitted via Capture, then check if the data fields in the header are populated accurately
- If the invoice is entered manually using entry form, then make sure to fill all mandatory/required fields on the header

- Invoice appears in the assigned queue at least 48 business hrs after submission

Add line items in the Itemization summary and allocate

Upload invoice image

Skip if invoice is submitted via Capture

Resolve any/all exceptions

Submit Request

Add (required) Approver

*Comments/Message is the only data field to convey any message/information about the invoice

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GW iBuy+ INVOICE

PO Invoice Submission Process Overview in GW iBuy+ Invoice for GW End User

Automated

Manual entry

Automated

Check if the following are printed/typed on the electronic image of Invoice before you start in GW iBuy+ Invoice
- Invoice number
- Attention to (Name of the Invoice Owner)
- PO number: PO XXXXXXXXXX(PRINT/TYPE the number on the upper third of the invoice and use the format in green)
- Line number of the PO

Capture

48 hr SLA

Review the Invoice in GW iBuy+ Invoice

- Invoice appears in the assigned queue at least 48 business hrs after submission

- If the Invoice is submitted via Capture, then check if the data fields in the header are populated accurately
- If the invoice is entered manually, then make sure to fill all mandatory/required fields on the header

3 way PO

Match PO line items to the Invoice line items

2 way PO(No receiving required)

2 way PO → no receiving required.
3 way PO → Receive in either GW iBuy+ or EAS.
(GW iBuy+ will allow to receive one line item at a time. To receive all, use EAS)

Receiving (Enter receipts)

Review all/any exceptions

Upload invoice image

Submit Request Payment

*Comments/Message is the data field to convey message about the invoice

Add (required) Approver

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GW iBuy+ INVOICE

Process overview in GW iBuy+ Invoice for Invoice Approver

Select Invoice Approvals

↓

Select the invoice to review

↓

Review any/all exceptions/warnings

↓

Open the invoice image and make sure if the data fields match the image(Accuracy check)

Accuracy - Good →

Accuracy - Bad →

Approve or Approve and Forward (Forward the invoice to additional Approve)

Send it back (to the submitter for corrections)

*Comments/Message is the data field to convey message about the invoice

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GW iBuy+ INVOICE

Process overview in GW iBuy+ Invoice for AP Processor/Approver

Exceptions Queue or Invoices ready for Processing

*Comments/Message is the data field to convey message about the invoice

Review the data fields and make sure they match the invoice image

Accuracy- Good

Approvals

Accuracy - Bad

AP Processor has the following 3 options
- Send back
- Approve
- Approve and Forward

Approve

Approve and Forward

Send it back to the invoice submitter for corrections

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GW iBuy+ INVOICE