Non Purchase Order Invoice

**APPROVAL OVERVIEW**

Refer to the eSHOP Approvers Quick Guide for basic information.

Non PO Invoices do not require review by requesters. Suppliers generate an electronic invoice directly into eSHOP where they appear in the special folder "Non PO Funding Approval". An email is then generated to advise the approvers assigned to the cost object used to process the invoice.

**EMAILS**

All approvers must go into eSHOP to approve Non PO invoices. Approval by email will not be possible but a hyperlink within the email will take you directly to the invoice requiring approval in eSHOP.

The email notification for Non PO approvals is separate from those of the requisition approvals. If you do not want to receive the emails, you need only to change your profile as follows:

1. Click on your Profile
2. Go to Email Preferences Tab
3. In the Area titled “Settlement” you will want to override the following default email preferences under the Settlement header:
   - Check the Override Role box
   - De-select the Values box
4. Click 

**APPROVALS FOLDERS**

Under Filter My Approvals (Type), select Invoice from the drop down list.

**APPROVING A NON PO INVOICE**

1. Click on the Invoice Number (ie: )
2. Review the tab for accuracy.
3. In the upper-right hand corner select 
4. This will approve the invoice for payment and take you to the next invoice. Repeat process of approving beginning with step 2 above.

**CHANGE COST OBJECT ON NON PO INVOICE**

**NOTE:** Do not use this option unless you approve the information on the invoice EXCEPT for the cost object.

You will not be able to edit any information contained in the invoice. You will need to forward the invoice to Jim Vogel to make the cost object change. If the cost object should be changed permanently, you must also contact Matheson to update your future invoices.

1. In the Available Actions select 
2. Click 
3. A search box will appear, enter VOGEL in the last name field.
4. Click 
5. Click on the line for James Vogel (Username JVOGEL1)
6. A pop-up box will appear for , enter the change needed on the invoice.

**PLACE NON PO INVOICE ON HOLD**

**NOTE:** This does nothing more than mark the invoice as “on hold” in the Approvals tab and add a comment as a reminder for you.

1. In the upper-right hand corner select 
2. Click . A pop-up box will appear for , enter the reason you are placing the invoice on hold.

**REJECTING A NON PO INVOICE**

**NOTE:** Rejecting cancels the invoice and no notice is sent to anyone for re-entry. Be sure to follow the steps listed below.

1. In the upper-right hand corner select 
2. Click . You will then need to assign the invoice to yourself.
3. Then from the Available Actions, select and forward to Jim Vogel with a comment that the invoice should be cancelled/rejected.

Rejecting an invoice will not activate notification. The supplier may need to be contacted to let them know why the invoice is being rejected and to determine what will need to be resubmitted.