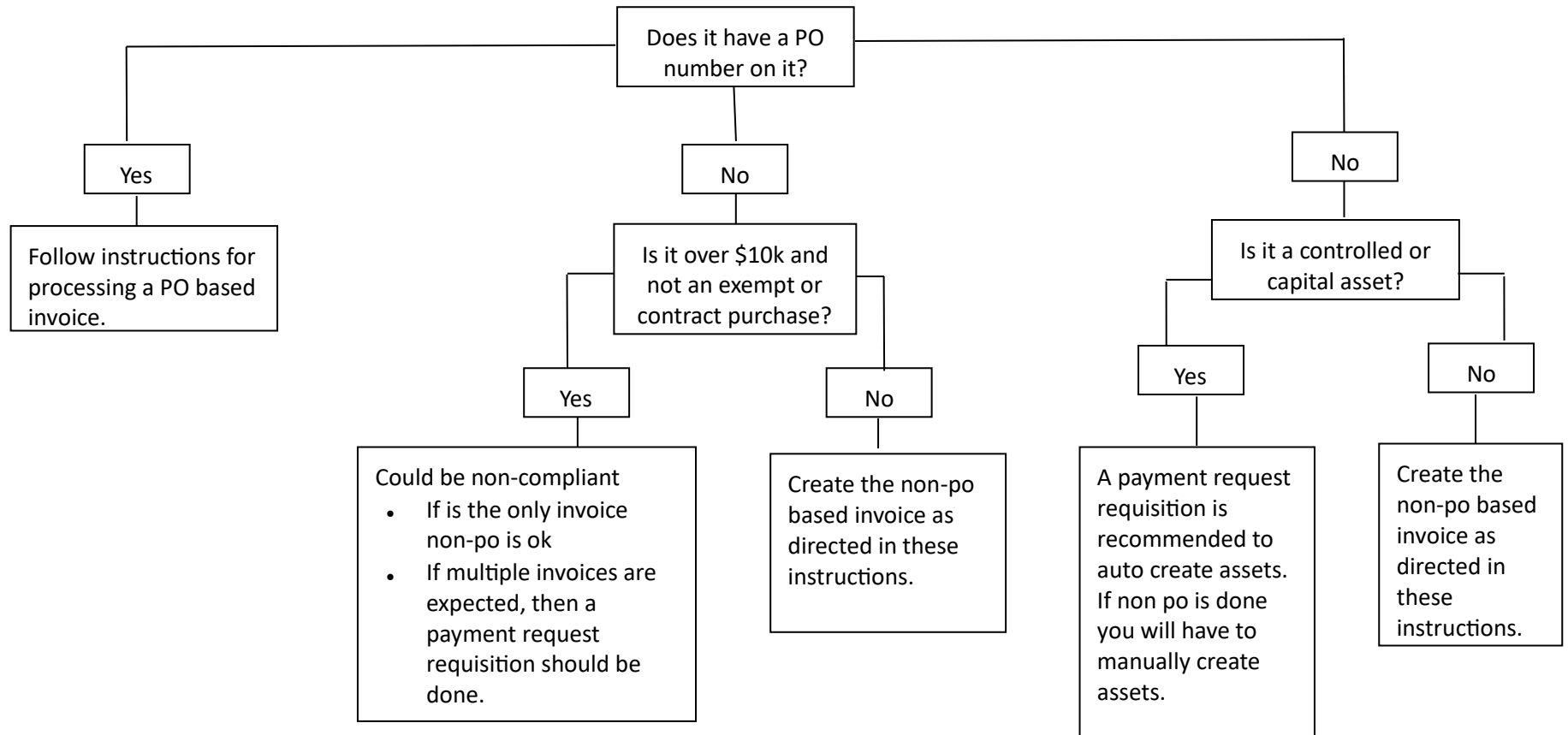


# **Non-PO Based Invoices**

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## Do I process as a NON-PO Invoice?



# JavelinaBuy Non-PO Based Invoice

## How to create a non-PO based invoice

1. Go to the AP homepage.

The screenshot shows the JavelinaBuy Accounts Payable homepage. The top navigation bar includes the JavelinaBuy logo and the text "Accounts Payable • Department AP Home Page". Below this is a "Document Search" section with a dropdown menu set to "Invoices" and a search input field containing "Document Numbers, Supplier, Product Information". A "Quick search" button is also present. The left sidebar contains various icons for navigation. The "Invoices" menu is open, showing options: "AP Home", "View Draft Invoices", "Search For Invoices", "Search AP Requests", "Create New Invoice, Credit Memo...", and "View Recurring Invoice Schedules". Below the menu, there is a "From" dropdown set to "PO" and a "PO numbers" search input field. A "Create" button is located at the bottom right of the search area. The "My Invoices" section is partially visible at the bottom, showing a table header with "SUPPLIER".

## 2. Create Invoice

Document Search ...

Invoices ▼ Document Numbers, Supplier, Product Information 🔍

Advanced Search

---

Create Invoice ...

Type  ▼

From  ▼

PO numbers  🔍

- **Type** – Invoice
- **From:** PO or Non PO (non-PO means a PO was not issued by TAMUK)
- **Supplier Name** - Enter the supplier's name and select the vendor.
- **Create** – Select

Create Invoice 🔄 ?

Type: **a** →  ▼

From: **b** →  ▼

Supplier name: **c** →  × 🔍

**d** →

## 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 JavelinaBuy creates for each invoice. This will always 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 an employee reimbursement enter today's 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.edu](mailto:vendorhelp@tamu.edu) to have the address added **before** you continue. Just leave this in your drafts until you hear back from Vendor help.

- 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.
- Catalog No** – Required field but can be N/A
- Product Size**
- Quantity**
- Price Estimate**
- Save or Save and Add Another** if additional line items are needed

Entry Summary Matching Supplier Messages Comments Attachments Payment Preview History

General	Addresses	Note/Attachments																				
Supplier Invoice No. 009733	<b>Remit To</b> 1551 UNION ST UNIT 205 SAN DIEGO, California 92101	External Note <i>no value</i> Internal Note <i>no value</i>																				
Supplier Name <b>1 LIFE CONNECTED</b>	United States Address Id 00-X0188558000 3rd Party Address ID 00-X0188558000	External Attachments <a href="#">Add</a> Internal Attachments <a href="#">Add</a>																				
Reimburse Supplier ID <i>no value</i>																						
Supplier Account No. <i>no value</i>																						
PO business unit 17-Texas A&M University - Kingsville (17)	<b>Payment Information</b>	<b>Discount, Tax, Shipping &amp; Handling</b>																				
PO Department 17-SSGS (17-SSGS)	Non-PO Goods Rcvd Date <b>4</b> 4/11/2024	Discount, tax, shipping & handling																				
Invoice Owner Rachel Erben	EDM Rcvd Date <i>no value</i>	Allocation Weighted																				
Invoice Date 4/11/2024	Invoice Rcvd Date <b>5</b> <i>no value</i> <span style="color: orange;">▲ Empty</span>	<table border="1"> <thead> <tr> <th></th> <th>Header-level</th> </tr> </thead> <tbody> <tr> <td>Terms Discount</td> <td>0.00 USD</td> </tr> <tr> <td>Discount</td> <td>0.00 USD</td> </tr> <tr> <td>Tax 1</td> <td>0.00 USD</td> </tr> <tr> <td>Shipping <b>6</b></td> <td>0.00 USD</td> </tr> <tr> <td>Handling <b>7</b></td> <td>0.00 USD</td> </tr> <tr> <td>Start Date</td> <td><i>no value</i></td> </tr> <tr> <td>End Date</td> <td><i>no value</i></td> </tr> <tr> <td>Order Category</td> <td>1 - Regular</td> </tr> <tr> <td>Disputed Invoice</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Header-level	Terms Discount	0.00 USD	Discount	0.00 USD	Tax 1	0.00 USD	Shipping <b>6</b>	0.00 USD	Handling <b>7</b>	0.00 USD	Start Date	<i>no value</i>	End Date	<i>no value</i>	Order Category	1 - Regular	Disputed Invoice	<input checked="" type="checkbox"/>
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Start Date	<i>no value</i>																					
End Date	<i>no value</i>																					
Order Category	1 - Regular																					
Disputed Invoice	<input checked="" type="checkbox"/>																					
Discount Date <i>no value</i>	Check Number <i>no value</i>																					
Due Date 5/11/2024	Check Date <i>no value</i> (MM/DD/YYYY)																					
Terms 0, Net 30	Special Payment Method <i>no value</i>																					
Terms Discount 0.00 USD	Pre-Pay & Add <input checked="" type="checkbox"/>																					
Invoice Name 130007883 01	Cost Receipt Required <input checked="" type="checkbox"/>																					
Contract Number <i>no value</i>	JAGGAER Pay <i>no value</i>																					
Report Reference A <i>no value</i>																						
Report Reference B <i>no value</i>																						

- 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. *You have to click on the “summary” tab at the top to put this date.*
- 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
- Shipping** – Review the invoice to see if shipping needs to be added.
- Handling** – Review the invoice to see if handling needs to be added. **Save**

### Invoice Attachments

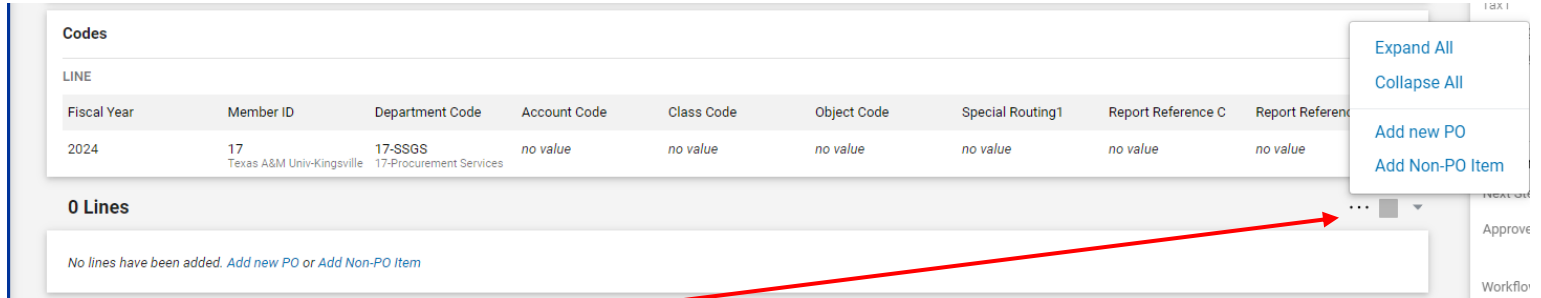
- Add Attachments
- Select file you wish to attach (multiples are allowed) and click “save changes”.

Entry Summary Matching Supplier Messages Comments Attachments Payment Preview History

Attachments found: 0 [Add Internal Attachment](#)

*There are no attachments for this document.*

## Add non-PO Line items:



Codes								
LINE								
Fiscal Year	Member ID	Department Code	Account Code	Class Code	Object Code	Special Routing1	Report Reference C	Report Reference
2024	17 Texas A&M Univ-Kingsville	17-SSGS 17-Procurement Services	no value	no value	no value	no value	no value	no value

**0 Lines**

No lines have been added. [Add new PO](#) or [Add Non-PO Item](#)

Click on the three dots “...” to add non-po line items that will need to be replicated from the invoice.

## Field Descriptions

1. Invoice Name
  - a. This will default with today’s date, your UIN and the number of invoices that you have created today.
2. Supplier Invoice No
  - a. Enter the supplier invoice number EXACTLY as it appears on the invoice, including all punctuation that may be included.
3. Invoice Date
  - a. Enter the date exactly as it is on the vendor invoice.
  - b. If you are processing an employee reimbursement enter today’s date
4. Due Date
  - a. This will calculate automatically based on the invoice date and vendor terms.
5. 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 [procurement@tamuk.edu](mailto:procurement@tamuk.edu) to have the vendor terms corrected.
6. Order Category
  - a. This will pull from your profile, but it does not matter what is entered here on non PO based invoices
7. 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
8. Rush the Pymt Process
  - a. This is used when the payment needs to be released before the standard terms
  - b. Typical rush reasons\
    - Past due invoice
    - Invoice due date within 10 days
    - 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
9. 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
10. Contract Number
  - a. If you have a contract number add it here

#### 11. Report Reference A

- This a free text field
- This information is not in FAMIS
- This is searchable in AggieBuy
- This is searchable in the Data Warehouse

#### 12. Report Reference B

- This a free text field
- This information is not in FAMIS
- This is searchable in AggieBuy
- This is searchable in the Data Warehouse

#### 13. Remit to

- a. It is CRITICAL that you select the correct remit to address
- b. If the address you need is not listed contact [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) to have the address added **before** you continue

#### 14. 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.

#### 15. 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

#### 16. 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

#### 17. 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.

#### 18. 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