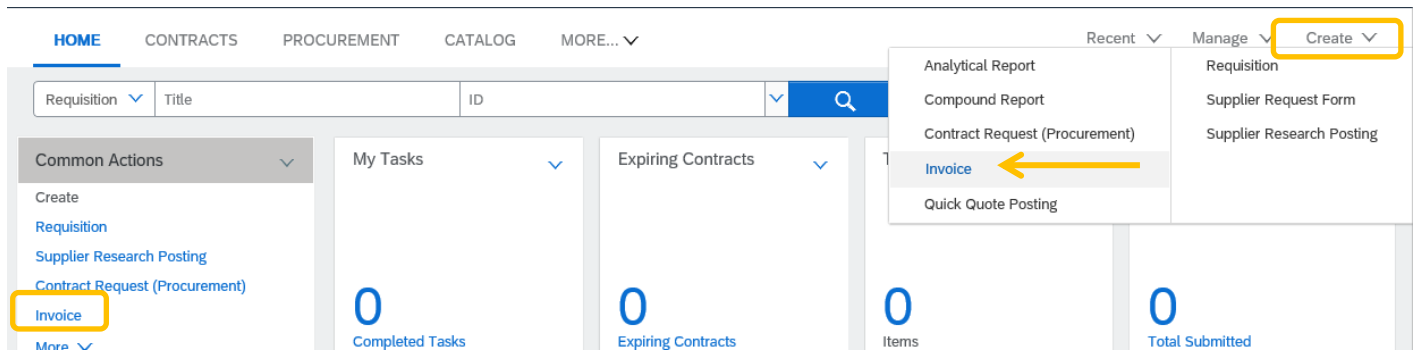


EPIC – Creating a Non-PO Invoice

This guide has been prepared for you to provide a step-by-step through the Non-PO Invoice process in EPIC with the New Look and Feel of the Non-PO Invoice document.

Creating a Non-PO Invoice

- 1) Select **Invoice** to create a Non-PO Invoice. This can be accessed either in the Common Actions box or the Create drop down menu.



The screenshot shows the EPIC dashboard with the following elements:

- Navigation tabs: HOME, CONTRACTS, PROCUREMENT, CATALOG, MORE... ▾
- Search bar: Requisition ▾, Title, ID, [Search Icon]
- Common Actions dropdown menu:
 - Create
 - Requisition
 - Supplier Research Posting
 - Contract Request (Procurement)
 - Invoice** (highlighted with a yellow box)
 - More ▾
- My Tasks widget: 0 Completed Tasks
- Expiring Contracts widget: 0 Expiring Contracts
- Items widget: 0 Items
- Total Submitted widget: 0 Total Submitted
- Recent and Manage dropdown menus:
 - Recent ▾
 - Manage ▾
 - Create ▾ (highlighted with a yellow box)
 - Dropdown items: Analytical Report, Compound Report, Contract Request (Procurement), **Invoice** (highlighted with a yellow arrow), Quick Quote Posting, Requisition, Supplier Request Form, Supplier Research Posting

- 2) The form for the Non-PO Invoice will appear.

INV45580 Save Submit Exit

Invoice Entry Approval Flow

Header Information Upload Invoice Invoice Summary: \$0.00 CAD Details

Type: Non-PO

Supplier: * (no value) ▾

Supplier Contact: (no value) [select]

Supplier Invoice #: *

Invoice Date: * Tue, 25 Feb, 2020 [Calendar Icon]

Supplier Sales Order #: [?]

On Behalf Of: Natasha Ann Martin ▾

Purchasing Unit: umanitoba ▾

All Required Documents Attached: Yes No

My Labels: Apply Label... ▾ [?]

Payment Terms: (no value) [select]

Ship From: (no value) ▾

Ship To: (no value) ▾

Remit To Address: (no value) ▾

Header Taxes, Charges, and Discount [?]

Name	Type	Tax Rate	Amount	Accounting	Details
No items					


Line Items (0) [?]

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
No items											

Delete Add Update Add Item Update

The following fields are required to be filled in the Header Information:

- Supplier
- Supplier Invoice #
- Invoice Date
- Ship to
- All Required Documents Attached
 - Click the Upload Invoice icon to attach a scanned copy of your invoice then change the radio button to Yes.

Header Information
 Upload Invoice Invoice Summary: \$0.00 CAD [Details](#)

Type: Non-PO

Supplier: * (no value)

Supplier Contact: (no value) [select]

Supplier Invoice #:

Invoice Date: * Tue, 25 Feb, 2020

Supplier Sales Order #: ⓘ

On Behalf Of: Natasha Ann Martin

Purchasing Unit: umanitoba

All Required Documents Attached: Yes No ←

Payment Terms: (no value) [select]

Ship From: (no value)

Ship To: (no value)

Remit To Address: (no value)

My Labels: [Apply Label...](#) ⓘ

3) Enter the Line Item details exactly as displayed on your invoice. Click **Add Item** then select **Non-Catalog Item**. If there are multiple lines on the invoice, each line will be entered by adding a Non-Catalog Item.

Line Items (0)

No. ↑	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
No items											

A new screen will display and the following fields are required to be filled:

- Quantity
- Unit of Measure
- Price
- Currency (if not CAD)
- Full Description
- Commodity Code

Add Non-Catalog Item

No. ↑	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount
1	Enter a description for this item.	<input type="text"/>	each <input type="text"/>	\$0.0000 <input type="text"/> CAD <input type="text"/>	\$0.00 CAD	\$0.00	CAD		\$0.00 CAD

Full Description: *

Commodity Code: (no value)

Supplier Part Number:

Supplier Auxiliary Part ID:

Reference Date: Tue, 25 Feb, 2020 ⓘ

Ship From: (no value)

Ship To: (no value)

[Additional Pricing Details](#) ⓘ

Once all required fields are complete, click *Validate and Exit* which will return you to the main form.

- 4) To enter the accounting information, check the box on the desired Line Items and choose the **Manage Accounting** button.

Line Items (1)

No. ↑	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
<input type="checkbox"/>	Membership Dues for Charlie Tango	1	each	\$975.00	CAD	\$975.00 CAD	\$0.00	CAD	\$975.00 CAD	(1)	Details

← **Manage Accounting** Add Item Details Add Item Update

- 5) You will be redirected to the page to enter your FOAP(AL) information.

Manage Accounting - INV45580

Exit Validate and Exit

No. ↑	Description	Commodity Code	Contract Workspace ID	Qty	Unit	Amount	Discount	Charges	Taxes
1	Membership Dues for Charlie Tango	License and registration fees		1	each	\$975.00 CAD	\$0.00 CAD		

Line Item Accounting ▲

Bill To: Supplier Payment Services Account Type: Expense Add Split

Fund: (no value) Account: 710403-Other Services

Organization: (no value)

Program: (no value)

Activity: (no value)

Location: (no value)

\$975.00 CAD

You can type in the information or select the drop down arrows to use the search functions. Once you have completed filling in the accounting select the **Validate and Exit** icon.

- 6) You will be returned to the main invoice page.
- 7) Review the details of the information you have entered to ensure that everything is correct then select the **Submit** icon on the top right hand side of your page.

Remember! The original invoice needs to be sent to Supplier Payment Services in 412 Administration along with a Non-PO Cover form to be processed.