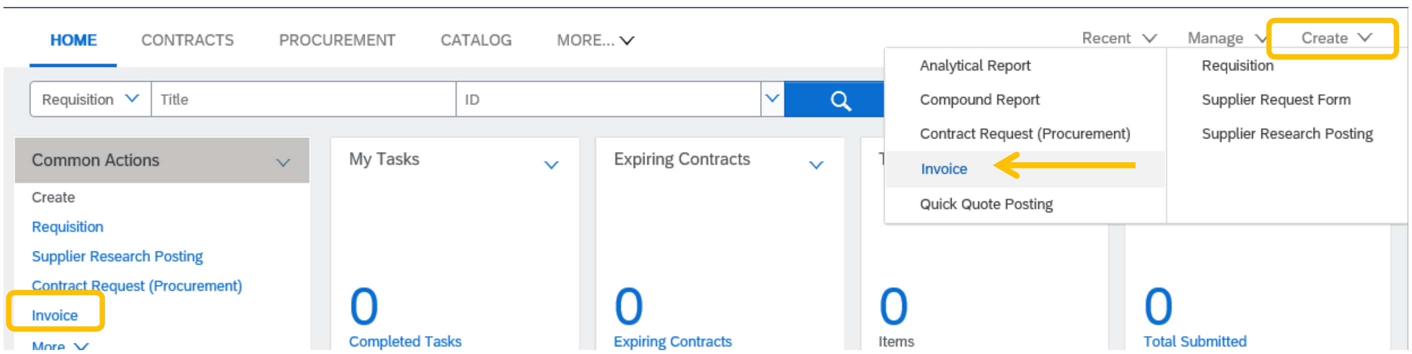
EPIC – Creating a Non-PO Invoice

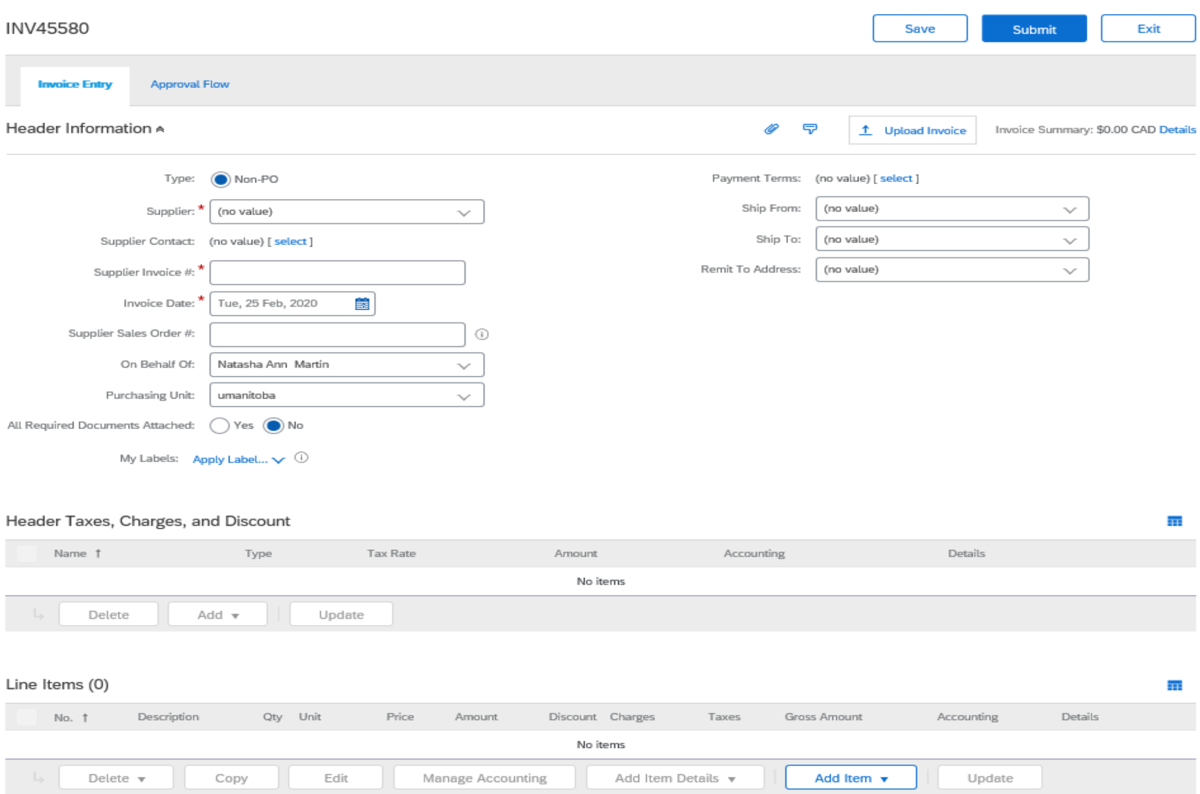
This guide has been prepared for you to provide a step-by-step through the Non-PO Invoice process in EPIC with the New Look and Feel of the Non-PO Invoice document.

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.

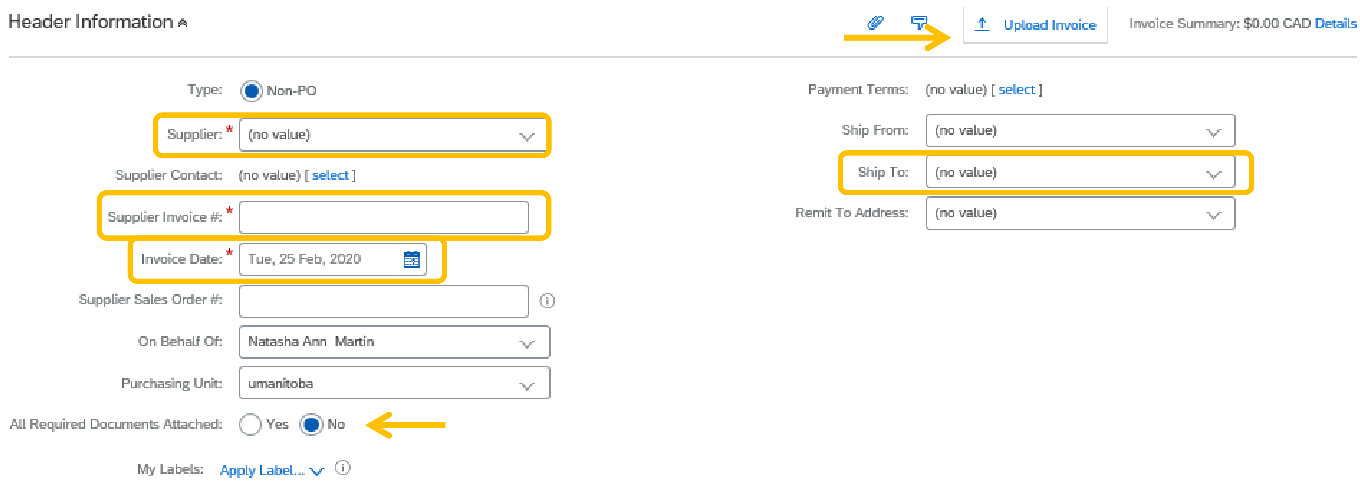


2) The form for the Non-PO Invoice will appear.

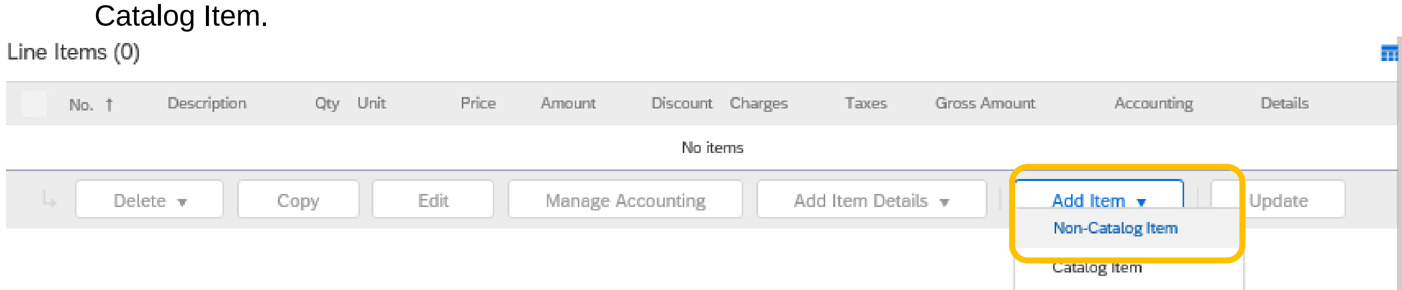


The following fields are required to be filled in the Header Information:

- 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.

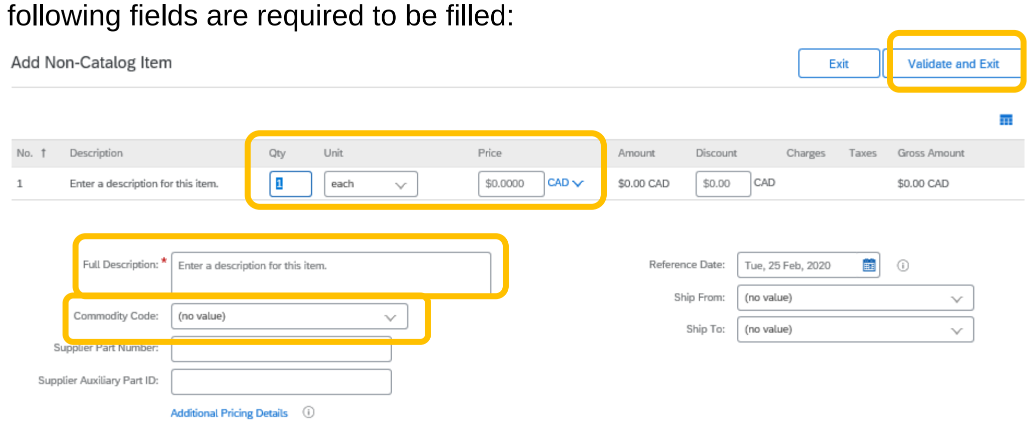


3) Enter the Line Item details exactly as displayed on your invoice. Click ***Add Item*** then select ***Non-Catalog Item****.* If there are multiple lines on the invoice, each line will be entered by adding a Non-Catalog Item.



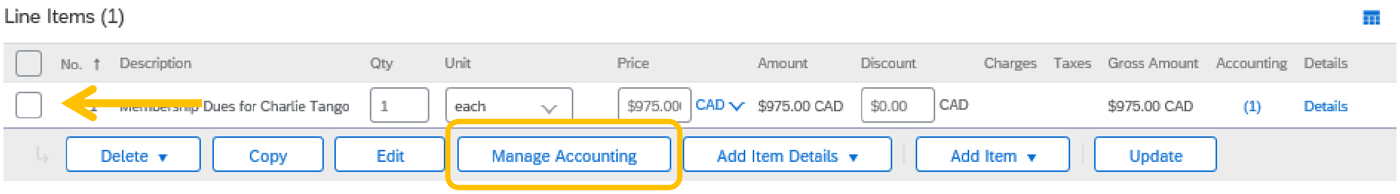
A new screen will display and the following fields are required to be filled:

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

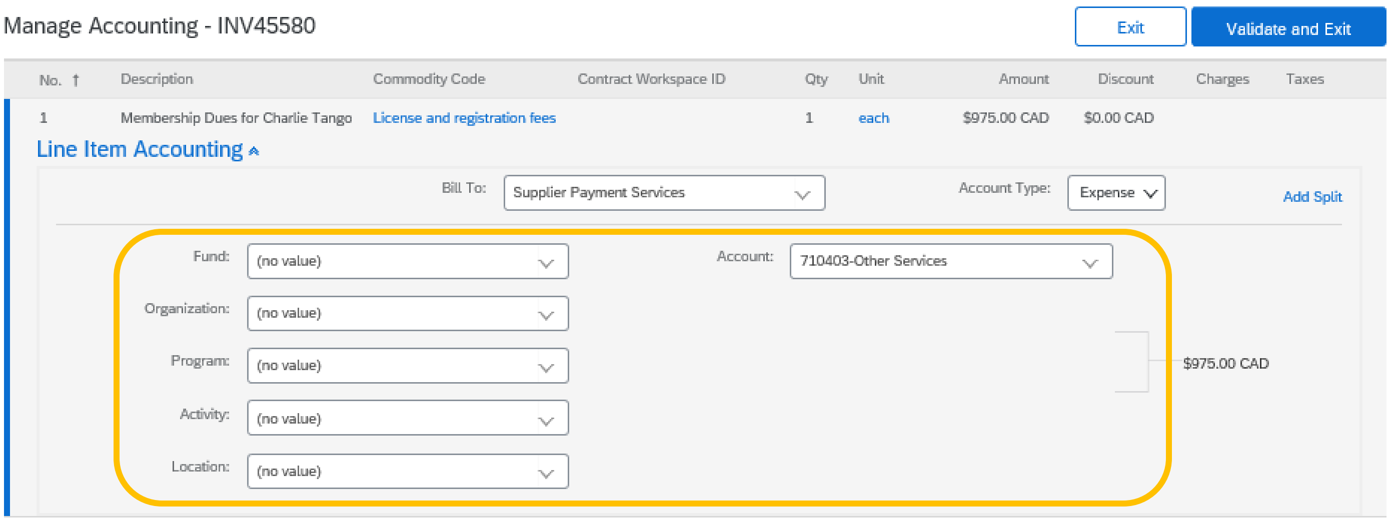


Once all required fields are complete, click *Validate and Exit* which will return you to the main form.

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



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



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.