Highlander eMerchant: Procure2Pay System
Highlander eMerchant

- P2P system
- Fully rolled out by the first week in April, 2019
- Single Sign on through My NJIT

Finance Services

- Highlander eMerchant - by Unimarket
- Travel Reservation - by Anthony Travel
- Travel & Expense Reporting - by Chrome River
- Executive Budget Management
- Finance Division Web Site
- Quick Links for Reqs & POs
  - Check available balance
Purchasing Definitions

• **P2P**: Short terminology for "Procure to Pay“
• **Purchase Order**: A legally binding document prepared by a purchaser to the supplier
• **Quick Order**: Orders that go straight to the supplier without approvals up to $1,000.
• **Required Fields**: Any field marked with a red asterisk is a required field (*)
• **Catalogs**: There are two types of catalogues: Roundtrip/ Punch-out and Hosted catalogues.
  • **Buyer**: An individual with [Fiduciary Responsibility](#) that can shop, check out; and may also be an approver.
  • **Browser**: An individual that can shop for items and place them in a cart, but cannot “check out” to place the order. They will need to “reassign” the cart to the Buyer within their area.
  • **Approver**: An individual with [Fiduciary Responsibility](#).
• **Invoice**: A bill for goods or services purchased that includes pertinent information with respect to the quantity, price, terms and nature of delivery.

• **Vendors**: A vendor is referred to as a “supplier” in *Highlander eMerchant*.

• **cXML Invoice**: cXML is the integration language that is used between *Highlander eMerchant* and suppliers. A cXML invoice is created by the supplier’s system, and automatically sent through to *Highlander eMerchant*.

• **Help Bubble**: Any time you see a blue question mark, a help bubble will appear when you hover your cursor over it to provide helpful information about the field or section of the site.
Types of shopping experiences in Highlander eMerchant

There are four methods for ordering Products and/or Services

- **Roundtrip/Punch-out**: supplier products are found on the suppliers’ ecommerce website with a direct link to and from Highlander eMerchant. Roundtrip/Punch-out functionality will be identified with the icon. A new window or tab will open in your internet browser and you will be signed into the NJIT account on the supplier’s ecommerce site.

- **Hosted Catalogs**: supplier products are “hosted” on the Highlander eMerchant portal, meaning you do not leave the Highlander eMerchant portal to search and order these products. Hosted Catalogs are identified with the folder icon.

- **Non-Catalog Items**: products requiring information to be entered manually. Some Catalog Suppliers could have products that can be entered manually if a product is not found in any of their catalogs or comes up as a restricted item.

- **Blanket Orders**: Similar to a Standing Order, method of encumbering the funds for purchasing services such as Consulting Agreements, Maintenance Contracts. They cannot be used for any of the catalog suppliers.
Types of suppliers in Highlander eMerchant

Suppliers: There are two types of suppliers found in *Highlander eMerchant*:

- **Registered**: A supplier that has self-registered in the portal and maintains its own information. This would include uploading their required documents such as BRC, COI, etc... A registered supplier can also participate in quotes and sourcing events. Once the vendor is registered they become a supplier in the Highlander eMerchant portal.

- **Lite**: A supplier that does not want to register. In this instance the Office of Procurement Services would need to enter the information into the Highlander eMerchant portal. A lite supplier cannot participate in request for quote (RFQ) and documentation needs to be stored manually.
General Purchasing Guidelines

Expenses <15% of NJIT’s Bid Limit (currently $28,200)
- W-9 or W-8 (foreign)

Expenses > 15% of NJIT’s bid Limit but less than $28,200
- W-9 or W-8 (foreign)
- BRC – Business Registration Certificate

Expenses > $28,200 up to $75,000
- W-9 or W-8 (foreign)
- BRC
- Affirmative Action Paperwork
- Bid
- Sole Source
- State Contract

Expenses > $75,000 but < $1,000,000
- W-9 or W-8 (foreign)
- BRC
- Affirmative Action Paperwork
- Bid
- Sole Source
- State Contract
- Presidential Approval

Expenses > $1,000,000
- Board of Trustees Approval
- W-9 or W-8 (foreign)
- BRC
- Affirmative Action Paperwork
- Bid
- Sole Source
- State Contract
- Presidential Approval

- OTHER:
  - Certificate of Insurance
  - Cannot mix fixed and non-fixed assets on one requisition – will be denied

NOTE: If a supplier is registered they do not need to upload a W-9 or W-8 as the portal has a self-certification that is accepted by the IRS.
Requesting a New Supplier

• Click on **Request Supplier** within the Marketplace on the homepage to request a new supplier
1. First search within the Unimarket Directory to see if the supplier you are looking for is available in the system.
   - This is a quicker way of getting a supplier connected into the Highlander eMerchant system
2. If the Supplier you are looking for is not available within the Unimarket Directory, you then will need to click the **Request Supplier** button on the top right hand of the page where a form will open up requesting information about the supplier you are looking to connect.
Requesting a New Supplier

- Once you have clicked the **Request Supplier** button a form will open up where you will be asked to provide information.
- Once this form has been filled out it will route to the Procurement Support Specialist that you selected. The Procurement Support Specialist will work with the supplier on getting connected into the system.
• Click on **View Requisitions** within the Marketplace on the homepage to view your requisitions.
View Requisitions

- Search for **Requisitions** by a requisition number, by supplier or by a specific timeframe.
Budget Checking

• Within Highlander eMerchant, there is budget checking throughout the whole purchasing process. The system will notify the user if there is insufficient funding.

• If you are notified of insufficient funding, please contact your business office manager/ approved user for budget transfers or your budget analyst in the budget department to request a budget transfer.

• Helpful Hint – To check your budget, please use Budget Availability Query in SSB (Self-Service Banner).

• Please Note: Requisitions in approvals DO NOT show as pending documents. You will need to account for these when reviewing your budget. On occasion documents may post simultaneously this can create an out of balance and creates an interface error. You will be contacted when this occurs.
Requisition Checkout – Delivery Info

<table>
<thead>
<tr>
<th>(1)</th>
<th>Bill To</th>
<th>New Jersey Institute of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>Ship To</td>
<td>(FENS)-323 Martin Luther King Blvd, Fe...</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attn: Accounts Payable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Jersey Institute of Technology (NJIT)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>323 Martin Luther King Blvd</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fenster Hall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Newark, NJ 07102</td>
<td></td>
</tr>
<tr>
<td></td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>Attn</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chelsea Laday</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td>Organization Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1-401000) University Budgeting</td>
<td></td>
</tr>
</tbody>
</table>

1. **Bill To**: Select the appropriate chart of accounts to create the purchase order under.
   - Be mindful if you are purchasing for NJIT (Chart 1 or 2)
2. **Ship To**: Select the building code where you would like the package shipped to. Use the same building coding that was used in banner.
3. **Attention**: Enter the Room Number followed by the last name of the person receiving the items.
4. **Organization Unit**: This is based on the security and allows others within the same organization to view the order. Always use 6-digit Org number.
Requisition Checkout – Account Code Lookup

Use the following steps to fill in Account Fields

1. Within the account string, when you click on each field a magnifying glass will appear that when clicked will open a search screen that will allow you to search based on the account code or description.

2. Fields that will need to be filled in by the user are the Chart of accounts, index, and account code.

3. All other fields (Fund, Org & Program) will auto fill based on the index and account selected.

NOTE: Buyers and approvers have fiduciary responsibility on correct index/account code usage.

[Table of account codes and descriptions]

NJIT New Jersey Institute of Technology
Use the following steps to fill in the above fields:

1. **Accounting String**: Enter the accounting information within each of the fields. Each field has search capabilities that can be utilized.

2. **Deliver Date**: Fill in the requested Delivery Date for when you would like your products to be delivered.

3. **Quantity**: Fill in the quantity of how many you would like to order. Please note that when you adjust the Quantity the Subtotal to the right will adjust based on the Quantity and Unit Price.
1. There is no limit to the number of line items that can be within a requisition.
2. Each line item will need accounting information filled in.
3. If multiple line items are using the same accounting string, you have the ability to **Copy Down** the accounting string to other line items below.
   
   - Please note that if you use the copy down feature, it will override any information that was previously within the account strings below it and you will need to verify that the same account code applies to each item.
1. All Notifications and/or attachments that need to be sent to the supplier must be placed in the **Delivery Notes and Attachments** section.

2. All Notifications and/or attachments that need to be routed internally as support for the approval of the requisition must be placed in the **Justification Notes and Attachments** section.
   - Examples of Justification types are Sole Source forms, Consulting/ Subcontracting contracts, Furniture quotes, etc.
Requisition Checkout

If you are a Browser (see Glossary for detail) and need to reassign to a Buyer, here is where you can select the Reassign button to select the Buyer to reassign to for approval.

Once you have reviewed all the information within the checkout screen, if you have Buyer capabilities, you then can click the Checkout button at the bottom of the screen on the left hand side.

If you are unable to complete filling out the checkout screen and will need to complete at a later time, you have the ability to Save the requisition and complete later.

Once you have selected Checkout, you have completed the process of creating a requisition and will either receive a Requisition Number or Purchase Order Number depending on if approvals are needed.
Requisition Approval Process

<table>
<thead>
<tr>
<th>Approver</th>
<th>Created Date</th>
<th>Completed Date</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-40100 Dept Appr</td>
<td></td>
<td></td>
<td>Up to $5K ($5,000.00)</td>
</tr>
<tr>
<td>John Gruppo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Easton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-40100 Dept Head/Business Off Appr</td>
<td></td>
<td></td>
<td>Clearing Authority ($999,999,999.00)</td>
</tr>
<tr>
<td>John Gruppo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Easton</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Approvals: Computer and technologies [1-215080-100000-401000-710010-350010]
Fixed Asset Approvals: Fixed Assets [1-215080-100000-401000-710010-350010]
Purchasing Approvals - Standard: Purchasing (Stan) [1-215080-100000-401000-710010-350010]

- Once you submit your requisition and approvals are required, you can click on the approval tab to see status.
How Do Approvals Work

**ePROCUREMENT (Procure to Pay)**

<table>
<thead>
<tr>
<th>Premier/Hosted</th>
<th>Light/Registered/NEW Supplier</th>
<th>Grants &amp; Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Order</td>
<td>Order Entry</td>
<td>Req. Entry</td>
</tr>
<tr>
<td>Amazon</td>
<td>Order Entry</td>
<td>Req. Entry</td>
</tr>
<tr>
<td>$1,000</td>
<td>Req. Entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Department**

- Fully Approved ≤ $1,000
- Approved ≤ $1,000
- Review Requirement
- Orders ≥ $27,300 to bid
- Orders ≥ $9,999 to bid
- Review/Approve
- Review/Approve
- Review/Approve
- Review/Approve

**Depart./Bus. Office**

- Purchasing to Verify & Approve
- Vice Pres. ≥ $25,000
- President ≥ $75,000

**Additional approvers based on expense type**

- Lab. Equip
- Chemical/Gas/Biological (734003, 734008)
- Computer
- Capital Equipment ≥ $5,000
- Printing (756108)
- Drone (711032)
- Postage (G/A Account)
- Cell Phones
- Facilities
- Environmental, Health, & Safety
- Information Systems & Technology
- Fixed Assets Review
- Strategic Comm.
- Risk Mgmt.
- Mail Room (Rob Gjin).
- TBD.

Department/Business Office

Update 9/15/18
Blanket Order - Checkout Details

1) Name * : Identify the Blanket Order so that it is unique and easily searchable
2) Description : This information can help distinguish Blanket Orders with similar names
3) Supplier * : Identify the vendor
4) Amount * : Total dollar value of the Blanket Order
5) Valid From * / Valid To * : Date range of the Blanket Order
6) Default Account Code * : Search or Enter the Chart and Index. The fund, organization, and program will automatically populate. The account codes are searchable.
7) Ship To * : Select the NJIT building the items should be delivered to
8) Bill To * : Select the appropriate chart of accounts to create the purchase order
9) Available To * : Select users who will be able to enter orders against the Blanket Order
10) Hide Amount From Supplier: check if you do not want the supplier to see the total amount of the Blanket Order
11) Alert Amount/ Alert Date: Set thresholds to have emails sent when Blanket Order reaches a predetermined dollar amount or date
12) Organization Unit: This is based on the security and allows others within the same organization to view the order
Our website will include FAQ's, "how to" videos, and documents that you may access to assist after training. In addition, we set-up a **Highlander eMerchant Support** contact that will be supported by the Financial Systems & Innovations Department.

Please send your questions/concerns to: financesecurity@njit.edu

You may also contact our department by calling Nick Wilson at extension x6590.
Welcome To Payables
AGENDA

1. Key Terms, Invoice States and Examples

2. How to:
   - Submit an Invoice to AP that you received directly from a vendor
   - Complete receiving
   - Complete Invoice Acceptance with and without a Purchase Order
   - Complete Invoice Approvals (Approve, Decline, Accept or Reject)
   - Add a Description to a Retrofit Invoice
   - View Invoices by Purchase Order in Self Service Banner
   - View Payment Details in Self Service Banner

3. Chrome River – Employee Expense Reimbursement System
Accounts Payable Key Terms, Invoice States and Examples

**Key Terms**

- **Invoice Creator** - AP representative or supplier who posted the invoice.
- **Matching** – Used to reference the way an invoice is compared to the related order to ensure the invoice is ok to pay.
- **Order** - Refers to a purchase order number
- **Retrofit** - Creating an order for an invoice you already received.
- **Tolerance** - The invoice matching tolerance is the dollar amount or percentage an invoice can go over before it requires acceptance and approval.
  - NJIT’s tolerance is 10% of the purchase order up to $100
Accounts Payable **Key Terms, Invoice States and Examples**

*Invoice States*

- **Canceled** - The invoice creator canceled the invoice before it was approved and in the invoice accepted state.
- **Invoice Accepted** - The invoiced items have been received, the invoice has been accepted and/or approved if required and sent to Banner for payment.
- **Invoice Rejected** - The invoice has matching exceptions and was not accepted or approved.
- **Pending Delegated Approval** - The invoice has been accepted by the buyer and routed for approval.
- **Pending Initial Acceptance** - The invoice relates to a retrofit or blank order and is pending acceptance by the buyer and creation of a retrofit requisition for approval.
- **Pending Order Acceptance** – The invoice had receiving or tolerance matching exceptions and has been sent to the buyer or requested for review and acceptance.
- **Pending Receiving** – Receiving report required. The items on the order have not been received by the buyer, browser or initiator or the order. Once the items have been received the system will reprocess for tolerance matching or acceptance.
Invoice State Examples

Canceled:
- Invoice number needs to be corrected
- Incorrect PO number used to post invoice

Invoice Accepted:
- Invoiced line items matched order
- Receiving was complete
- Invoice was accepted and/or approved

Invoice Rejected:
- The quantity of items invoiced is greater than the quantity received
- The unit price invoiced was greater than the order price
- The invoice was posted without a PO and the department has a PO it can be applied to

Pending Delegated Approval:
- The line item(s) invoiced and received is greater than the item(s) ordered and has been accepted by the buyer. (Ex. Order was for 2 items at $5.95 and 3 items at $5.95 were invoiced and received)
- Orders over $1,000 will follow the same approval routing as Banner
- Specialty items such as chemicals, computers, etc. will route to the responsible department for approval

Pending Initial Acceptance:
- Invoice was posted without a PO and assigned to a buyer for acceptance. Accepting the invoice is stating that the invoice is correct and the items were received
- Invoice was posted to a blanket order and has to be accepted by the buyer to create a retrofit release order to reduce the available funds on the PO. Again accepting the invoice is stating that the invoice is correct and the items were received

*Note: When order receiving for your requisition is marked receive automatically, an invoice should not be accepted if the line item(s) have not been received, as this will replace you having to complete a receiving report.*

Pending Order Acceptance:
- The line item(s) invoiced is greater than the item(s) ordered (Ex. Order was for 2 items at $5.95 and 3 items at $5.95 were invoiced and received)

Pending Receiving:
- Receiving report not complete
- Only 1 of 2 items have been received. All invoiced items must be received before the invoice is sent to Banner for payment
HOW TO SUBMIT AN INVOICE TO ACCOUNTS PAYABLE THAT YOU RECEIVED DIRECTLY FROM THE VENDOR

If you receive an invoice directly from the vendor that relates to Highlander eMerchant please submit as follows:

- Send to apinvoices@njit.edu
- Email may contain only 1 Invoice per submission
- The Order Number (UP000001) must be listed in the subject line of the email

**NOTE:** Accounts Payable does not see invoices that are attached to your requisition in eMerchant. In order for your invoice to be processed it must be submitted in the format listed above.
Highlander eMerchant – Invoice Acceptance

As a buyer, you will receive invoices for acceptance when they are in the following state:

**Pending Order/Buyer Acceptance** – The invoice had receiving or tolerance exceptions and has been sent to the buyer or requestor for review and acceptance.

**Pending Initial Acceptance** - The invoice relates to a retrofit or blanket order and is awaiting acceptance by the buyer and creation of a retrofit requisition approval.
## Outstanding Tasks

### Invoice Acceptance

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
</table>

[Click here to log onto Highlander eMerchant to check your Outstanding Tasks]
Select Invoices to view the list of invoices awaiting your acceptance
Accepting Invoices

Before accepting an invoice check to see why the invoice needs acceptance:

- When Pending Order/Buyer Acceptance, next to the invoice State click on the 📌 to see why the invoice did not match
- When Pending Initial Acceptance, verify if the invoice is retrofit or related to a blanket order
**Option 1:** Accept from the Accept Invoices page that lists all invoices awaiting your acceptance. Click ![Accept](#) to open the acceptance popup.

---

**Invoice 50280197**

Reason

[Accept] [Reject] [Cancel]

**Click Accept to Approve the invoice**

**Click Reject to Disapprove the invoice**

*Note: A reason is required when an invoice is rejected.*

---

**Click Accept/Reject**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Created Date</th>
<th>Invoice Date</th>
<th>Supplier</th>
<th>Buyer</th>
<th>Type</th>
<th>Blanket Order</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50280197</td>
<td>6/4/2018 11:09 AM</td>
<td>5/9/2018 12:00 PM</td>
<td>Carolina Biological Supply Company</td>
<td>Nakia Goode</td>
<td>Buyer</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>042619C-CR</td>
<td>4/26/2019 12:19 PM</td>
<td>4/26/2019 12:00 PM</td>
<td>Office Depot</td>
<td>Nakia Goode</td>
<td>Buyer</td>
<td></td>
<td>$55.00</td>
</tr>
</tbody>
</table>
Option 2: From the Accept Invoices screen, click on the Invoice Number to go to the View Invoice page.

Click the Accept button in the top right of the View Invoice page next to the Actions menu.

Click Accept/Reject

Click Accept to Approve the invoice
Click Reject to Disapprove the invoice
Note: When an invoice is rejected, a reason is required
Highlander eMerchant - Invoice Approvals

As an approver, you will receive invoices for approval when they are in the following state:

**Pending Delegated Approval** - The invoice has been accepted by the buyer and routed for approval. It is pending approval by the approver in the approval chain. and/or

The invoice had receiving or tolerance exceptions and additional budget is needed to pay the difference from what was encumbered on the PO.
Invoice Approval Notifications

Approvers will receive an approval notification email, prompting them to log on to Highlander eMerchant, check their Task Badge (located in the top right corner of Highlander eMerchant) for invoices awaiting their approval.

- Invoice Approval Email Notification:

```
NJIT
New Jersey Institute of Technology

Invoice 9300260618 for Graybar has been submitted against order UP100274. The invoice requires your approval as it has exceeded the matching tolerance. Please click here to login and view the invoice.
```

- Task badge:

`Select Approvals to view the list of invoices awaiting your approvals`

Invoices 1

9300260618

Graybar

6/9/2018 6:49 AM

Jeffrey Hadley

R1800402 State of New Jersey`
**Approving Invoices**

**Option 1:** Approve from the Approvals page that lists all of your approvals in separate tabs for Requisitions and Invoices. Click to open the approvals popup.

---

**Click Approve/Decline**

**Note:** A reason is required when an invoice is declined.
Before approving an invoice check to see why the invoice did not match the PO and was sent for approval:

- Next to the invoice State click on the 🔄 to see why the invoice did not match
View prior approvals:

- Next to the Items tab, select the Approvals tab to view the approval history
Option 2: From the Approvals screen, click on the Invoice Number to go to the View Invoice page

Click on the invoice number to view the invoice

Click the Approval button in the top right of the View Invoice page next to the Actions menu.

Click Approve/Decline

Click Approve or Decline.

Note: A reason is required when an invoice is declined.
Invoice Acceptance without a Purchase Order

Invoices received without a Purchase Order will be processed by Accounts Payable and assigned to a Buyer based on the information provided on the invoice. As a buyer when an invoice has been assigned to you, you have the option to accept, enter the funding source or assign it to blanket order, and sendoff for approval or reject and enter the reason why.
Invoice Acceptance Notifications

Buyers will receive an email indicating an invoice has been loaded and assigned to them for approval.

- Invoice Acceptance Email Notification:

- Task badge:
Accepting Invoices

Before accepting the invoice and creating a retrofit order, check to ensure a PO doesn't already exist for the order. If another PO does exist, the invoice should be rejected and the PO number should be included in the reason for rejection and Accounts Payable can repost the invoice using the PO number.

**Option 1:** Accept from the Accept Invoices page that lists all invoices awaiting your acceptance. Click to open the acceptance popup.

Click Accept/Reject

Click Accept to Approve the invoice
Click Reject to Disapprove the invoice
Note: A reason is required when an invoice is rejected.
Option 2: From the Accept Invoices screen, click on the Invoice Number to go to the View Invoice page.

Click the Accept button in the top right of the View Invoice page next to the Actions menu.

Click Accept to Approve the invoice
Click Reject to Disapprove the invoice
Note: A reason is required when an invoice is rejected.
If accepted, the invoice items will be placed in an incomplete requisition to create a retrofit for checkout, coding and approval or if related to a blanket order will create a release retrofit order for checkout and approval.
How to Add a Description to Retrofit Invoices/Orders

- After you have Accepted the invoice and you are now in the Incomplete Requisition screen
  - Scroll down to the Product Line
  - Select Edit Product
<table>
<thead>
<tr>
<th>Product</th>
<th>Delivery date</th>
<th>Unit price</th>
<th>Qty</th>
<th>Subtotal</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>retrofit</td>
<td></td>
<td>$8.78/EA</td>
<td>1</td>
<td>$8.78</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Subtotal:** $8.78

**Shipping:** $0.00

**Total:** $8.78
When the Edit Product box appears, enter the description and select OK.
View Documents

Finance Menu

Budget Queries
Encumbrance Query
Approve Documents
View Document
Delete Finance Template

[ Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template ]

RELEASE: 8.8.3
To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Purchase Order  Document Number: up102147

Use the drop down arrow to select purchase Order

Click here to view invoices posted to the PO

View document  Approval history
To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Purchase Order

Submit #: 
Change Seq: 
Reference Number:

Display Document/Line Item Text
- All
- Printable
- None

Display Commodity Text
- All
- Printable
- None

View document
Approval history

Click here to view invoices posted to the Purchase Order
### Purchase Order Header

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Change#</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP102147</td>
<td></td>
<td>Feb 20, 2019</td>
<td>Feb 20, 2019</td>
<td>Feb 26, 2019</td>
<td>Feb 20, 2019</td>
<td>908.26</td>
</tr>
</tbody>
</table>

- **Origin:** EPUNIMARKET
- **Reference Number:** R1002073
- **Complete:** Y
- **Approved:** Y
- **Type:** Regular

### Ship to:
New Jersey Institute of Technology  
182 Central Avenue  
University Heights  
CAB  
Newark, NJ 07102

### Vendor:
31154510 George Patton Associates Inc.  
Customer Support  
DisplayYS2GO  
81 Commerce Dr  
Fall River, MA 02720-4743

### Contact:
800-572-2194

### Purchase Order Commodities

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Glass Display Cases EA</td>
<td>EA</td>
<td>2</td>
<td>454.13</td>
<td>908.26</td>
</tr>
</tbody>
</table>

### Purchase Order Accounting

<table>
<thead>
<tr>
<th>Seq#</th>
<th>COA FY Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>NSF Susp</th>
<th>NSFOvr</th>
<th>Susp</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>19:213310</td>
<td>100000</td>
<td>203000</td>
<td>711015</td>
<td>250010</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>908.26</td>
</tr>
</tbody>
</table>

Total of displayed sequences: 908.26

### Related Documents

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 03, 2019</td>
<td>Invoice</td>
<td>UI003362</td>
<td>Paid</td>
</tr>
<tr>
<td>Apr 05, 2019</td>
<td>Check Disbursement</td>
<td>00245366</td>
<td>Final Reconciliation</td>
</tr>
</tbody>
</table>