

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.

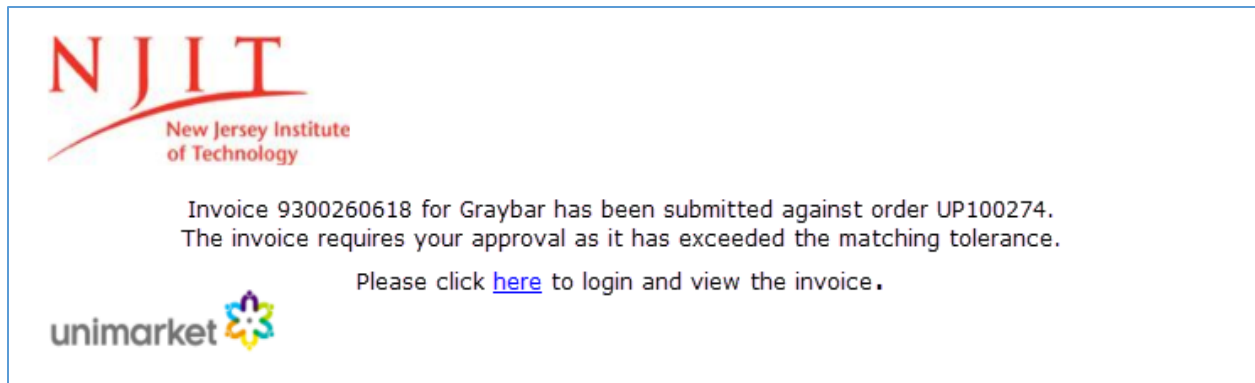
and/or

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

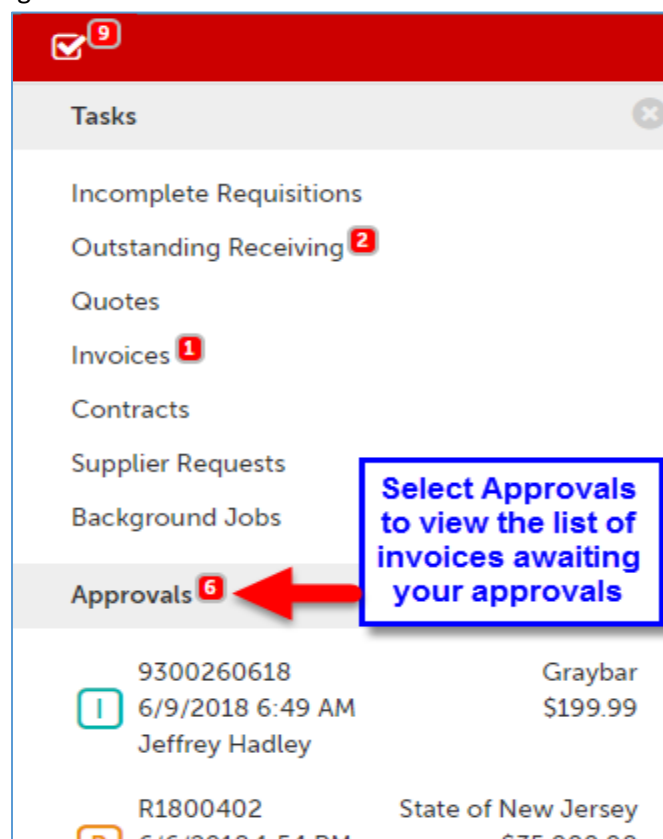
Invoice Approval Notifications

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:



- Task badge:



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

Items

Approvals 1

Items

Filter items ?

Line	Order	Description	Invoice State	State	Qty.	Price	Subtotal
1	UP100274	ELECTRICIANS TRUE RMS MULTIMETER (25079181) Account Codes 1-215045-100000-409000-710034-350010 ?		Pending Delegated Approval ?	1	\$199.99 / EA	\$199.99
				Order Item	1	\$199.99 / Each	\$199.99
				Receiving	0	\$199.99 / Each	\$0.00
						Subtotal	\$199.99
						Shipping	\$0.00
						Tax	\$13.25
						Total	\$213.24

The quantity invoiced (1) is greater than the quantity received (and not already invoiced) (0).

View prior approvals:

- Next to the Items tab, select the Approvals tab to view the approval history

Items Approvals 1


Dept Invoice Exception Approvals: Example Approval Chain [1-215045-100000-409000-710034-350010]

In Progress


Approver	Created Date	Completed Date	Level	Type
FSI			\$5,000 (\$5,000.00)	Escalated
Andrea Connell				
Jessica Jimenez				
John Gruppo				
Kevin Jones				
Lily Chang				
Nicholas Wilson				
Priscilla Milne				
Sharyn Serafin				
Steve St edward				
Viola Clyburn				
Steve St edward			Clearing Authority (\$999,999,999.00)	Escalated


Purchasing Review: Purchasing (Stan) [1-215045-100000-409000-710034-350010]

Approving Invoices

Option 1: Approve from the Approvals page that lists all of your approvals in separate tabs for Requisitions and Invoices. Click  [Approve / Decline](#) to open the approvals popup.

Approvals



 You are currently available and will receive approval requests.

 [Change Availability »](#)

Requisitions **5** Invoices **1**

Invoice Number Buyer Last 90 Days [More Options](#)

Click Approve/Decline

Invoice	Order	Buyer	Supplier	Created Date	Subtotal	
 9300260618	UP100274	Jeffrey Hadley	Graybar	6/5/2018 9:25 AM	\$199.99	 Approve / Decline

Approve / Decline Invoice 9300260618.

Reason

Click Approve or Decline
Note: A reason is required when an invoice is declined.

Option 2: From the Approvals screen, click on the Invoice Number to go to the View Invoice page

Approvals

You are currently available and will receive approval requests.

Change Availability »

Requisitions **5** Invoices **1**

Invoice Number Buyer Last 90 Days More Options

Click on the invoice number to view the invoice

Invoice	Order	Buyer	Supplier	Created Date	Subtotal	
9300260618	UP100274	Jeffrey Hadley	Graybar	6/5/2018 9:25 AM	\$199.99	Approve / Decline

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

Graybar Invoice 9300260618
NJIT > Graybar

Click Approval to Approve or Decline the invoice

Actions

Invoice

Invoice Number	9300260618	Invoice Date	6/5/2018 12:00 PM
State	Pending Delegated Approval	Created Date	6/5/2018 9:25 AM
Payment Due Date			
Printable Invoice			
Payment Status	Currency USD		
Transaction Run			
Customer	NJIT	Creator	TENANT SYSTEM (Graybar)
Document Reference			
Visibility	Organization Unit		
Organization	(2-NJITF_ORG) 2-NJITF		
Attachments	invoice.xml Size limit 50M.		

Supplier **Bill To**
Attn: GRAYBAR ELECTRIC COMPANY
34 North Meramec
Clayton, MO 63105
United States

Approve / Decline Invoice 9300260618.

Reason

Click Approve or Decline
Note: A reason is required when an invoice is declined.