

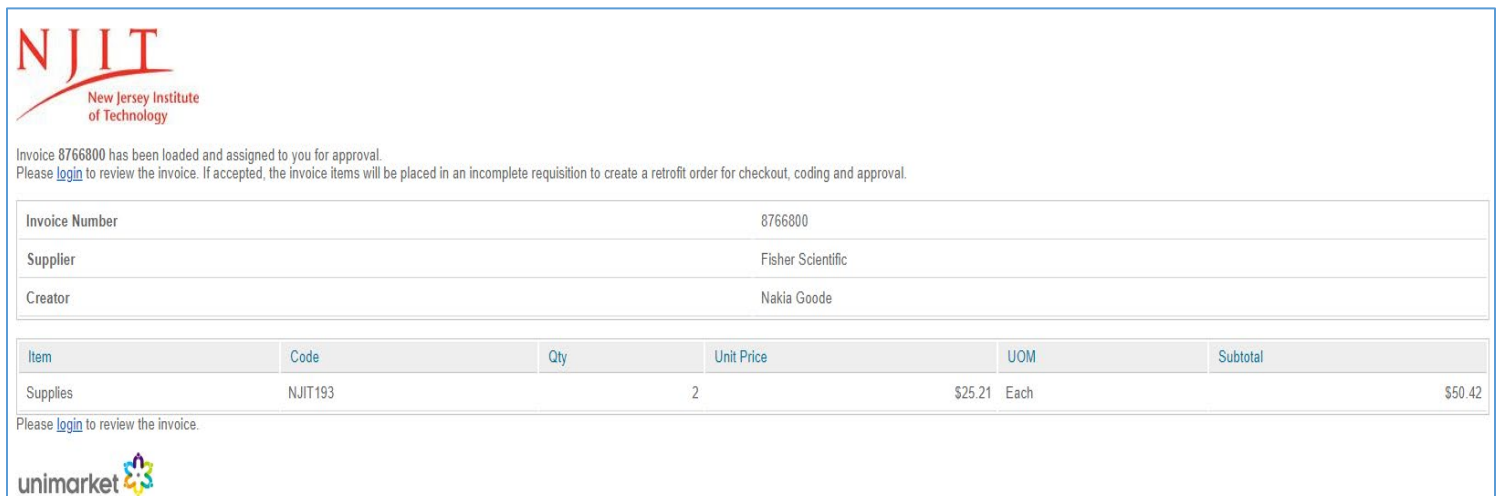
Highlander eMerchant – Invoice Acceptance without a Purchase Order

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:



NJIT
New Jersey Institute of Technology

Invoice 8766800 has been loaded and assigned to you for approval.
Please [login](#) to review the invoice. If accepted, the invoice items will be placed in an incomplete requisition to create a retrofit order for checkout, coding and approval.

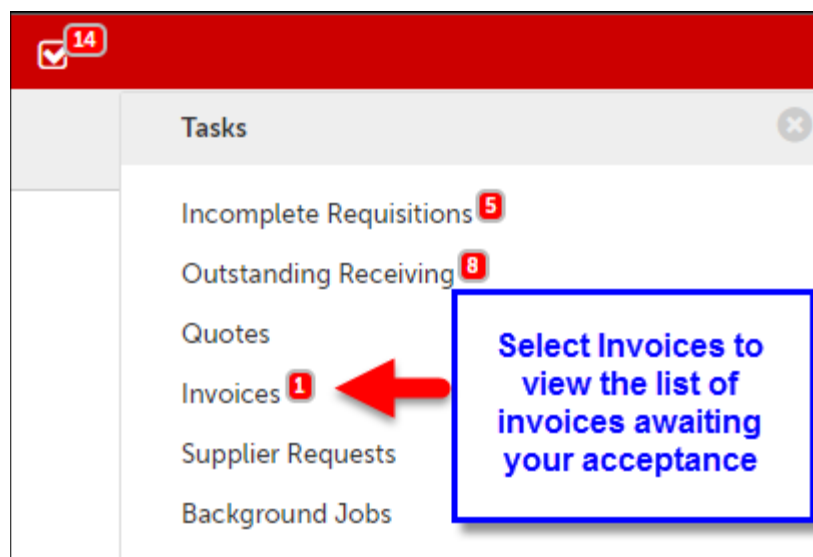
Invoice Number	8766800
Supplier	Fisher Scientific
Creator	Nakia Goode

Item	Code	Qty	Unit Price	UOM	Subtotal
Supplies	NJIT193	2	\$25.21	Each	\$50.42

Please [login](#) to review the invoice.

unimarket

- Task badge:




Tasks

- Incomplete Requisitions **5**
- Outstanding Receiving **8**
- Quotes
- Invoices **1**
- Supplier Requests
- Background Jobs

Select Invoices to view the list of invoices awaiting your acceptance

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  **Accept** to open the acceptance popup.

Accept Invoices

☐ Connected Suppliers Only

Click Accept to Accept or Reject the invoice



Invoice Number	Created Date	Invoice Date	Supplier	Buyer	Type	Blanket Order	Net Amount	
 8766800	6/18/2018 2:13 PM	6/15/2018 12:00 PM	Fisher Scientific	Maria La lima	Retrofit		\$50.42	 Accept
7891011	4/19/2018 2:57 PM	4/16/2018 12:00 PM	CDW-G	Maria La lima	Retrofit		\$100.00	 Accept

Invoice 8766800

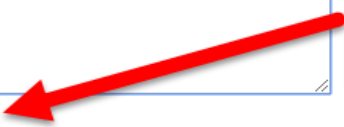
Reason

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.




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

Accept Invoices

Invoice Number Supplier

Click on the Invoice Number to view the invoice

Blanket Order Number



Invoice Number	Created Date	Invoice Date	Supplier	Buyer	Type	Blanket Order	Net Amount	
 8766800	6/18/2018 2:13 PM	6/15/2018 12:00 PM	Fisher Scientific	Maria La lima	Retrofit		\$50.42	✓ Accept
7891011	4/19/2018 2:57 PM	4/16/2018 12:00 PM	CDW-G	Maria La lima	Retrofit		\$100.00	✓ Accept

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

Fisher Scientific **Invoice 8766800**
NJIT > Fisher Scientific

Click Accept to Accept or Reject the invoice

Invoice

Invoice Number	8766800	Invoice Date	6/15/2018 12:00 PM
State	Pending Initial Acceptance	Created Date	6/18/2018 2:13 PM
Payment Due Date			
Printable Invoice			
Payment Status	Currency USD		
Transaction Run			
Customer	NJIT	Creator	Nakia Goode (NJIT)
Buyer	Maria La lima	Order Date	
Document Reference			
Retrofit Requisition	R1800489	Retrofit Order	
Organization	(1-NJIT_ORG) 1-NJIT		
Attachments			
Drop files to attach, or browse			
New CR Hotel Receipt.pdf  			
Size limit 50M.			

Supplier **Ship To** **Bill To**

Attn: Fisher Scientific
123 Main Street
Annapolis, MD 21401
United States

Invoice 8766800

Reason

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.

Checkout

✓ Incomplete Requisition R1800489 has been created from Invoice 8766800.

▼ Locations New Jersey Institute of Technology / New Jersey Institute of Technology

Ship To * (FENS)-323 Martin Luther King Blvd, Fenster Hall x

Bill To * New Jersey Institute of Technology x

Attn * Maria La lima
New Jersey Institute of Technology [FENS]
323 Martin Luther King Blvd
University Heights/Fenster Hall
Newark, NJ 07102
United States

Verify all items marked with the *
Ship To
Bill To
Attn
Order Date
Order Submission
Order Receiving
Organization Unit

Attn:Accounts Payable
New Jersey Institute of Technology [NJIT]
323 Martin Luther King Blvd
Fenster Hall
Newark, NJ 07102
United States

▼ Order Type Retrofit

Retrofit Order ?

Related Invoice Number 8766800


Order Date * 6/15/2018 7 12 : 00 PM ▼

Order Submission Do not Send ▼

Fisher Scientific

+ Add Notes

Warning: This supplier has order integration enabled, and so may not see these Notes or Order Attachments.

Product	Qty.	Subtotal	Tax
 Supplies Unit Price: \$25.21 / Each	2	\$50.42	\$0.00
Delivery Date 7 12 : 00 PM ▼			
Account 1 215430 100000 414000 734010 350010 x Split			
Subtotal		\$50.42	
Shipping * ? \$ 0			\$0.00
Tax			\$0.00
Total		\$50.42	

Enter the account information or select the Blanket Order number

Delivery Notes

Order Attachments ?

Drop files to attach, or browse
Size limit 50M.

Blanket Order ?

Order Receiving *

Receive Automatically ▼

▼ Justification Justification Instructions

Justification ?

Justification Attachments

Drop files to attach, or browse
Size limit 50M.

Justification Type

Justification Instructions x

Furniture Ensure that you have checked with Facilities for any available surplus

Sole Source

How to and when to complete a Sole Source for Services or Equipment

Consultants What is needed before a consulting requisition can be created or approved.

▼ Organization Accounts Payable

Click Checkout to Complete the Retrofit Requisition or Reassign to Assign it to another Buyer for Approval

Organization Unit * (1-414000) Accounts Payable ▼

✓ Incomplete Requisition R1800489 has been created from Invoice 8766800.

Checkout Save Reassign Cancel