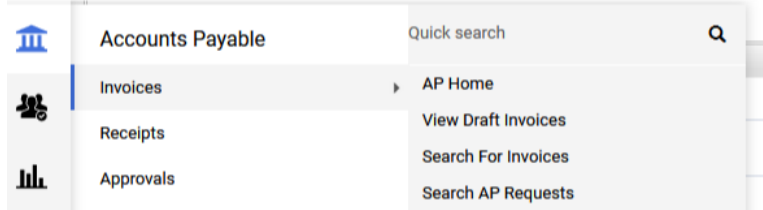


## Two Step Process for AP Request Forms

This process could be used for the following request forms: Direct Expense, Enterprise Rental Car Payment or Non-Supplier Payment Request.

To locate your AP Requests, click Accounts Payable > Invoices > Search AP Requests



1. After the request is completed/approved – open the Direct Expenditure form request:

Form Name	Form Number	Form Purpose	Form Status	Workflow Step	Workflow
Direct Expenditure	1208604	Invoice Payment Request	Approved		

2. Click on the invoice number on the left:

**Direct Expenditure**

Form Number **1208604**

Purpose **Invoice Payment Request**

Status **Approved**

Invoice **75132791**

---

**Instructions**

Supplier ✓

Questions ✓

For the Classic invoice view:

3. Once the invoice is open:
  - a. Click Review box at the top right to review the form.
  - b. Click edit at the line level:
    - i. Select a contract on the line item if applicable.
    - ii. Select an exemption on the line item if applicable.
4. When finished editing, click Complete at the top right.

Ordered	Received	Net Invoiced
Quantity: --	--	--
Ext. Price: --	--	0.00 USD

For the New UI View:

1. Once the invoice is open:
  - a. You can review the Entry tab for accuracy.
  - b. Click the pencil to edit at the line level to:
    - i. Select a contract on the line item if applicable.
    - ii. Select an exemption on the line item if applicable.
2. When finished editing, click COMPLETE bar on the right.

Invoice : 93293973 Detailed

Entry Summary Matching Comments Attachments History

Supplier Name: Barnes & Noble Education, Inc.

Invoice Name: Direct Expenditure

Supplier Invoice No.: 837864

Supplier Invoice Date: 3/1/2020

Payment/Record Number:

Delivery County: PICKENS

Final Payment:

**Remit To**

110 N. Cherry Rd.  
Douthitt Hills  
Clemson, SC 29634

United States  
Phone 1-864-656-2050-  
Fax 1-864-656-0366-  
Address id 1  
3rd Party Address ID 1

**Billing address**

no address

PO Department: 0741 (HEHD Busin...)

Accounting Date: 5/1/2020

Payment Method: Unknown

Internal Note:

Payment Handling Option: No Value

**Discount, tax, shipping & handling**

Allocation: Weighted

	Header-level
DO NOT USE/DOES NOT CALCULATE	0.00
Sales Tax	0.00
Use Tax	0.00
Shipping	0.00
Handling	0.00

**Draft**

Barnes & Noble Education, Inc.

Supplier Invoice No.: 837864

**Total (124.16 USD)**

Subtotal	116.04
Discount	0.00
Sales Tax	8.12
Use Tax	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
<b>Total</b>	<b>124.16</b>

SAVE

**COMPLETE**

**What's next?**

Next Step: OK to Pay

Approvers: Automatically calculated by system

Workflow:  Show skipped steps

July 2020