Creating a Non-PO Invoice for US Dept of Homeland Security

CREATED BY RICKY KWONG

ACCOUNTS PAYABLE, PROCUREMENT SERVICES

Changes to Check Request/Payman

- Procurement Services is eliminating the manual check request process

- US Dept of Homeland Security check requests should now be processed as a non-PO invoicein Ariba.

- If you do not have a non-PO invoice access in Ariba, see the Procurement Services website for instruction how go obtain Ariba access: http://finance.uw.edu/ps/how-to-pay/nonpo

Please note: You *must* complete a separate non-PO invoice *per check*.
Ariba will not send you separate checks if combined into one invoice.

Please log in to Ariba

On the home tab, click on 'Create', then 'Non-PO Invoice'.
This will take you to the invoice creation page.

INV853647

Next ▶ Exit

What is this expense for?	* (none selected) ▼	← "Goods and Services"
Supplier Invoice #:	*	← Visa Recipient (if it fits, okay to leave blank)
Title:		← "US Dept of Homeland Security $XXX fee for 'xxxx'"
Invoice Date:	* Thu, 05 Apr, 2018	← Date prepared
Supplier:	(none selected) ▼	← "US DEPT OF HOMELAND SECURITY"
Supplier Sales Order #:		
On Behalf Of:	Hae Soon Hong ▼	← This should be your name
Supplier Contact:	(no value) [select]	← This will auto-populate when you selected the supplier.
Remit To Address:	*(no value) [select]	← Select appropriate Address from list
Quote or Contract #:		
Payment to an individual:	○ Yes ○ No	← 'No' to both
Food or beverages:	○ Yes ○ No	
Remittance Note:		← Name of fee being paid
My Labels: Apply Label		

Fill in the form with your respective check request information.
Please ensure the supplier is "US DEPT OF HOMELAND SECURITY".

- The 'ship from' field should be auto populated.
- 'Ship to' and 'Deliver to' fields should correspond to your department and location.

The above highlights additional selections that must be made in the invoice page.
The supplier must match the one highlighted in the screenshot, with '173663'.

Please be sure to select 'Yes' to 'Send check to UW campus Box'
Enter pickup details.
Click "Next" once your page is complete.

INVRecipientName-853648   ◀ Prev   Next ▶   Exit

By adding an item, you are indicating that the associated goods or services have been delivered, and that payment can be made.

There are no catalog items available.
You can create a non-catalog item.

◀ Prev   Next ▶   Exit

You will be taken to this page where you will need to create a line item to invoice.

Click on the underlined 'non-catalog' link.

Fill out the form as outlined above, *click on "Update Total"* once done to save.

Account code should be 032900.

Click 'OK' to move forward.

INVRecipientName-853648   Add Shipping Item   Add Special Handling Item   Add More Items   Summary

When you select **Add Taxes and Charges at Line Level**, any header-level tax and charge lines are deleted.

Header Charges

Description ↑	Account Budget	Amount
No items		

Line Items   Show Details

No.	Description	Account Budget	Qty	Unit	Price	Amount
1	I-140 Petition fee for 'Recipient Name'	032900 143751	1	each	$460.00 USD	$460.00 USD

Edit Copy Delete Update Total

You will change budget number

Subtotal:	$460.00 USD
Total Tax:	$0.00 USD
Total:	$460.00 USD

Add Shipping Item   Add Special Handling Item   Add More Items   Summary

Your page should look like this.

Check either box and click 'edit' to proceed. We will change the budget number on the next page.

You will arrive at this page. The circled portion is what you will alter.

Use your budget number along with appropriate codes if you have any.

Click 'OK' at the bottom of the page to move forward.

INVRecipientName-853648   ◀ Prev   Submit   Exit

You can continue to edit the invoice before submitting it for approval.

Summary   Approval Flow

TITLE - INVOICE

Add Header Taxes & Charges

What is this expense for?	Goods And Services	Supplier Sales Order #: ℹ
	If multiple invoices are expected, will the aggregate spend exceed the $10K direct buy limit (regardless of time)?	No
Invoice ID:	INVRecipientName-853648	
Title:	US Dept of Homeland Security $700 fee for 'Recipient Name'	
Supplier Invoice #:	RecipientName	
Invoice Date:	Thu, 05 Apr, 2018	
Quote or Contract #:		
Payment to an individual: ℹ	No	
Food or beverages:	No	
Telephone:		
Remittance Note: ℹ	I-140 Petition fee	

Supplier: US DEPT OF HOMELAND SECURITY
Supplier Contact: US DEPT OF HOMELAND SECURITY
Remit To Address: US DEPT OF HOMELAND SECURITY
Send Check to UW Campus Box: No

My Labels: ℹ   Apply Label...

Header Charges

☐ Description ↑	Account Budget	Amount
	No items	

Line Items   Show Details

☐	No.	Description	Account Budget	Qty	Unit		Price	Amount
☐	1	**I-140 Petition fee for 'Recipient Name'**	032900 060340	1	each	▼	$460.00 USD	$460.00 USD

Edit   Copy   Delete   Update Total

Subtotal:	$460.00 USD
Total Tax:	$0.00 USD
Total:	$460.00 USD

Verify that all information on the summary page is correct.

Click on 'Add Header Taxes & Charges'.

Check off the 'Add Taxes' box and then click 'OK'.

Ariba will not let you submit an invoice without this tax header.

Note that there is now a Sales Tax line in the header charges.

Leave this amount at $0.00

COMMENTS - ENTIRE INVOICE

[Add Comment]

ATTACHMENTS - ENTIRE INVOICE

[Add Attachment]

◀ Prev   Submit   Exit

At the bottom of the page, there are two buttons to add comments or attachments.

It is up to your department to determine what is required to be uploaded.

COMMENTS - ENTIRE INVOICE

Comments					
					Visible to Supplier
James A. Anderson	Submitted by Toni Read				No
	[Monday, November 13, 2017 at 2:14 PM]		Reply		

[Add Comment]

ATTACHMENTS - ENTIRE INVOICE

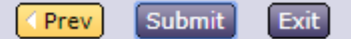| Attachments					
File Name ↑		Date Created	Size	Creator	Date Attached
US Dept of Homeland Security - Zhuqing Yang Nov 2017.pdf Download		Mon, 13 Nov, 2017	166.5 KB	James A. Anderson	Mon, 13 Nov, 2017 [Delete]

[Add Attachment]
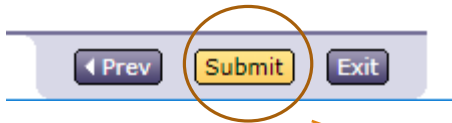
Once you are done entering comments/file uploads, click on the 'Submit' button.

You will be taken to the final page where you will click on 'Submit'.

INVRecipientName-853648

Prev | Submit | Exit
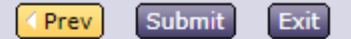
This request has generated warnings; review the warnings.

📋 Alert: I acknowledge that all applicable UW procurement policies have been followed in the purchasing of these goods and/or services.

Prev | Submit | Exit

ARIBA® SPEND MANAGEMENT

AW Options... Commits: AQL Queries: AQL Queries: ☒
3 16 16

Home | Help ▾ | Logout

Home Contracts Procurement Travel **Invoicing** Reimbursement

Welcome Hae Soon Hong

Create Search Manage Recent Preferences

New Invoice - Submitted

INVRecipientName-853648 has been submitted.

- Print a copy of this request
- View the status of this request
- Add labels to tag this document
- Create the same type of request
- Return to the Ariba Home Page
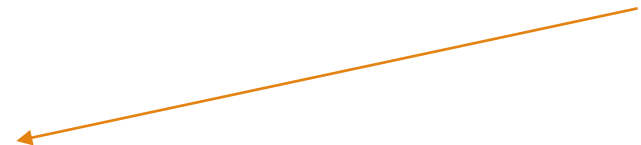
This page will indicate successful submission of your check request!