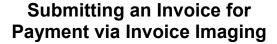
Job Aid





This Job Aid walks through the process submitting an invoice for payment via Invoice Imaging.

Types of payments that should be submitted via Invoice Imaging:

- Payments to non-employees
- Payments to independent contractors
- Payments to companies, whether by PO or non-PO

Types of payments that **should not** be submitted via Invoice Imaging. These payments should go through the Expenses Module:

- Reimbursements to Employees, including travel
- PCard Expenses

Step	Action
1.	Receive an invoice that requires payment for goods/services already received. Components of a valid invoice: Vendor Name Vendor Address Amount Due Date Due Description of Goods/Services Provided (Itemized List) Terms (Dates of Service)
2.	Complete the Pay Vendor Information Form Payser love Superior lo

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Job Aid



Submitting an Invoice for Payment via Invoice Imaging

Step	Action
3.	Gather any other relevent PSU forms (T-form, Independent Contractor, etc.)
4.	Scan the invoice, pay vendor form, and any other relevant forms. Save the file as a PDF document.
	Remember: The invoice must be e-mailed in a single attachment with all necessary backup. The order should be: • Invoice (could be several pages)
	 Pay Vendor Information Form Additional Relevent PSU Forms
5.	E-mail the PDF file to <u>FusionFINCloud-Invoices-EBYF-1@workflow.mail.us2.cloud.oracle.com</u>
6.	You have reached the end of the Submitting an Invoice for Payment via Invoice Imaging Job Aid.