

E-Invoicing - Receive Items in Market Place

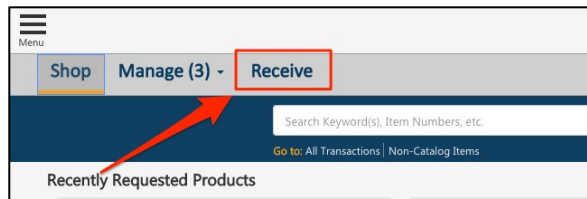
In the Market Place, e-invoicing will replace a traditional invoice. This will apply to only a few major vendors.

To start the e-invoice process:

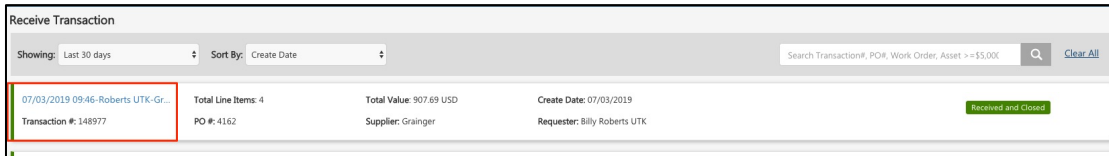
1. Make a purchase as usual from one of the participating vendors
 - a. Select "PO" as the payment option
 - b. Select the Funds Center from where the order will be charged. **Important – Please make sure that the funds center is correct. You cannot pick a different funds center after the order is submitted.**
2. After order submission, take note of the transaction number to find the order and mark items "received "after items are delivered.

After order is delivered:

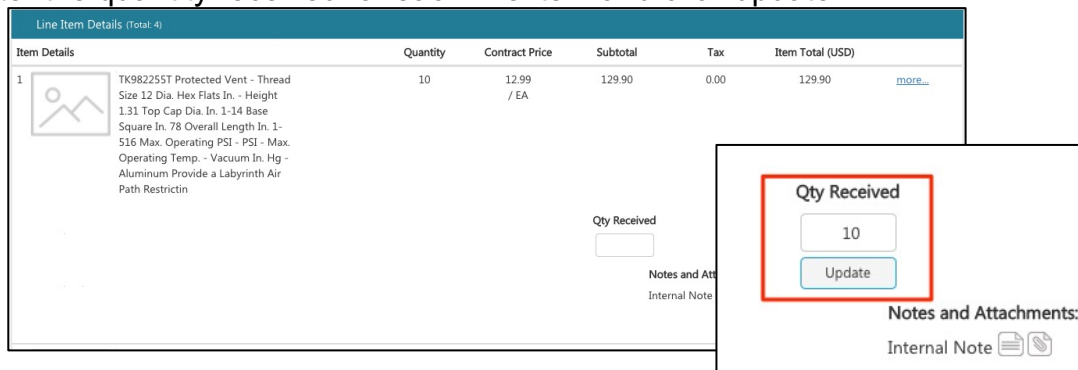
3. Click on "Receive" in the Market Place



4. Search for the order with the transaction number. Click on the link to open the order.



5. Click "Line Item Details" to expand the section.
6. Enter the quantity received for each line item and click update.



7. If all items have arrived and are accounted for, users can click "Receive All – Qty" at the bottom left of the screen to mark all items received.
8. Once all items are marked received, click "Close Order" to close the order and signal to IRIS to pay the invoice.