

This quick reference guide (QRG) supports employees who want to create a supplier invoice for goods and/or services where no requisition or purchase order was issued. These supplier invoices were formerly paid by creating a Check with Order or Check with Order – Bill Only requisition/purchase order at UAMS.

To create a supplier invoice request, complete the steps below.

## CREATE SUPPLIER INVOICE REQUEST

From the Home page:

1. Search and select 'Create Supplier Invoice Request' in the search bar.

The *Create Supplier Invoice Request* screen displays. In the Primary Information section, complete the following information:

2. **Confirm Invoice Date.** The date defaults to the current date. This date controls the due date based on the supplier payment terms.
3. Enter an **Invoice Received Date**, if known. This captures the date when the invoice was received by UAMS.
4. Select University of Arkansas for Medical Sciences as the **Company**, if not defaulted.
5. Select **Supplier**. If Supplier does not exist, then they will need to be set up as a new supplier. Please reach out to [SAPVendorSetup@uams.edu](mailto:SAPVendorSetup@uams.edu) if you are unable to locate that supplier. Include the invoice in the email showing remit-to information. They can verify that supplier record does not exist under a different name.

6. Select a **Remit-To-Connection** from the drop-down list provided. The remit-to connections normally include part of the remit-to address in the name. AP will confirm the remit-to connection is correct during the creation of the Supplier Invoice.
7. Enter **Control Total Amount**. This amount should represent the total amount of the invoice. This is required.
8. Enter **Supplier's Invoice Number** as it appears on the supplier invoice. This is a required field even though it is not marked with an asterisk. Do not include any extra leading words or symbols such as "INV#."



Note: There should only be **one** supplier invoice/ invoice number per supplier invoice request

Primary Information	
Invoice Date *	02/14/2023
Invoice Received Date	MM/DD/YYYY
Company *	University of Arkansas for Medical Sciences
Supplier *	AMERICAN ORTHOPAEDIC SOCIETY SPORTS-MEDICINE
Remit-To Connection	UAMS_36571_2884_MOMEN TUM_PL_CHICAGO-IL(36571)
Currency *	USD
Control Total Amount	575.00
Supplier's Invoice Number	8659923

In the Additional Information section, complete the following information:

9. You can leave what defaults in as the **Ship-To Address**. This address defaults from the employee Work Location.
10. Confirm **Payment Terms**. Defaults from the Supplier but may be updated, if appropriate. Note that the **Default Due Date** calculates based on the Invoice Date and the Payment Terms.
11. **Reference Type** may be left blank.
12. Select a **Handling Code**, if needed. UAMS only utilizes 2 special handling codes which only apply if paying the supplier via a check. You can choose from either Hold Check for Pickup for Person or Mail Check | Include Additional Documents. Otherwise, the Handling Code field should be left blank.
13. Enter **Freight Amount**, if applicable.
14. Enter **Tax Amount** from the supplier invoice. UAMS is tax free organization, so this is usually \$0.00.
15. Enter a **Memo**, if desired.

### Additional Information

Ship-To Address	<input type="text" value="x 800 Cottage Drive Little Rock, AR 72205 United States of America"/>
Payment Terms	<input type="text" value="x Immediate ..."/>
Default Due Date	02/14/2023
Reference Type	<input type="text"/>
Handling Code	<input type="text"/>
Statutory Invoice Type	<input type="text"/>
Freight Amount	<input type="text" value="0.00"/>
Tax Amount	<input type="text" value="0.00"/>
Memo	<input type="text"/>

In the Lines section, select if the invoice is for Goods or Services using the radio button.




**Note:** **Goods Lines** are used for products having a quantity or unit of measure, while **Service Lines** can be used for services having a dollar amount.

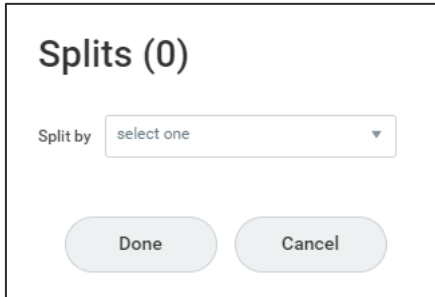
- 16. Enter **Item Description** from the supplier's invoice.
- 17. Select the appropriate **Spend Category** for the item.
- 18. For a **Goods Line**, enter **Quantity**, **Unit of Measure** and **Unit Cost**.


- 19. For a **Service Line**, enter the **Extended Amount** or total amount for the line.

- 20. Enter a driver worktag - Cost Center, Designated, Grant, Program or Project. The related worktags will default. Update worktags, as necessary. **Cost Center** and **Fund** are required on all transactions.

- 21. Enter a **Memo** or an **Internal Memo** on the line, if desired.
- 22. Do not check the Billable box.

23. Select to **Split** line by clicking on  **Splits (0)** which is found in the top righthand corner of the Lines section. The Splits form appears.  
**Otherwise skip to step 31.**



24. Select how to **Split By** – Amount or Quantity.
25. Click **Ok**. The Split screen appears.
26. Enter an **Amount** or **Quantity** on the line.
27. Enter a driver worktag - Cost Center, Designated, Grant, Program or Project. The related worktags will default. Update worktags, as necessary. **Cost Center** and **Fund** are required on all transactions.
28. Select  to create additional lines. Note that the worktags default to the new line, so be sure to update appropriately.
29. Click **Done** when you have finished adding the splits.
30. Attach a scanned copy of the invoice on the Attachments tab.



Note: Supporting documentation is required for all invoices.

31. Click **Submit** when you have filled out all required fields and uploaded the invoice or other supporting documentation.

### NEXT STEPS

Once the Supplier Invoice Request is submitted, it is routed for approval. The approver(s) will be determined by the selections made in the request.

A Supplier Invoice is created upon approval of the Supplier Invoice Request.

The requestor can view completion status of the Supplier Invoice Request by searching and selecting 'My Supplier Invoice Requests' from the search bar.