Invoicing in buyND+

We are pleased to announce that Accounts Payable Invoicing capabilities will be available in buyND+ on December 7th.

This module automates all AP tasks:
- Simplifies receiving and invoicing
- Automates the process of matching PO's with receipts and invoices
- Allows for supplier details to be entered and saved
- Ability to approve supplier invoices within the system
- Gives full visibility into our purchase order department and organizational spend
- Saves the University time and money

When you place an order in buyND+, you can now view the end-to-end process of your purchase order, from requisition to invoice status.

Adding appropriate filters allows you to see your invoice status at a glance on the search results screen.

View the Invoice Document:
You can also view details on the supplier invoice. The pay status on the invoice indicates if the supplier has been paid.

New PO Change/Cancel Request Form:
Shoppers will soon have the capability to process a change on a purchase order themselves in buyND+. This streamlined process will save you time and ensure the appropriate approvers are notified of the pending change. Although the process is changing, the guidelines for change orders remain the same:

- Changes can be made to an open non-catalog PO.
- Changes are usually processed in Banner within 24 to 48 hours from submission.
- You will receive an email notification once the change is complete.
- For changes to products, the supplier may also be contacted.

Learn about Invoicing in buyND+:
- We will host four Zoom demo sessions to introduce you to invoicing in buyND+. The sessions will cover:
  - Receiving
  - Notifications
  - Searching for Invoices
  - Approving an Invoice
- More demo sessions will be added if the need warrants. We can also provide one-on-one sessions upon request.

Please sign up through Endeavor for one of the following dates:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Monday, November 7</td>
<td>10:00 - 11:00</td>
</tr>
<tr>
<td>Thursday, November 10</td>
<td>9:00 - 10:00</td>
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<tr>
<td>Monday, November 13</td>
<td>1:00 - 2:00</td>
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<tr>
<td>Friday, December 2</td>
<td>2:00 - 3:00</td>
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Learn more about the buyND+ Optimization Project at buy@nd.edu or 631-4289.