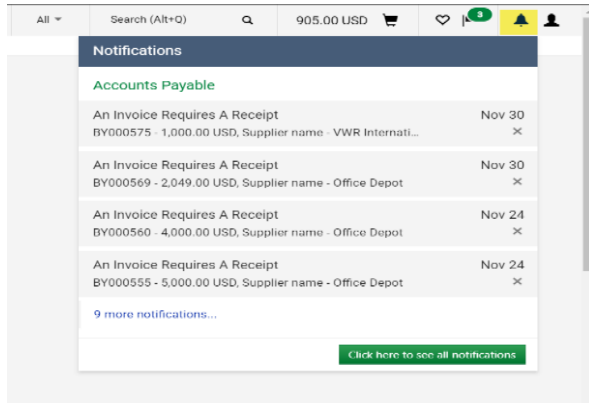


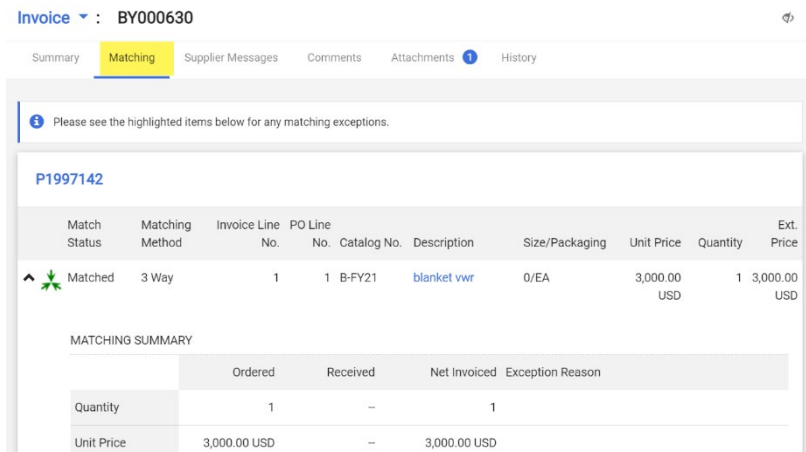
1. Open Invoice

Log into buyND+ and click on the notification icon in the upper right, or click on the invoice link in the email that is sent to you notifying that an invoice requires your attention.



2. View the matching tab

Scroll to the bottom of the page and view the matching chart, or click the tab labeled matching.



3. Verify the Invoice Matches

If the invoice requires a receipt, complete a receipt for the PO. Confirm that the totals match on the original PO, the receipt, and the invoice.

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	--	1	
Unit Price	3,000.00 USD	--	3,000.00 USD	
Ext. Price	3,000.00 USD	3,000.00 USD	3,000.00 USD	
Document TS&H	0.00 USD	--	0.00 USD	

4. Click "Complete" to complete your step

On the right hand side, select "complete" which finishes your approval of the invoice.

