Invoicing Guide

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.

4. Click “Complete” to complete your step
On the right hand side, select “complete” which finishes your approval of the invoice.

For assistance, call Procurement Service Help Desk at 631-4289 or email at buy@nd.edu