

USER GUIDE

Campus Process

ShopUW+: Invoice Processing and Positive Approvals

Invoice Intake

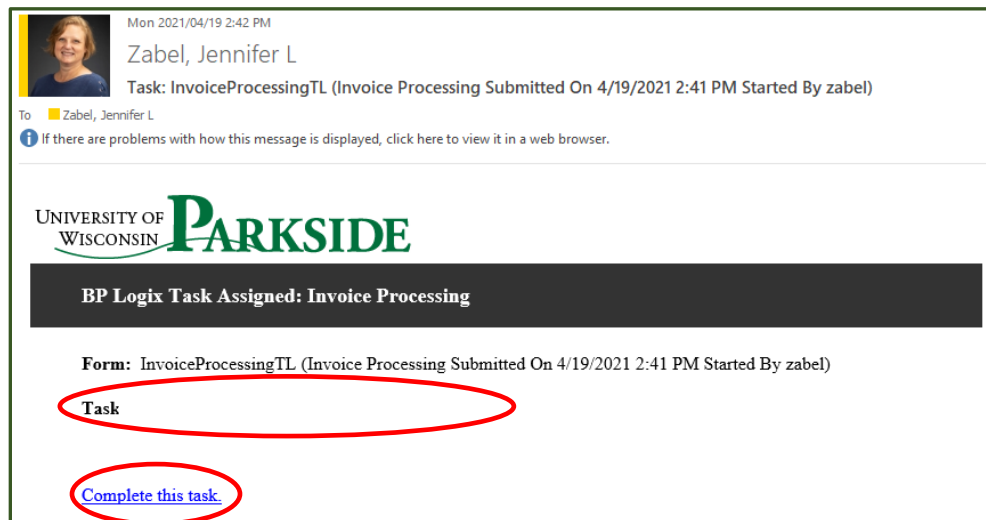
Invoices should all be sent to the AP.Office@uwp.edu email. In some instances, paper invoices will come to Business Services. In either case, the Accounts Payable team will check in ShopUW+. If you have a requisition in ShopUW+, the AP team will enter the invoice and ShopUW+ will perform it’s match process.

If the invoice is not for a ShopUW+ transaction, the AP team will review FY21 Purchase Orders. These Purchase Orders will be processed using BP Logix for Positive approvals.

If the invoice is not in ShopUW+ and not against a FY21 Purchase Order, it is a non –conforming purchase and should be entered in ShopUW+ as such.

Invoice Process

An email notification will be sent to you from the individual AP staff. The Task will be Non-Conforming Invoice R1, R2 or R3 or Positive Approval. You can click on the hyperlink Complete this Task.



You can also access these in your Business Services Dashboard.

Positive Approval Process

This may only be in effect while there are POs in SFS and not ShopUW+.

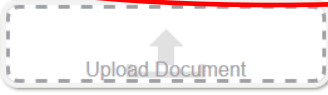
If the invoice is against a FY21 PO, then AP checked the box and added in the Invoice number as well as the supplier name and possibly supplier number. Please note that multiple people may have received the invoice. You can see who was notified in the Campus Partner area.

Processing Invoices

This process is to route invoices appropriately to campus partners as needed. This form is primarily used to distribute invoices for ShopUW+ entry and Positive Approvals.

AP Invoice Information

Business Services Staff	Radley, Tina L
Supplier Name	Schindler Elevator
Supplier Number:	0001071918
This is for:	<input type="checkbox"/> Invoice needs request in ShopUW+ <input checked="" type="checkbox"/> Positive Approval against FY21 PO LLM532254
Campus Partner(s)	Wagner, Jennifer N

 Schindler Inv 9170215782.pdf [View](#) [Download](#) [Remove](#) 4/27/2021 8:44 AM Radley, Tina L

Please Respond by 5/3/2021

Positive Approval needed
Please review the attached invoice from LLM532254

This invoice will be processed against PO : LLM532254 upon your approval.

If you are authorized to approve this invoice, please complete the following by checking if true.

Item was received or service completed
 Ok to pay this invoice

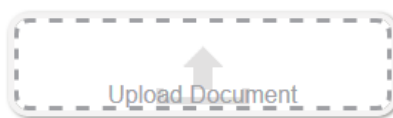
Click on the **Approve** button.

If this invoice is not yours, please send back to Accounts Payable by hitting the **Return to AP** button.

Please put any comments for AP in the Comment log below.

If you need to route to someone else for authorization, please choose them here : and choose the Route To button.

Download or view the invoice.

 Schindler Inv 9170215782.pdf [View](#) [Download](#) [Remove](#) 4/27/2021 8:44 AM Radley, Tina L

Please Respond by 5/3/2021

If it is okay to pay, check the appropriate box and hit to Approve button.

Positive Approval needed

Please review the attached invoice from LLM532254

This invoice will be processed against PO : LLM532254 upon your approval.

If you are authorized to approve this invoice, please complete the following by checking if true.

Item was received or service completed

Ok to pay this invoice

Click on the **Approve** button.

This will be routed to Accounts Payable for processing.

If you need to route to someone else, you can do that by using the User Picker. You would then click the Route To button.

If you need to route to someone else for authorization, please choose them here: and choose the Route To button.

Non-Conforming Invoice Process

In some instances, an invoice may be sent to Accounts Payable prior to a request being completed in ShopUW+. Accounts Payable will send the invoice to the Campus Partner. The Email notification will be from the individual AP staff. When you click on the task hyperlink, you will see information on the invoice.

Processing Invoices

This process is to route invoices appropriately to campus partners as needed. This form is primarily used to distribute invoices for ShopUW+ entry and Positive Approvals.

AP Invoice Information

Business Services Staff Zabel, Jennifer L

Supplier Testy mctester

This is for: Invoice needs request in ShopUW+ Positive Approval against FY21 PO

Campus Partner(s) Zabel, Jennifer L

Testing Invoice Processing.pdf 4/19/2021 2:42 PM Zabel, Jennifer L [View](#) [Download](#) [Remove](#)

Please Respond by

You can View and Download the invoice.

Invoice Information

This invoice from was submitted without a matching record in ShopUW+. If this invoice is yours, please download the invoice, save it to your computer so that you can upload to ShopUW+ and follow the appropriate process.

Click on the **Processed** button when you have completed the ShopUW+ task.

If this is yours, you will need to process it through ShopUW+. See the Non-Conforming Purchase Documentation Process. Once processed in ShopUW+, please choose the Processed button.



If the invoice is not yours, then please Return to AP with comments.

If this invoice is not yours, please send back to Accounts Payable by hitting the **Return to AP** button.

Please put any comments for AP in the Comment log below.

