

Overview

Non-PO Payment Request replaces Miscellaneous Bill Payment Request.

Submission of Invoice Payment Request by Requestor will trigger approval workflow. Approver will receive email notification of pending document/s for review.

Instructions

- Login to VIM
 - VIM will be another accessible main tab in SAP
- □ VIM Portal: VIM | Process Transactions | VIM Integrated Invoice Cockpit (IIC)

| Home | Systems | Access Request | Recruiting | VIM |
|-----------------------------|----------------|--------------------|------------|--------|
| Process | s Transaction | s Reports | | |
| Overviev | v | | | |
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| Detailed | Navigation | | | System |
| VIM Int | egrated Invoid | e Cockpit | LKF QA | system |

Invoice Payment Request

On VIM Integrated Invoice Cockpit (IIC) screen, click triangle to left of folder icon to expand and view list of documents for approval



| Integrated Invoice Cockpit © | Open Text Corp.: VIM_APPR01 |
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□ Highlight the document (row) and click on "Doc ID" to preview document



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□ Click "Execute" icon to display Invoice Payment Request screen for review

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- A separate screen, displaying the invoice image, will appear
 - User can close the invoice image window or keep window open to review



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| accounts.payable@lause | d.net | | i | OS ANO | GELES | CA 90 | 017 | | |
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| NO REFUNDS - EXCHANGE | ONLY with a MINIMUM of 1 | 5% restocking fee on items | returned and | must | Sub | total | | \$1,820.00 | |
| NOTE: A Fee | NO returns after 1 NO returns after 1 | writing. 15 days. assessed on invoices that a | | | Sale | s Tax | (10%) | \$182.00 | |
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| **All as-is sales are final | MAR - Joseph - December | mobiles over | | | Pay | ments | /Credits | \$0.00 | |
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• Click "Yes" if Security Alert window appears



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| | The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority. The security certificate date is valid. | |
| | The security certificate has a valid name matching the name of the page you are trying to view. | |
| | The security certificate uses a strong signature. | |
| | Do you want to proceed? | |
| | Yes No View Certificate | |

Click "Display Image" and/or "Display Attachments" to view invoice and/or its supporting documents

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- Prior to "Approve" or "Reject", Approver has the following options available
 Add Attachment
 - Additional supporting document/s may be attached to support approval or rejection
 - o Delete Attachment
 - When incorrect supporting document is attached, approver can use this option to remove the attachment
 - Add Comments
 - Additional comments may be entered
 - o Inquire



- An inquiry can be sent within VIM to the Requestor when an approver has question/s about the document <u>without</u> rejecting the document.
- Return to Inbox
 - This allows the Approver to close the document and keep the document in their VIM Invoice Integrated Cockpit (IIC) for later review.

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□ Click "Approve" or "Reject" the payment request at the bottom of the screen



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Approve Invoice Payment Request

- □ "Approve" the payment request
 - A popup confirmation window will appear
 - Enter comments in field (mandatory)



• Click "Approve"

| Approve Confirmation | | |
|----------------------|---------------|------------------------|
| Comments: | | |
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- Document will no longer show in VIM Integrated Invoice Cockpit (IIC)
- □ VIM automatically generates and sends email notification to Requestor's email
 - Approved Invoice Payment Request Notification



| File | Message | Adobe PDF | 🖓 Tell me wh | Tell me what you want to do | | | | | |
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Reject Invoice Payment Request

- □ "Reject" the payment request
 - A popup confirmation window will appear
 - Enter comments in field (mandatory)
 - o Click "Continue"



| Rejection Confirmation | | |
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| lease enter the reason that you are rejecting this invoice: | | |
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- Document will no longer show in VIM Integrated Invoice Cockpit (IIC)
- Document will return to Requestor
- □ VIM automatically generates and sends email notification to Requestor's email
 - Rejected Invoice Payment Request Notification



| | Messag | e Ad | lobe PDF | Q⊺ | ell me what | you wan | t to do | | | | |
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