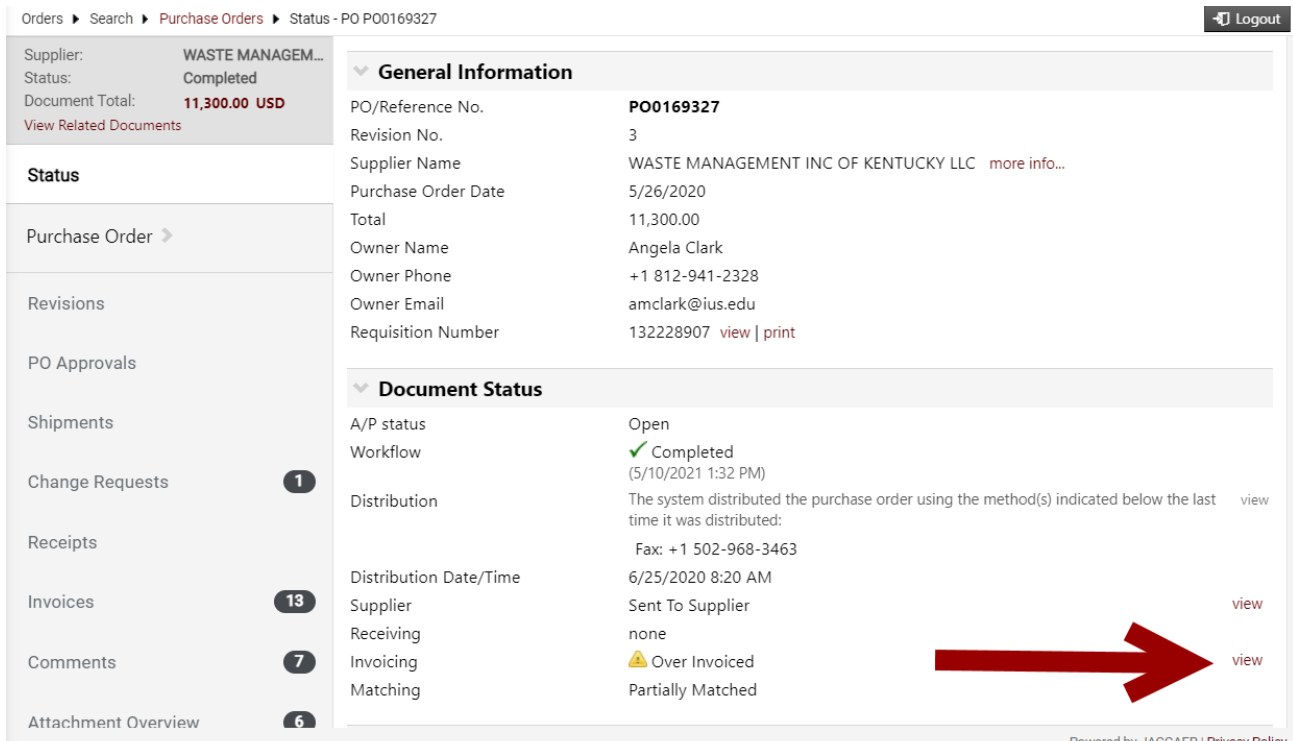


STANDARD OPERATING PROCEDURE

SOP NO:	SOP-AP-02
SUBJECT:	Over Invoiced Recurring PO Procedure
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	06/03/2021
DATE OF LAST REVISION:	N/A
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Accounts Payable reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	<p>Recurring purchase orders (POs) which contain at least one over invoiced line cannot have invoice information imported from Digital Mailroom (DMR) to BUY.IU. Invoices are created in BUY.IU with no account or other PO information. These invoices are rejected by Accounts Payable (AP) staff in the Import Notifications workflow stop. A change request must be completed to remove the over invoiced status from the PO. The supplier invoice is then resubmitted to DMR by department staff for reprocessing.</p>
PROCEDURES:	<p><u>Procedure for Departments</u></p> <p>AP staff log a comment on rejected invoice and include the invoice owner, the individual who submitted the original requisition, as an email recipient. AP's comment will state why the invoice is being rejected and the PO which needs to be amended.</p> <p>Navigate to the Status section of the PO. Click view next to Over Invoiced to move to the Invoices section of the PO. This section reveals why the PO is in over invoice status.</p>  <p>Orders ▶ Search ▶ Purchase Orders ▶ Status - PO P00169327 Logout</p> <p>Supplier: WASTE MANAGEM... Status: Completed Document Total: 11,300.00 USD View Related Documents</p> <p>Status</p> <p>Purchase Order ▶</p> <p>Revisions</p> <p>PO Approvals</p> <p>Shipments</p> <p>Change Requests 1</p> <p>Receipts</p> <p>Invoices 13</p> <p>Comments 7</p> <p>Attachment Overview 6</p> <p>General Information</p> <p>PO/Reference No. P00169327</p> <p>Revision No. 3</p> <p>Supplier Name WASTE MANAGEMENT INC OF KENTUCKY LLC more info...</p> <p>Purchase Order Date 5/26/2020</p> <p>Total 11,300.00</p> <p>Owner Name Angela Clark</p> <p>Owner Phone +1 812-941-2328</p> <p>Owner Email amclark@ius.edu</p> <p>Requisition Number 132228907 view print</p> <p>Document Status</p> <p>A/P status Open</p> <p>Workflow ✓ Completed (5/10/2021 1:32 PM)</p> <p>Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view Fax: +1 502-968-3463</p> <p>Distribution Date/Time 6/25/2020 8:20 AM</p> <p>Supplier Sent To Supplier view</p> <p>Receiving none</p> <p>Invoicing ⚠ Over Invoiced view</p> <p>Matching Partially Matched</p> <p>Powered by JAGGAER Privacy Policy</p>

Scroll past the Invoicing Summary section to review the Line Details. In the example below, Line 2 of the PO is over invoiced by 768.50. A change request must be initiated to add funds to this PO line to accommodate the rejected invoice as well as future invoices.

Purchase Order:
PO0169327 Revision 3
106703262

Supplier: WASTE MANAGEM...
Status: Completed
Document Total: **11,300.00 USD**
[View Related Documents](#)

Status

Invoices Document Actions History ?

Invoicing Summary ?

Invoice No.	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By	
SI0662545	6417833-0481-0	5/3/2021	5/8/2021	Invoice	Paid	164.75 USD	Perez-Camacho, Angelica	
SI0643705	6414540-0481-4	4/16/2021	5/14/2021	Invoice	Paid	1,153.77 USD	System	
SI017019	6252070-0481-6	8/17/2020	9/14/2020	Invoice	Paid	251.00 USD	System	
SI0417018	6252070-0481-7	8/17/2020	9/14/2020	Invoice	Paid	551.94 USD	System	
Total							10,725.87 USD	

Line Details ?

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	Trash collection and disposal for (11) Eleven 8-yd dumpsters. Monthly charge \$1207.54 for 2xPer Week; \$603.77 for 1xPer Week. Invoices will vary with adjustments.		11,300.00 USD	1 EA	11,300.00 USD	n/a / 1,342.63 USD n/a / 9,957.37 USD	Open Net Invoiced
2	Temporary Roll-Off containers (20, 30 yard) to be used on "as needed" basis. No monthly service fee; Haul rate \$105.00; disposal rate per ton \$25.00.		0.00 USD	1 EA	0.00 USD	n/a / -768.50 USD n/a / 768.50 USD	Open Net Invoiced

After the change request is complete and the PO has been amended, return to the rejected invoice and download the supplier invoice image. Click the link next to Invoice Image in the gray box in the upper right-hand corner of the invoice to download the PDF.

Invoices: SI0676066
2021-05-27 Indiana U BuyIU 01

Supplier Invoice No.: 643167904819
Supplier: WASTE MANAGEM...
Supplier Account N...: 9-36634-33003
Invoice Image: [2114510021021...](#)
Status: Rejected
Document Total: **0.00 USD**

Summary Document Actions History ?

Expand All Collapse All

General

Invoice Type: Invoice
Pay Status: Cancelled

Review the supplier invoice image and ensure the PO number is clearly visible on the first page of the invoice. If the PO number is missing or illegible, type the PO number (including the characters "PO") on the face of the invoice. Email the invoice image to invoice@iu.edu for reprocessing. No special notes are required when resubmitting the invoice.

DMR staff will reprocess the invoice. After DMR's processing is complete, the invoice will be imported to BUY.IU complete with account and other PO information. The invoice will route as appropriate.

[Locating Over Invoiced POs and Rejected Invoices](#)

Two saved searches are available in BUY.IU to help with this process. Please refer to the Locate Searches Built by Purchasing document in the cross reference section of this SOP for help locating these searches in BUY.IU.

Purchase Orders – Over Invoiced Recurring POs: This search returns all POs which contain at least one line that is over invoiced. Future invoices submitted using these PO numbers will be rejected as described above. If additional invoices are expected, initiate a change request document as soon as possible to increase funding or adjust quantities on the PO to avoid this from happening.

	<p>Invoices – Over Invoiced Recurring PO: Returns invoices rejected/cancelled by AP staff due to the over invoice status of the recurring PO. Review the comments or supplier invoice image to learn which PO must be amended prior to supplier invoice resubmission to DMR.</p>
<p>DEFINITIONS:</p>	<p>Change request – BUY.IU document initiated from the purchase order (PO) which allows the initiator to request specific changes to the PO, such as increasing funds or quantities.</p> <p>Digital Mailroom (DMR) – Third-party partner which receives and processes invoices on behalf of Indiana University. Invoices submitted to the PO Box in Scranton, PA or emailed to invoice@iu.edu are processed by DMR staff.</p> <p>Over invoiced – The quantity or price invoiced for any line item is greater than the amount ordered on the PO.</p>
<p>CROSS REFERENCE:</p>	<p>Common Search Filters written documentation</p> <p>Complete a Change Request written documentation</p> <p>Locate Searches Built by Purchasing written documentation</p> <p>SOP-PURCH-08: Change Request Process (PO Amendment)</p>