

Highlander eMerchant – Invoice Acceptance

As a buyer, you will receive invoices for acceptance when they are in the following state:

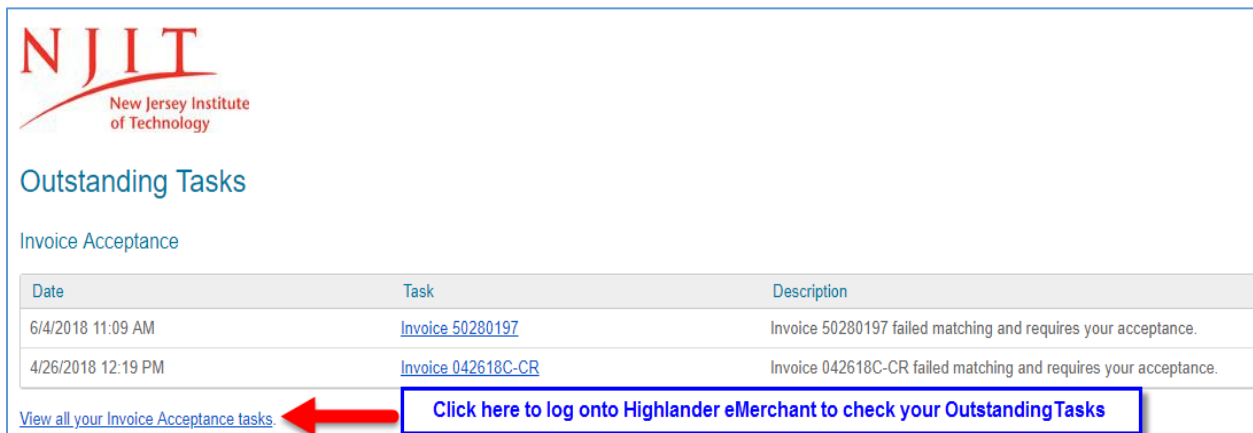
Pending Order/Buyer Acceptance – The invoice had receiving or tolerance exceptions and has been sent to the buyer or requestor for review and acceptance.

Pending Initial Acceptance - The invoice relates to a retrofit or blanket order and is awaiting acceptance by the buyer and creation of a retrofit requisition approval.

Invoice Acceptance Notifications

Buyers will receive an outstanding tasks notification email, prompting them to login to Highlander eMerchant, check their Task Badge (located in the top right corner of Highlander eMerchant) for invoices awaiting their acceptance.

- Invoice Acceptance Email Notification:

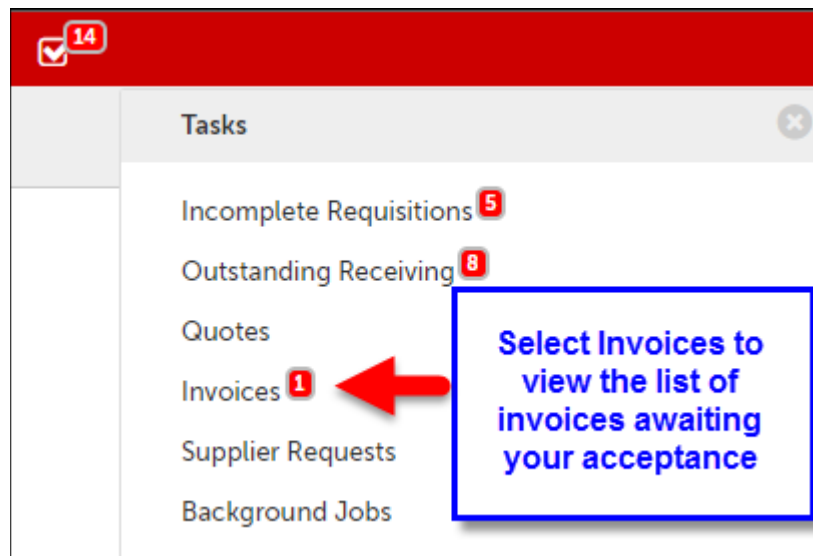


The screenshot shows the NJIT logo and the heading "Outstanding Tasks". Underneath, there is a section for "Invoice Acceptance" with a table of tasks. A red arrow points from a callout box to the "View all your Invoice Acceptance tasks" link.

Date	Task	Description
6/4/2018 11:09 AM	Invoice 50280197	Invoice 50280197 failed matching and requires your acceptance.
4/26/2018 12:19 PM	Invoice 042618C-CR	Invoice 042618C-CR failed matching and requires your acceptance.

[View all your Invoice Acceptance tasks](#) Click here to log onto Highlander eMerchant to check your OutstandingTasks

- Task badge:



The screenshot shows a "Tasks" badge with a red header and a list of tasks. A red arrow points from a callout box to the "Invoices" task.

Tasks

- Incomplete Requisitions **5**
- Outstanding Receiving **8**
- Quotes
- Invoices **1**
- Supplier Requests
- Background Jobs

Select Invoices to view the list of invoices awaiting your acceptance

Accepting Invoices

Before accepting an invoice check to see why the invoice needs acceptance:

- When Pending Order/Buyer Acceptance, next to the invoice State click on the **i** to see why the invoice did not match
- When Pending Initial Acceptance, verify if the invoice is retrofit or related to a blanket order

Line	Order	Description	State	Qty.	Price	Subtotal
1	UP100197	"The Science Of", Poster Set (571110)	Pending Buyer Acceptance i	1	\$75.00 / Each	\$75.00
		Order Item		1	\$45.27 / Each	\$45.27
		Receiving		0	\$45.27 / Each	\$0.00
					Subtotal	\$75.00
					Shipping	\$0.00
					Tax	\$0.00
					Total	\$75.00

The invoice line amount (\$75.00) is greater than the amount remaining to be invoiced (\$45.27) on the order line and any tolerances set by the community.

Option 1: Accept from the Accept Invoices page that lists all invoices awaiting your acceptance. Click **Accept** to open the acceptance popup.

Accept Invoices

Invoice Number: Supplier: Connected Suppliers Only

Blanket Order Number:

Click Accept to Accept or Reject the invoice

Invoice Number	Created Date	Invoice Date	Supplier	Buyer	Type	Blanket Order	Net Amount	
50280197	6/4/2018 11:09 AM	5/9/2018 12:00 PM	Carolina Biological Supply Company	Nakia Goode	Buyer		\$75.00	Accept
042618C-CR	4/26/2018 12:19 PM	4/26/2018 12:00 PM	Office Depot	Nakia Goode	Buyer		(\$5.00)	Accept

Invoice 50280197

Reason:

Click Accept to Approve the invoice
Click Reject to Disapprove the invoice
Note: A reason is required when an invoice is rejected.

Option 2: From the Accept Invoices screen, click on the Invoice Number to go to the View Invoice page

Accept Invoices

Invoice Number Supplier Connected Suppliers Only

Blanket Order Number

Invoice Number	Created Date	Invoice Date	Supplier	Buyer	Type	Blanket Order	Net Amount	
50280197	6/4/2018 11:09 AM	5/9/2018 12:00 PM	Carolina Biological Supply Company	Nakia Goode	Buyer		\$75.00	✓ Accept
042618C-CR	4/26/2018 12:19 PM	4/26/2018 12:00 PM	Office Depot	Nakia Goode	Buyer		(\$5.00)	✓ Accept

Click the Accept button in the top right of the View Invoice page next to the Actions menu.

CAROLINA Invoice 50280197
NJIT > Carolina Biological Supply ...

Invoice

Invoice Number	50280197	Invoice Date	5/9/2018 12:00 PM
State	Pending Order Acceptance	Created Date	6/4/2018 11:09 AM
Printable Invoice		Payment Due Date	
Payment Status		Currency	USD
Transaction Run			
Customer	NJIT	Creator	Nakia Goode (NJIT)
Document Reference			
Visibility	Organization Unit		
Organization	(1-NJIT_ORG) 1-NJIT		
Attachments			
Drop files to attach, or browse			
file0001 (15).pdf <input type="button" value="Download"/> <input type="button" value="View"/>			
Size limit 50M.			

Supplier Ship To Bill To
Attn: Rick Fairhurst
93 Main St
Suite 200
Annapolis, MD 21401
United States
555-555-5555

Invoice 50280197

Reason

Click Accept to Approve the invoice
Click Reject to Disapprove the invoice
Note: When an invoice is rejected, a reason is required