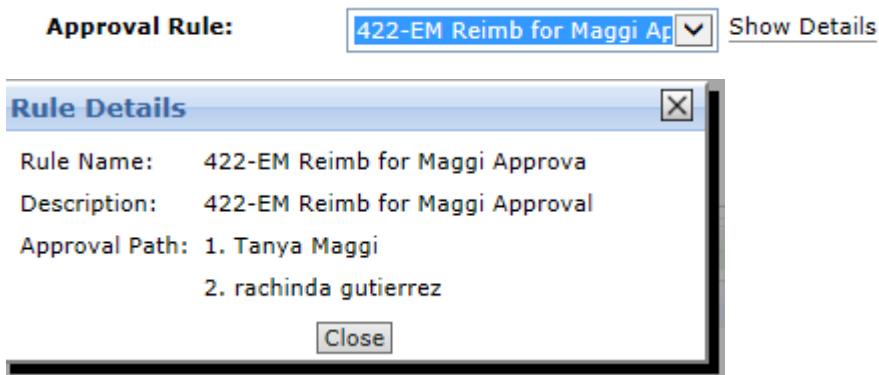


Web Invoicing Key Basics

- Internet Explorer browser works best with Web Invoicing. Other browsers may omit your attachment or require you to enter your log information several times. Warning do not use Firefox
- Log in credentials are the same as your main computer log in.
- Payments for services provided by faculty & staff should be processed through payroll, unless they are registered with a company name and an EIN number with the Secretary of State which is not their social security number.
- Payments for services for students should be submitted to the Financial Aid Office.
- It is the department's responsibility to confirm the guest's citizen status. Also, to provide the guests with the correct forms to complete prior to providing the service to NEC.
- Reimbursements must be approved by your supervisor. Approval paths have been created for some departments for this purpose. The approval path may be noted as: Reimb. for Maggie Approval. Please contact Accounts Payable if one has not been created already for your department. You can confirm who is on the approval path by clicking on show details in the Approval Rule field. If your reimbursement is being expensed by another department, your supervisor should sign off on a check request or T & E form.



- All invoices should be submitted via Web Invoicing. The only exceptions are payments that are subject to international taxation or payments to be made by wire.
- There is a ten business day turn-around time to process your requests. Please plan accordingly to ensure that the payment will be ready for your payee on agreed due date. **Requests on Web Invoicing should be approved by the end of day on Tuesday. Typically, check runs are processed every Wednesday.**
- W9 Forms and ACH forms must be manually signed. Do not upload these forms onto Web Invoicing. Please send them via email to ap@necmusic.edu.

- If your PDF file exceeds the max size allowed to upload, please reduce it using Adobe or the scanner. IT or the copy center may assist you with this. Try to scan all documents to one file if possible.
- Receipts should show proof of payment, date, detail of what was purchased. Screen shots are not accepted.
- Restaurant receipts must include a listing of the individual names of who attended.
- If the invoice request is rejected, an email notification will be sent you. Please click on the link in the email and it will redirect you to the original entry on Web Invoicing. The rejection reason detail is located near the "Created by field" and will overlap your name. Click on the rejection reason and a window will appear with more details on what corrections are needed to resubmit. Please make sure you have also updated the document date when resubmitting due to month end closings. Do not create another entry to resubmit the request.

Invoice Request 16378 (Vendor: Tishman Construction Corp. of Massachusetts [ID: 4137]) has been rejected by rachinda.gutierrez. <https://ap.necmusic.edu/WebPortal/WebInvoicing/Invoices/EditRequest.aspx?id=16378>
 Rejection Reason: Backup support belongs to another vendor invoice Number: Test
 Description: Test

Line Item #	Description	Expense Category	Extended Price
1	Professional Services	7200	\$1.00
			Total: \$1.00

**Sample
Rejection**

Edit Invoice Request 16378

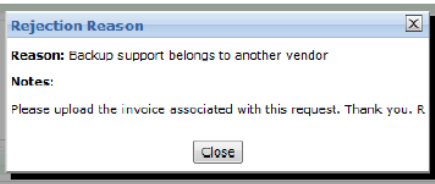
Invoice Number: **Vendor:**

Created By: shaula.jau **Rejection Reason** **Approval Rule:** 904 - Controller

Status: Rejected **Description:**

Document Date:

Line #	Expense Category	Description
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Requests that are stagnant on your history screen should be cleared out by reusing it for another request submission. Example: An invoice# 120 for AM/PM Cleaning was submitted for payment processing. I rejected it due to it being a duplicate request. This rejected request should now be used to process a payment for a current expense to National Grid to clear out from your history.