

Web Invoicing Submissions

Vendor Invoices US Only

- Obtain W9, ACH form, and voided check or a letter from bank confirming the account information for new vendors or vendors that have not been active in the last 3 years.
- Our tax exempt certificate (ST2) should be provided to the vendor. Some out of state companies may not honor it.
- If a Purchase Order is needed, please have the authorized signer for your department stop by the Business Office to obtain one. Please attach a copy of the completed PO with the invoice when submitting.
- Once forms have been completed, submit them to the Accounts Payable email at ap@necmusic.edu. Subject line should be **W9 & ACH New Vendor**. This will assist with searching through emails.
- I will send an email to confirm that the record has been created in Financial Edge.
- Enter the request on web invoicing. Please use invoice number if noted on the invoice and the description. If there is not an invoice number noted, please use the invoice date as one. Payments cannot be processed from quotes for statements. Please contact the vendor for copies of invoices. Each invoice must be submitted separately. No sales tax should be included in the fees.
- Credit memos should be uploaded with the invoice it will be applied to. The invoices should be entered with the original payable amount. Please note in the expense detail/purpose field Credit memo attached. I will create a credit memo in Financial Edge system and apply it to the invoice.

Guest Artist Us Only

- Obtain W9, ACH form, and voided check or a letter from bank confirming the account information for new guests or guests that have not been active in the last three years.
- W9-If NEC is hiring John Smith, the check must be payable to John Smith. If John Smith wants the payment to be payable to his company, all forms and contracts must list the company's name on it. The company has to be in business for providing the type of services that will be provided to NEC. Some individuals ask to be paid via their company to avoid income reporting to the IRS. Please be aware not to offer this option.

- Once forms have been completed, submit them to the Accounts Payable email at ap@necmusic.edu. Subject line should be **W9 & ACH New Vendor**. This will assist with searching through emails.
- I will send an email to confirm that the record has been created in Financial Edge.
- Enter the request on web invoicing. Please upload a signed contract or signed letter of agreement or the email exchange inviting the guest. If your guest will be providing services for different dates, please note the dates that your request submission is paying for. Your support should include the following information: date(s), payable amount(s), what service(s) are being provided, and the name of the event. If you will be submitting a time sheet, please make sure the dates are noted, rate, event, calculations are correct, and the sheet is signed by all parties.

Faculty Reimbursements

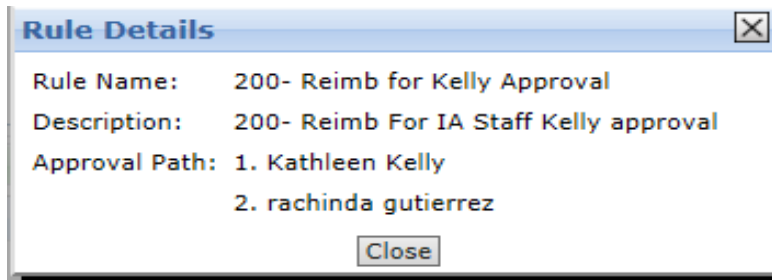
- Complete a faculty travel request form.
- For other reimbursements, submit receipts with a check request form. **Excluded reimbursements are faculty development grants.**
- Organize legible receipts by date. If receipts are not legible, they will not be reimbursed. Convert currency if needed.

Staff Reimbursements

- Complete a Travel & Expense or a check request or a personal liability Amex expense form.
- **Excluded reimbursements are: relocation expenses and The President's reimbursements.**
- Organize legible receipts by date. If receipts are not legible, they will not be reimbursed. Convert currency. Scan receipts in portrait form for ease of viewing. Receipts should be scanned into one PDF file for efficient reviewing. Upload the receipts to your request submission.
- If you are creating an itemized excel cover sheet, please include dates, reason of expense, budget line, amount paid and subtotal of the budget lines.
- If you are submitting a reimbursement for yourself but it will be debited from another department, please have your supervisor sign off on your expense report sheet. Then submit it through web invoicing selecting that department's approval path. Make sure to enter the departments GL account in the distributed field also.
- If you are submitting a reimbursement for yourself, choose the approval path for your department with your supervisor's name. Clicking on the show details link will populate a window of the rule details which will list the individual names of approvers. You cannot approve your own expense reimbursements. Example below.

Approval Rule:

200- Reimb for Kelly Appro' [Show Details](#)



Student Reimbursements (Grants/Competition Travel/Presidential Scholarships) US Only

- If new student, have them complete an ACH form.
- Contact AP to make sure the student has a record for processing AP reimbursements.
- Ask students for their current address, phone number, and email address.
- Complete a check request form
- Attach award letter sent to student.
- Organize legible receipts by date. If receipts are not legible, they will not be reimbursed. Convert currency. Scan receipts in portrait form for ease of viewing. Receipts should be scanned into one PDF file for efficient reviewing. Upload the receipts to your request submission.
- If a student has paid for the flights for a group and each student is receiving a reimbursement for the travel, each student must provide proof that they reimbursed the student who originally paid for all the flights.
- Expenses for services provided to the students for awards which are considered reportable income must be paid directly to the vendor. The student cannot be reimbursed for services paid. This would violate income reporting and jeopardize NEC to penalties.

Paper Submissions

International Vendors

- Please complete the foreign wire form and submit with invoice to Accounts Payable on paper.

International Guests

- These should be prepared 3 weeks in advance of service to make sure the guest is eligible to be paid.
- Review the NEC Honorarium Eligibility Test for International Guests. If you have questions, please contact Hojae.
- If the guest is eligible, complete the CI-1 or CI-2 form and submit to Hojae.
- Hojae may ask for additional information if needed.
- Complete a check request form, a wire form or ACH form if they have a bank account in the US. Submit these forms along with the contract/Letter of Agreement to Accounts Payable via interoffice mail or you may drop them off.

International Student Reimbursements (EM Reimbursements/EM Spark Awards/Competition Travel /Presidential Scholarships)

- If new student, have them complete an ACH form if they have an US bank account.
- If student is graduating and returning home ask for their international wire information.
- If the student has not completed a FNI form for: Competition Travel, Presidential Scholarship, EM Spark, Presser Award, Martino Award, and John Cage Award please have them do so. Then forward the FNI form to Hojae.
- Ask students for their current address, phone number, and email address.
- Contact AP to make sure the student has a record for processing AP reimbursements.
- Complete a check request form
- Attach award letter sent to student and receipts.
- Organize legible receipts by date. If receipts are not legible, they will not be reimbursed. Convert currency. Tape the receipts to copy paper.
- If more than one budget line, please itemized each expense and then provide a total for each budget line.

Faculty Development Grants

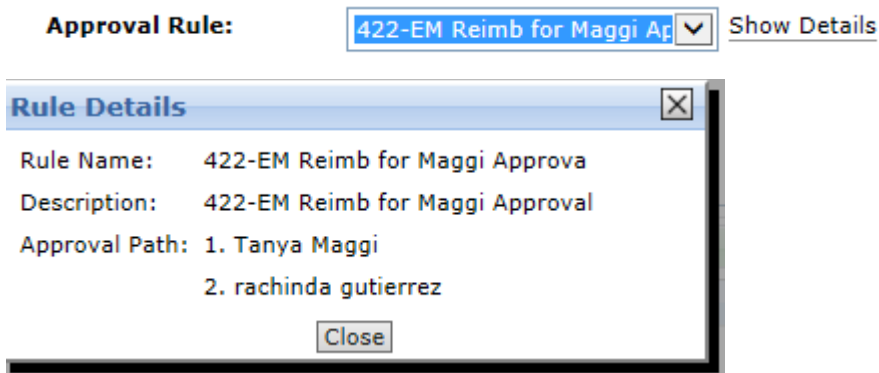
- Complete a check request form
- Award letter
- Organize legible receipts by date. If receipts are not legible, they will not be reimbursed. Convert currency. . Tape the receipts to copy paper. If more than one budget line, please itemized each expense and then provide a total for each budget line.
- Submit to Accounts Payable
- Hojae will review for taxable income and decide if it will be processed through payroll.

Faculty/Staff Moving expenses

- Complete a check request form.
- Submit letter of agreement/contract
- Organize legible receipts by date. If receipts are not legible, they will not be reimbursed. Convert currency if needed. Tape the receipts to copy paper. If more than one budget line, please itemized each expense and then provide a total for each budget line.
- Submit to Accounts Payable.
- Hojae will review for taxable income and decide if it will be processed through payroll.

IMPORTANT INFORMATION

- Internet Explorer browser works best with web invoicing. Other browsers may omit your attachment or require you to enter your log information several times.
- Log in credentials are the same as your Microsoft Word.
- 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 responsible to confirm the guest's citizen status and provide them 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 may be noted as example Reimb. for Maggi Approval. Please contact Accounts Payable if one has not been created already prior to submitting. You can confirm who is on the approval path by clicking on show details in the Approval Rule field. If you reimbursement is being expensed by another department, your supervisor can sign off on a check request or T & E form.




- There is a ten business day turn-around time to process your requests. Please plan accordingly to ensure you that he payment will be ready for your payee on agreed due date. Check runs are processed every Wednesday.
- W9 Forms and ACH forms must be manually signed. Do not upload on web invoicing.
- 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. It makes processing of requests more efficient with the minimum amount of scans review.
- Receipts should show proof of payment, date, detail of what was purchased. Screen shots are not accepted. For restaurant receipts, a listing of the individuals who attended must be provided.
- Petty Cash forms can be obtained in the Business office.

- An email notification will be sent you for rejections. Please click on the link 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 a requested request.

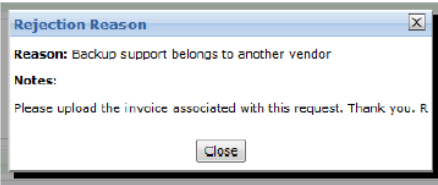
Invoice Request 10378 (Vendor: Tishman Construction Corp. of Massachusetts [ID: 4137]) has been rejected by rachinda.gutierrez. <https://ap.necmusic.edu/WebPortal//WebInvoicing/Invoices/EditRequest.aspx?id=10378>
 Rejection Reason: Backup support belongs to another vendor Invoice Number: Test
 Description: Test

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

Edit Invoice Request 16378

Invoice Number: Test **Vendor:** Tishman Construction Corp. 
Created By: shaula jay **Rejection Reason** **Approval Rule:** 904 - Controller
Status: Rejected **Description:** Test
Document Date: 10/9/2018

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.