

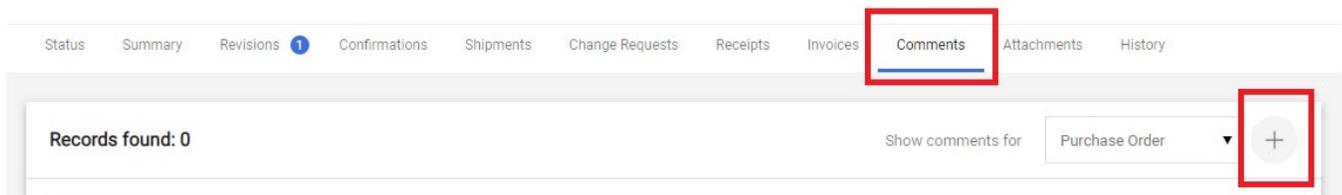
# How do I Process an Invoice that Refers to an AggieBuy PO?

The following instructions document how to process an invoice and attach it to a PO within AggieBuy.

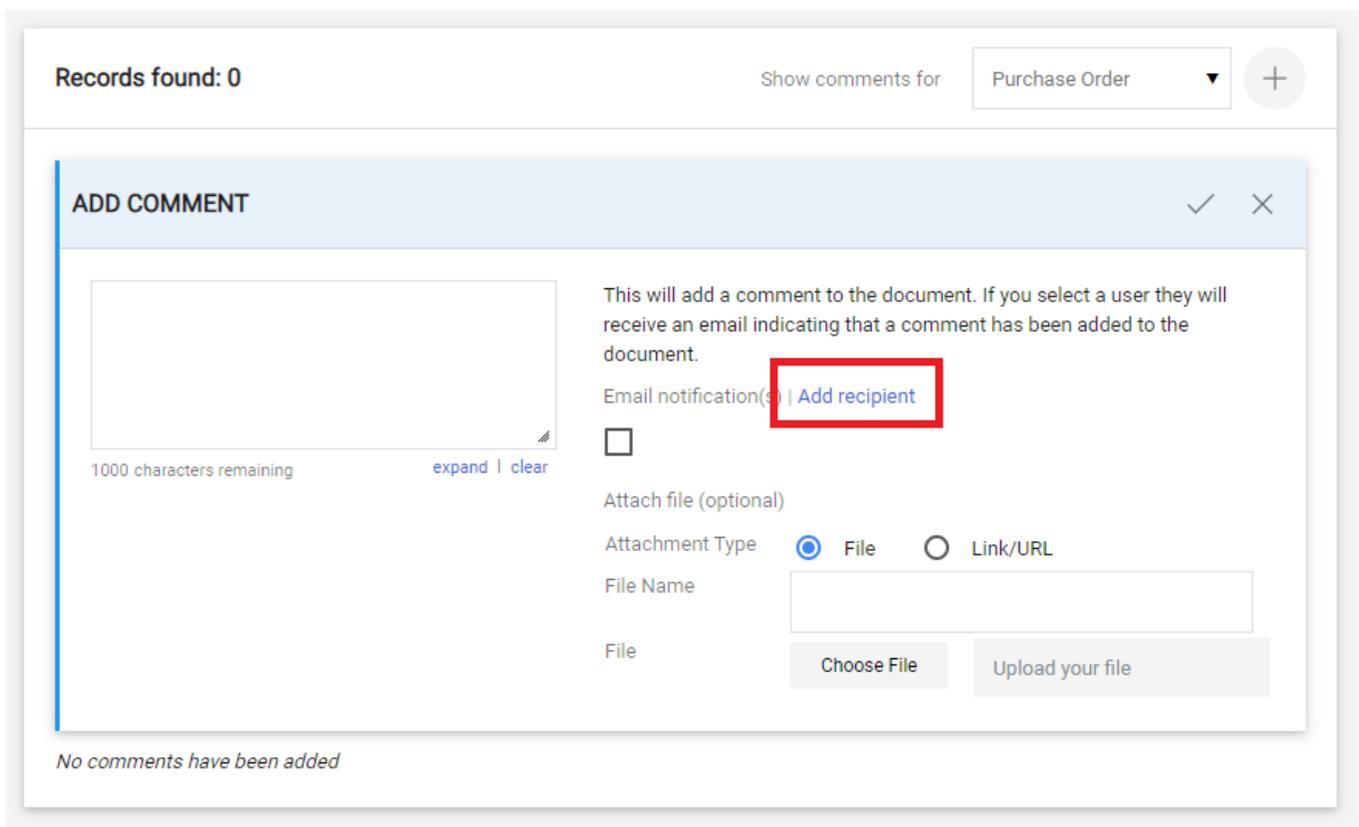
1. Scan the invoice to your computer.
2. Search for the purchase order in AggieBuy.



3. Click on the comments tab and then click on the plus sign "+" to add a comment.



4. When the "add comment" section appears on the screen, click "add recipient" to search for an email recipient name.



5. Search for email users by entering "invoices" into the last name field.

**User Search** [X]

Last Name [?]

First Name [?]

User Name [?]

Email [?]

Business Unit [?]  [Q]

Ordering Department [?]

Position [?]

Role [?]

Results Per Page

6. Scroll down to page 2 and select the TEES email address by clicking on the plus sign “+”.

**User Search** [X]

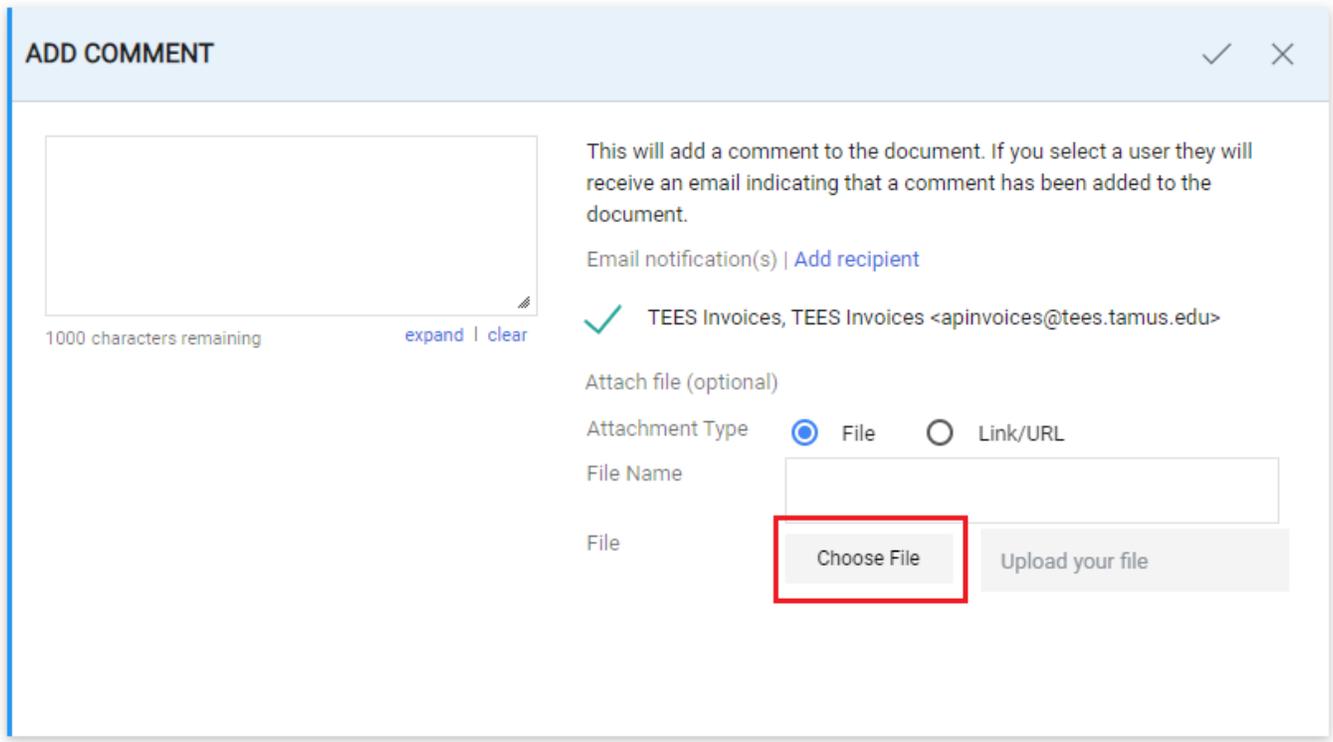
New Search

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Name ^	User Name	Email	Phone	Action
TAMU/TAMUHSC Invoices, Accounts Payable	Invoices	invoices@tam.u.edu		+
TAMU/TAMUHSC Rush Invoices, Rush Invoices	Rush Invoice	rushinvoices@tam.u.edu		+
TEES Invoices, TEES Invoices	TEES Invoices	apinvoices@tees.tamus.edu		+
TEES Rush Invoices, TEES Rush Invoices	TEES Rush Invoices	rushapinvoices@tees.tamus.edu		+
TTI Invoices, TTI Invoices	TTI Invoices	ap@tti.tamu.edu		+
TVMDL Invoices, TVMDL Invoices	TVMDL Invoices	TVMDLAcct@tvmdl.tamu.edu		+
Tarleton Invoices, Tarleton Invoices	Tarleton Invoices	invoices@tarleton.edu		+

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7. Attach the scanned invoice by clicking on “Choose File” and selecting the invoice image.



The screenshot shows a light blue dialog box titled "ADD COMMENT" with a close button (X) in the top right corner. On the left, there is a large empty text area with "1000 characters remaining" and "expand | clear" links below it. On the right, there is instructional text: "This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document." Below this is a link "Email notification(s) | Add recipient". A green checkmark icon is followed by the text "TEES Invoices, TEES Invoices <apinvoices@tees.tamus.edu>". Underneath, it says "Attach file (optional)" and "Attachment Type" with two radio buttons: "File" (which is selected) and "Link/URL". Below that is a "File Name" input field. At the bottom, there are two buttons: "Choose File" (highlighted with a red box) and "Upload your file".

8. Once you have selected the invoice image, click on “add comment” to complete the process.



This is a close-up of the top right corner of the "ADD COMMENT" dialog box. It shows the title "ADD COMMENT" on the left and a checkmark icon inside a red square box, followed by a close button (X).

9. If needed, complete the receiving on the invoice line items.