

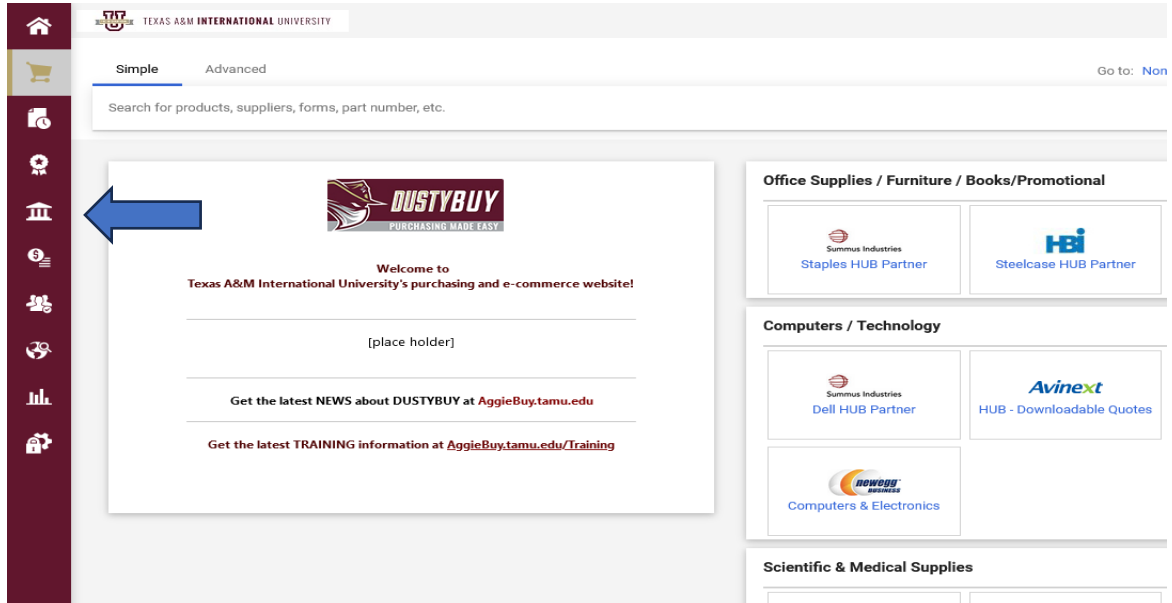
# How to Create a Non-PO Invoice

## 1. What is a Non-PO Invoice?

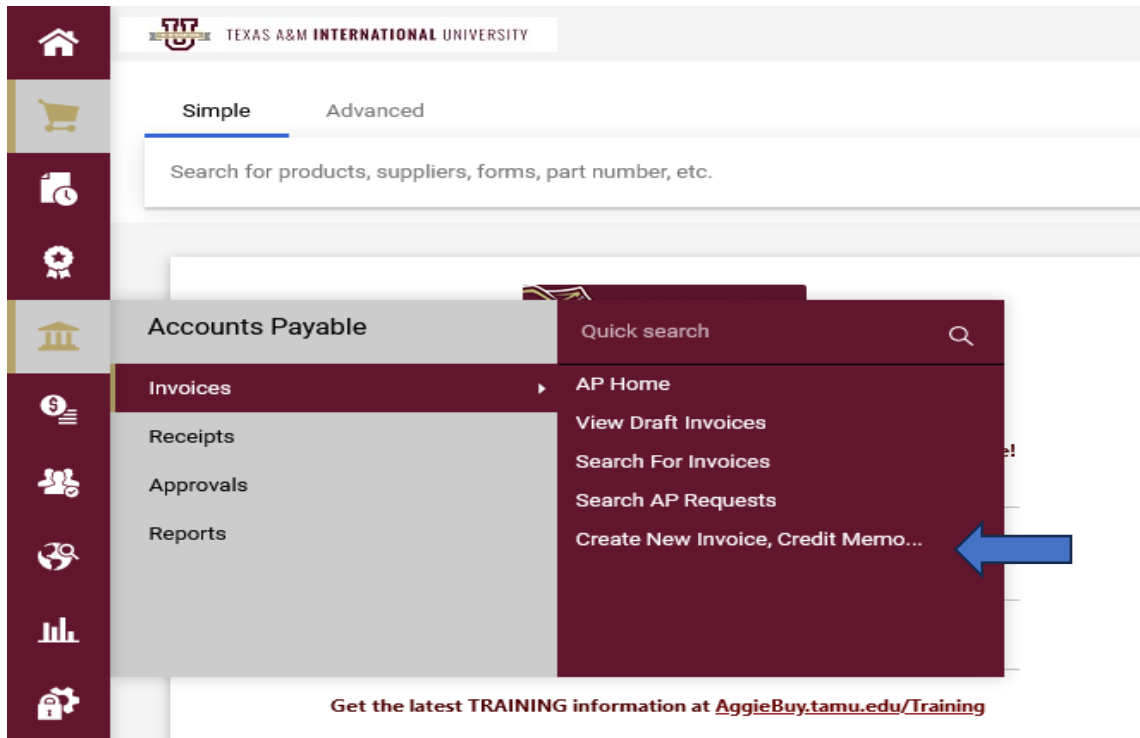
- A. **Non-PO Invoice** – A Non-PO Invoice is created to process a payment for under \$25,000. Appropriate uses of a Non-PO Invoice include reimbursing employees, travel expenses for non-TAMIU employees, subscriptions for which an invoice has been received, and payment to an independent contractor for which an invoice has been received.

## 2. Non-PO Invoice

- A. On the DustyBuy home page, select **Accounts Payable**.



- B. Select invoices, then select **Create New Invoice** from the list of options.



- C. Choose the supplier by typing the name and selecting from the list of options.

**Create Invoice** [X]

Type: Invoice [v]

From: Non PO [v]

Supplier name: [ ] [🔍]

[Create] [Cancel]

- D. Ensure you select a supplier whose fulfillment address matches your invoice.

**Add Non-Catalog Item** [X]

Existing Supplier

ARAMARK EDUCATIONAL SERVICES LLC [X] ARAMARK EDUCATIONAL SERVICES LLC [X]

Fulfillment Address [v] Distribution Methods [v]

- ARAMARK - 27310 NETWORK PLACE, CHICAGO, Illinois 606731273 United States
- ARAMARK DINING SERVICES - 5201 UNIVERSITY BLV, LAREDO, Texas United States
- ARAMARK EDUCATIONAL SERVICES INC - WT BOX 60746, CANYON, Texas 790150746 United States
- ARAMARK EDUCATIONAL SERVICES LLC - PO BOX 8650, UNIVERSITY, Mississippi 38677 United States

Item [v]

Product Description *	Catalog No. *	Quantity *	Price Estimate	Packaging
[ ]	[ ]	[ ]	[ ] USD	EA - Each [v]

254 characters remaining

Additional Details [v]

- E. Switch from the simple version to the **Detailed**. Once this change has been made, your profile will automatically be defaulted to **Detailed**.

Detailed [Printer] [Help] [Menu] [Complete] [Save]

## F. Enter the invoice date, supplier invoice number, and invoice name.

Invoice • Aramark Management Services... • 146619675

Entry Summary Matching Supplier Messages Comments Attachments Payment Preview History


Supplier Name **Aramark Management Services/Aramark Services**

Invoice Name 2023-08-16 422002808 01

Supplier Invoice No.  Required

Invoice Date  Required

Due Date *no value*  Override Required

Remit To  PO BOX 7548 PHILADELPHIA, Pennsylvania 191017548

United States 3rd Party Address ID 00-X0133415001

Invoice Owner *Cristina Calderon* [Select a different user...](#)

PO business unit 16-Texas A&M International University (16)

Reimburse Supplier ID  Required

Non-PO Goods Rcvd Date 8/16/2023


Invoice Rcvd Date  Empty

EDM Rcvd Date

Internal Note

Internal Attachments [Add](#)

## G. Enter your account code and department code by clicking on the pencil icon, click **Recalculate, and Save.**

Edit Codes 

Accounting Codes Add alternate distribution for Discount +

LINE	Fiscal Year	Member ID	Department Code	Account Code	Class Code	Object Code	Special Routing1	Report Reference C	Report Reference D
	2023	16	16-PURC	16-210179-000 ...		Search	L		

★ Required fields Recalculate And Save Close

## H. Click **Add Non-PO Item**

Line Items ...

No lines have been added. [or Add Non-PO Item](#)

- I. Enter a detailed item description, catalog number (if applicable), quantity, price, and commodity code. Click **Save** or **Save and Add Another** if you have another line item(s) to add.

**Add Non-PO Item** [X]

Item

Product Description *	Catalog No. *	Quantity *	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> USD	EA - Each

254 characters remaining

Additional Details

PO Number	<input type="text"/>	Commodity Code	<input type="text"/>	Product Flags
Manufacturer Name	<input type="text"/>	Manufacturer Part No	<input type="text"/>	<input type="checkbox"/> Controlled substance
				<input type="checkbox"/> Recycled
				<input type="checkbox"/> Hazardous material
				<input type="checkbox"/> Radioactive
				<input type="checkbox"/> Rad Minor
				<input type="checkbox"/> Select Agent
				<input type="checkbox"/> Toxin
				<input type="checkbox"/> Energy Star
				<input type="checkbox"/> Green

★ Required fields

**Save** **Save And Add Another** **Close**



- J. Once the invoice is ready for submission, click **Complete**.

Search (Alt+Q) [Q] 0.00 USD [Shopping Cart] [Heart] [Flag] [Bell] [User]

Detailed [Printer] [Help] [More] **Complete** **Save**



- K. After submitting your invoice, it will route through a workflow of approvals to issue payment.

