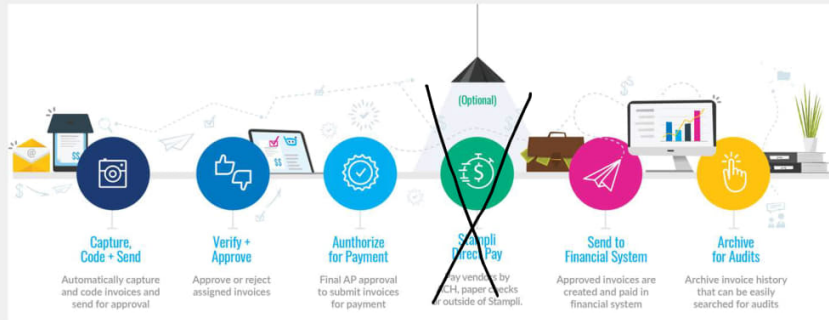


Invoice Submittal & Processing

SUBMITTING INVOICES TO STAMPLI FOR PROCESSING

- Create a Purchase Requisition and obtain the required approvals in Sage Intacct.
- This Purchase Requisition will then be converted into a PO after approval.
- Submit all (NON-PROJECT RELATED) invoices to scsapinvoices@mystampli.com
- PDFs are REQUIRED. Do not send multiple invoices in one attachment, they must be separate.
- DO NOT SEND INVOICES TO Accounting Email after 9/1.
- Update your vendors if they have been sending directly to the Accounting email.
- When the invoice arrives, it will match to the Purchase Order in Stampli and cost code the bill with auto-coding capabilities. All invoices will require approvals. Some will auto sort to those approvers, or you will receive a forward for approval within Stampli from the Accounting AP team.



Revision #1

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