**Instructions for IR Invoice Entry via the Web**

1. Go to the invoice entry web form located at: <https://finance.uw.edu/sfs/invoice-entry>
2. Sign in using your UW NetID

**Invoice Entry Page**

Enter each invoice individually on the invoice entry page. They will be uploaded to the IR system daily. Invoices must be entered by **3:00pm** for same-day processing. Note that fields marked with an asterisk (\*) are *required.*

Bottom of Form

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**IMPORTANT!** This line is only available for **foreign addresses!** Typically used for city, province/territory, and postal code. 25 char. max

May be used for additional mailing address information if Address Line 1 field does not provide sufficient space.

Mailing address information, such as Attn: or street number/name, etc.

Choose USA, Canada/ Mexico, or “other” for any other country.

Balance of invoice prior to the addition of tax, including principal, overhead, shipping, and other miscellaneous charges.

Department budget number with no hyphen. Limited to **one** budget number per invoice. Use primary department budget; multiple budgets will need to be handled internally via JV at time of payment.

Amount of tax due on invoice. Tax **must** be reported separate from the original invoice amount. If no tax is due on invoice, enter 0.

Click to submit invoice record for upload.

Total invoice balance. This must equal the totals of the “Amount” plus “Tax” fields.

**IMPORTANT!** For foreign addresses, use **ONLY** **00001 or leave blank**.

State/US Territory abbreviation. A list of standard abbreviations can be found at: <http://depts.washington.edu/reptreq/RptUD-StatesTable.htm>. **Leave blank for foreign addresses.**

Input the city for domestic addresses. Input the **country** name for **foreign** addresses.

Name of business or customer being billed. Can also include Attn: or business contact name if room is available.

Original invoice date. Choose month, date and year from dropdown menus.

Enter invoice number here. Each invoice must have a unique number. Invoice number series are assigned by SFS. Call (206)543-7560 if you need an invoice number range.

**Address Input Information and Examples**

The address fields in the IR system are limited to 28 characters (Business/Customer Name) and 25 characters (Address lines), which can make inputting some addresses a challenge.

Some important notes about addresses:

* Avoid the use of punctuation such as commas and apostrophes in addresses.
* Obtain the simplest version of the mailing address possible from your client/customer. Many addresses contain information that is not necessary to successful delivery. Example: SFS, 1400 NE Campus Pkwy, Box 355870, Seattle will still be delivered if it is addressed as SFS, Box 355870.
* Military address and addresses of US Territories should be input as domestic addresses using the State field for the military or territory abbreviation. Standard military/territory abbreviations include:
	+ AA (Armed Forces Americas)
	+ AE (Armed Forces Europe)
	+ AP (Armed Forces Pacific)
	+ GU (Guam)
	+ MH (Marshall Islands)
	+ MP (N. Mariana Islands)
	+ PW (Palau)
	+ PR (Puerto Rico)
	+ VI (US Virgin Islands)
* Canadian, Mexican and certain other foreign addresses use a Postal Code, which is often a combination of numbers and letters or a short series of numbers (example: V8W 2Y2 for an address in British Columbia). This is **not** the same as a US Zip Code, and cannot be input in the zip code field. Foreign address Postal Codes can be input on Address Line 3 or in the City field.
* The character limit in the address field makes inputting certain streets or cities a challenge. Use standard street abbreviations, and abbreviate long city names as required. Domestic addresses are routed primarily by zip code, so abbreviated city names will not pose an issue for proper delivery. Examples:
	+ Lake Forest Pk (Lake Forest Park)
	+ Mountlake Terr (Mountlake Terrace)
	+ University Pl (University Place)
	+ Bainbridge Isl (Bainbridge Island)
	+ Beaux Arts Vill (Beaux Arts Village)

**Examples**

Below you will find examples of several complex domestic and foreign addresses to use as a guide when inputting your invoices.

Murray State University (Business/Customer Name)

Kit Wesler Geosciences (Address Line 1)

104A Wilson Hall (Address Line2)

Murray KY (City/State)

42071 3311 (Zip)

University of Virginia (Business/Customer Name)

1001 N Emmet Box 400202 (Address Line 1)

Charlottesville VA (City/State)

22904 (Zip)

University of Kansas EEB (Business/Customer Name)

Accounting Hawthorne Hall (Address Line 1)

1200 Sunnyside Ave # 2045 (Address Line 2)

Lawrence (City) KS (State)

66045 (Zip)

Solano County DHSS (Business/Customer Name) – Note use of acronym for agency name

Accounts Payable ms5-210 (Address Line 1)

PO Box 4090 (Address Line 2)

Fairfield (City) CA (State)

94533 6717 (Zip)

Marine Experiment Station (Business/Customer Name)

J. Miller Hatfield Marine (Address Line 1)

2030 SE Marine Science Dr (Address Line 2)

Newport (City) OR (State)

97365 (Zip)

New York State Museum (Business/Customer Name)

Attn: Dr. Jason Cryan (Address Line 1)

3140CEC Empire St Plaza (Address Line 2)

Albany (City) NY (State)

12230 (Zip)

George Washington Univ (Business/Customer Name)

Attn: Guillermo Orti (Address Line 1)

2023 G St NW Lisner 340 (Address Line 2)

Washington (City) DC (State)

20052 (Zip)

Univ of South Alabama (Business/Customer Name)

Ashley B. Morris Biology (Address Line 1)

307 N Univ Blvd LSB124 (Address Line 2)

Mobile (City) AL (State)

36688 (Zip)

Board of Education (Business/Customer Name)

Attn: John Doe (Address Line 1)

PO Box 785 (Address Line 2)

Quevedo, Los Rios (Foreign city, province, mail code, etc.)

Ecuador (City)

00001 (Zip)

UNAM (Business/Customer Name)

Attn: Valeria Souza (Address Line 1)

Ciudad Universitaria (Address Line 2)

Apdo 70-275 (Foreign city, province, mail code, etc.)

Mexico DF 4510 (City)

00001 (Zip)

University of Victoria (Business/Customer Name)

Attn: Purchasing Svcs (Address Line 1)

Rm 110 Saunders Annex (Address Line 2)

Box 1700 STN CSC Victoria(Foreign city, province, mail code, etc.)

BC V8W 2Y2 (City)

00001 (Zip)

Ali Oulmaleh (Business/Customer Name)

PO Box 167 (Address Line 1)

52200 (Address Line 2)

Erfoud (Foreign city, province, mail code, etc.)

Morocco (City)

00001 (Zip)

Svc de Genetique Medicale (Business/Customer Name)

Attn: Michelle Clavel (Address Line 1)

3175 chemin (Address Line 2)

Cote StCatherine Montreal(Foreign city, province, mail code, etc.)

(Saintle-Catherine had to be abbreviated)

Quebec H3T 1C5 (City) 00001 (Zip)

Karolinska Univ Hospital (Business/Customer Name)

DNA-lab (Address Line 1)

Clinical Genetics L5:03 (Address Line 2)

Solna SE-171 76 Stockholm (Foreign city, province, mail code, etc.)

Sweden (City)

00001 (Zip)

UNAM Instituto de Ecologia (Business/Customer Name)

Attn: Francisco Molina (Address Line 1)

UNA 290722 7Y5 (Address Line 2)

Mexico DF 04510 (Foreign city, province, mail code, etc.)

Mexico (City)

00001 (Zip)

Ablynx nv (Business/Customer Name)

Technolglepark 4 (Address line 1)

9052 (Address Line 2)

Zwijnaarde (Foreign city, province, mail code, etc.)

Belgium (City)

00001 (Zip)