

Approving a Non-PO Invoice

1. Log into [ARIBA](#)
2. Click on the 'Invoice' Tab
3. Click on Non-PO Invoice link under 'To Do'
4. Open the attachment and confirm the remit-to address in ARIBA against the invoice. Note: If a payment is sent to the incorrect address, the supplier will have to refund the UW and the UW will have bill the correct supplier
5. Review and click Approve or Deny
6. Provide comment and click OK

Review Non-PO Invoice Status in ARIBA

STATUS	Definition	RECOMMENDED ACTION
Composing	An invoice currently being entered into ARIBA Non-PO, but not yet Submitted	Review the entered information for accuracy, then click the Submit button on the Summary page.
Submitted	An invoice submitted for payment and in review with the Approver or Central Office	Check the Approval Flow to see which box is Active. Contact that person or group to process the approval.
Reconciling	An invoice in reconciliation by AP Invoice Reconciliation Team for an exception (i.e. tax variance). Also see information about Payment Terms, Timelines and Delays	Contact Procurement Customer Service at pcshelp@uw.edu and provide the Non-PO Invoice number.

Reconciled	An invoice AP Invoice Reconciliation Team reviewed and either released to pay or rejected. (Changes may have been made to the total invoice amount, depending on the variance.)	Click the Reconciliation tab, then review the Status for either Paying or Rejected.
Paying	Invoice pays within 5 business days.	Check the Non-PO Payments report in Procurement Desktop Reports (PDR) for payment details.
Rejected	Invoice was rejected by AP Invoice Reconciliation Team.	Click the Reconciliation tab, then click the invoice link to view Comments.