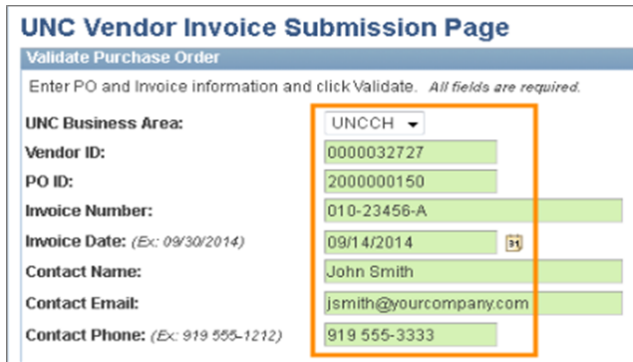


1. You can access the Vendor Invoice Submission page by navigating to <https://vendor.itsapps.unc.edu/visp/vendor> . You can also navigate to ConnectCarolina, click the Finance tab on the left side of the screen, and select **Vendor Invoice Submission Page**.
2. To submit an invoice, enter the PO, Invoice, and Contact information of the person submitting the invoice.



UNC Vendor Invoice Submission Page

Validate Purchase Order

Enter PO and Invoice information and click Validate. All fields are required.

UNC Business Area: UNCCCH

Vendor ID: 0000032727

PO ID: 2000000150

Invoice Number: 010-23456-A

Invoice Date: (Ex: 09/30/2014) 09/14/2014

Contact Name: John Smith

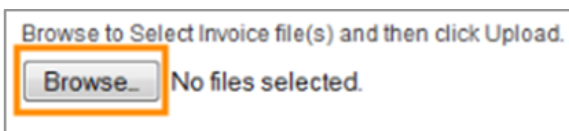
Contact Email: jsmith@yourcompany.com

Contact Phone: (Ex: 919 555-1212) 919 555-3333

Note: All fields are required. The Vendor ID is listed next to the supplier name on the PO.

3. Click the **Validate** button.

Note: When you click the Validate button, the system verifies that there is a valid PO associated with the Vendor ID. It also checks that the invoice you are submitting hasn't already been processed. If you receive an error, double-check the information you entered, and click Validate again. If you continue to receive errors, contact Accounts Payable (accounts payable@unc.edu) or call the help desk at 962-HELP (option 2 for the Finance Business Systems Help Desk).
4. Click the **Browse** button.



Browse to Select Invoice file(s) and then click Upload.

Browse... No files selected.

5. Select the appropriate file, such as an invoice or supporting documentation.

Note: Each file must be 3 MB or less in size. You may be able to reduce the size of a larger file by converting it to an Adobe PDF. Also, try scanning your documents in black and white instead of color. Scanning at a lower resolution, such as 200 or 300 dpi (dots per inch) will decrease file size as well.
6. Click the **OK** button.
7. Click the **Upload** button.



Upload Clear Invoice Complete

8. If you need to add more files, repeat steps 4 through 7.

Note: All invoices submitted should include the receipt number and/or line payment instructions as well as any other special instructions that are needed.

IMPORTANT

9. To complete the process of attaching files, you must click the **Invoice Complete** button.



Upload Clear **Invoice Complete**