Prepare Invoice (or modify)

12. Receive and verify Invoice

Invoice correct & info complete

No

Yes

12.5 Send invoice to manager for signature

12.6 Attach signed invoice to work order in CMMS

12.7 Send original invoice to the appropriate Requisitioner

Review Invoice

Sign and return invoice to Invoice Contact

Review request corrections and/or additional information from vendor

Place the invoice on hold awaiting corrected invoice

Who and how an invoice is verified may vary based upon shop, trade and capacity

Invoice receipt and verification process (7 day turnaround)

12.1 Immediately stamp invoice when received (Day 1)

12.2 Record invoice in work order in CMMS (Day 1)

12.3 Verify invoice (Days 2-7)

* Requisitioner and Invoice Contact may be the same person

Refer to process map 9.4 Invoice Payment Processing STEP 14

START