



The **Total Invoice Manager** (sometimes shortened to **TIM**) is a powerful *Optical Character Recognition (OCR)* tool that will allow you to upload invoices and have data automatically read and populated to make submitting offline invoices through Procurement Partners a breeze.

NOTE: The Total Invoice Manager tool is a premium service that may not be available for all organizations. If you want to know more, please have your corporate team reach out to your organization's Account Manager.

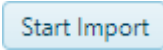
Using sophisticated technology, it is possible to upload invoices and have the fields within automatically scanned and read without the need for a template. While this process is still under construction, it will provide you a method of entering invoices efficiently and easily.

To begin, log into Procurement Partners and click on the **Total Invoice Manager** tab. You will see a list of previously created invoices. To start a new invoice upload, click the **Create Invoice** button. The **Upload Invoice** form will appear:


The screenshot shows a form titled "Upload Invoice" with three numbered steps:

1. Upload Invoice:
2. Single Invoice Multiple Invoices
3.



1. Click the button and choose the PDF you wish to upload. When the file is selected, the invoice preview will be displayed to the right of the button.

2. Select **Single Invoice** if your uploaded file is a singular invoice. Select **Multiple Invoices** if your file contains more than one invoice.
 - a. If you select Multiple Invoices, enter the total number of invoices within the PDF, then click the “Pages per Invoice” button.
 - b. Enter the number of pages of each invoice.
3. Click the  button. The PDF will be uploaded to the server.

You will receive a message that reads: **Your invoice has been uploaded for processing. This may take a few minutes. Keep refreshing the grid until you see that your invoice is Ready for Review. Then click on it to review/edit details.**


Click the Refresh button  periodically to verify the progress. Your invoice should appear shortly:

Created By	Invoice Date	Location	Invoice No.	Vendor	Total Amount	Last Modified	Status
Support22	6/16/2021	SELECT LOCATION	TIM20210616152607121	Select Vendor	\$0.00	06/16/2021 14:26	Ready for Processing
Support22	10/1/2020	Locust Grove	1412000050151	Kevin's Carpentry	\$1,896.85	06/16/2021 14:23	Ready for Review


10 items per page
1 - 2 of 2 items 

When the status reads “Ready for Processing”, this indicates that the invoice is still being read and processed by the system. Many fields in the list view will contain placeholders at this time. Please be patient – the invoice will soon switch to “Ready for Review”, which indicates the invoice has completed processing. At this time, many fields will be filled in, but will still need to be reviewed for accuracy.

TIP: You can continue entering invoices as the previously entered invoices process!

When you are ready to submit the invoice upload, click the  button. The status of the invoice will change from “Ready for Review” to “Submitted”.

Email to Invoice

Procurement Partners customers who utilize the Total Invoice Manager feature have the option to email invoices into the system. With **Email to Invoice**, a user can post and create an offline entry directly from an email. Your Corporate Team can provide more information on this process.

NOTE: Every organization’s specific email address will be unique. It will typically be in the format:
[Invoices+\[CompanyID\]+\[LocationCode\]@partnerinvoices.com](mailto:Invoices+[CompanyID]+[LocationCode]@partnerinvoices.com).

Once Email to Invoice is enabled for your organization, you can send an email to your custom email address to create a new offline invoice, or you can provide your custom email address to the offline vendors directly for them to email the invoice right into the system. Emails that contain multiple invoice attachments will generate a separate invoice entry for each attachment.

Once the invoice is emailed in, it will appear on the Total Invoice Manager tab within a few minutes with the status of “Ready for Processing” – the invoice will soon switch to “Ready for Review”, which indicates the invoice has completed processing. It will also contain a note with timestamp information for when the invoice was emailed. Complete the invoice check-up as defined previously in this document.

If you require any additional assistance, please contact the Procurement Partners support team at helpdesk@procurementpartners.com