What is an invoice transaction?

An Invoice is a bill received from a business or service provider with an itemized list of goods purchased.

Follow these four easy steps for an invoice transaction:
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- You receive an invoice (a bill) an Estimate or Order Form is **not acceptable**.
- The vendor must be a US vendor, we cannot pay any vendors outside the US.
- A check request must be entered into the On-Line check request system.
- Upon entering the request, the on–line system generates a request number known as the "C" number.
- Please list the "C" number on the invoice, and deliver to the SABO office for processing.
- A W-9 may be required if SABO does not have it on file. (please check with SABO) adviser for this information). **For vendors that appear on the Pay by invoice vendor list a W-9 is on file**

Once your check request is approved on-line by your Advisor, the documentation has been received and reviewed, the check will be processed and normally mailed out. Arrangements can be made to pick up the check if necessary.

Step-by-Step Instructions for all Users:

1. Log into SABO
2. Click on Check Request
3. Enter your account number
4. Select your line code that you will be using
5. Choose Vendor
6. Choose pay by invoice
7. If you see the vendor on the list you will just need to enter the information in the blank areas-these commonly used vendors have their W-9 information on file at the SABO.
8. If you select a vendor that is not listed, please fill in the necessary information. A W-9 may be required. Please check with your advisor or the SABO to see if the W-9 information is on file.
9. Always select your Advisor as your approver
10. After you put in the request, submit the invoice with the check request number   "C" # to SABO to be processed. A W-9 must be on file for the payment to be processed.

TIPS

-When paying by invoice SABO online will bring up a list of commonly used vendors if you are paying one of these vendors select on the left (these vendors have submitted W-9 information).

-Always write the Check request number (C#) on top of the invoice

-Invoice must have name, address and phone number

-Invoice must be itemized

-The sabo does not have the ability to make wire transfers

-if you are unsure of a transaction, please contact SABO@echo.rutgers.edu with any and all questions.