

Next-Gen Procurement

Advancing Simplicity and Service



[Next-Gen Procurement Initiative](#)



Agenda



»»» How to Navigate the Invoice Module

»»» Invoice Creation

»»» Explanation of Invoice Processes



What is the Wildcat OneBuy Invoice Module?



Invoices



Centralized invoice management solution



Supports receiving, matching, approving, and paying supplier invoices



Integrates with purchase orders and receiving workflows



Reduces manual data entry and processing errors



Provides greater visibility into spend for departments

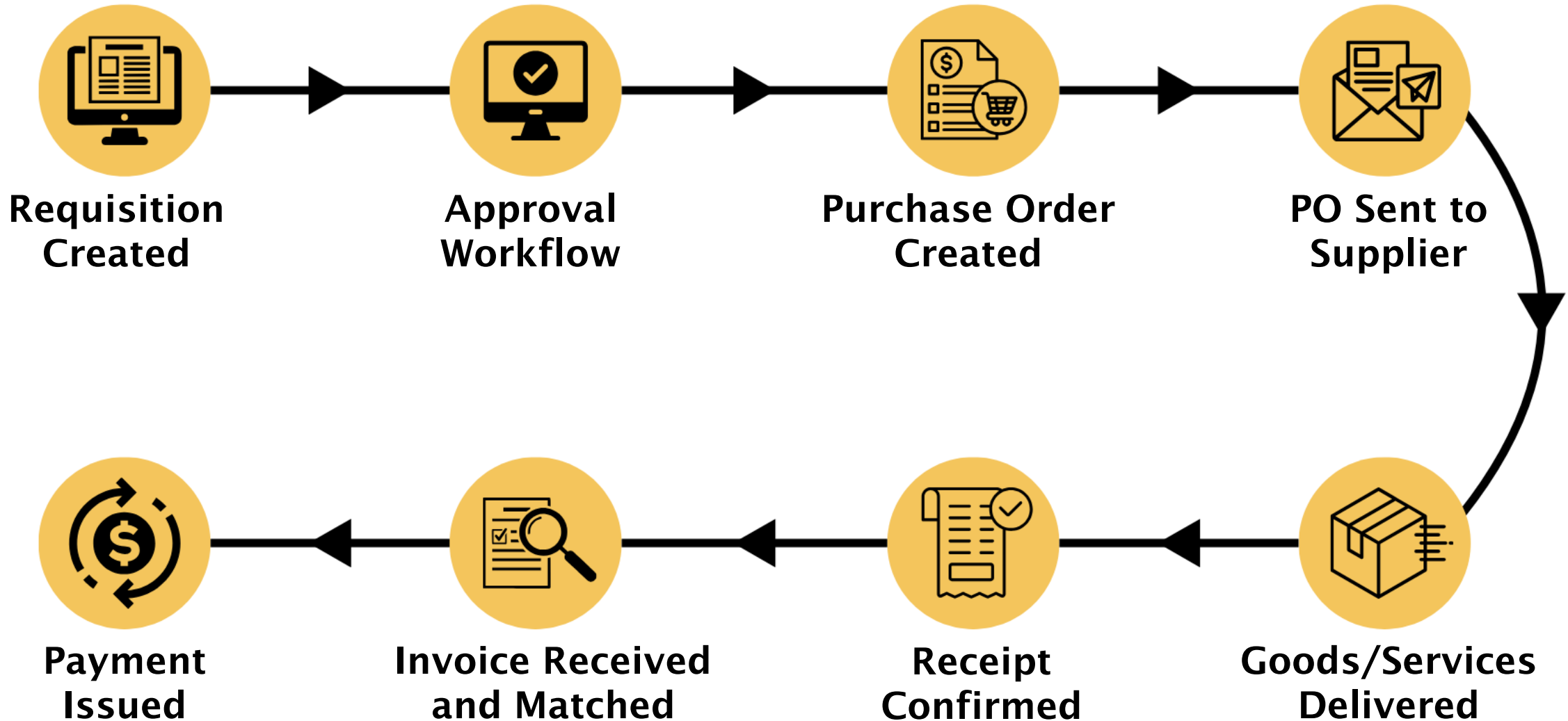


Terms to Know

Purchase Requisition (PR)	Purchase Order (PO)	Invoice
Request to buy goods or services from an established university supplier that includes: ▪ Supplier Name ▪ What needs to be purchased ▪ Quantity ▪ Cost ▪ Accounting Code Information (Budget) ▪ Business Justification Routed for approvals BEFORE an order is placed	Official University document issued to a supplier that: ▪ Authorizes the purchase ▪ Identifies the supplier ▪ Defines goods or services being purchased ▪ Establishes pricing and terms ▪ Encumbers funds ▪ Creates a legally enforceable purchasing commitment Created automatically from Purchase Requisition AFTER approval workflow	Document sent by the supplier to the buyer which lists the goods and/or services provided, the total, and terms of payment. Received AFTER all approvals are complete and the order is sent to the supplier.



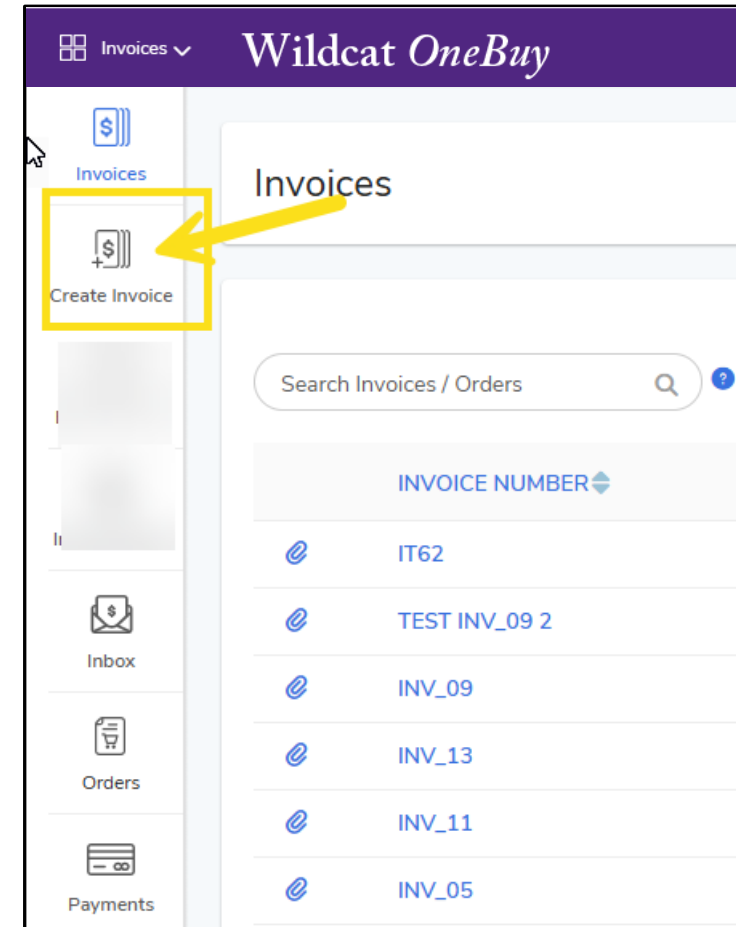
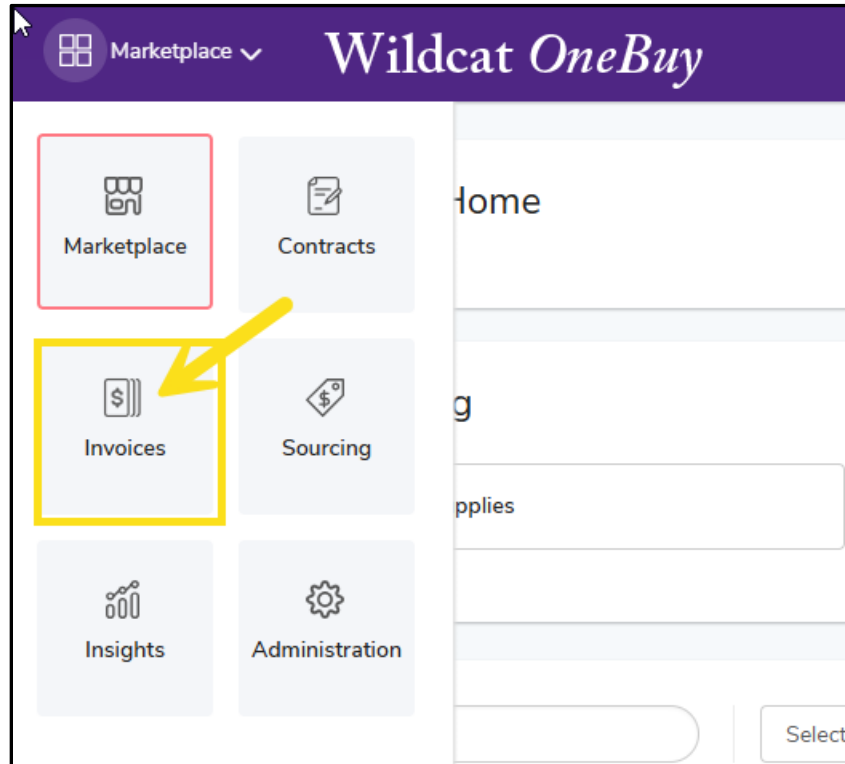
The Procure-to-Pay Lifecycle



Invoice Lifecycle in Wildcat OneBuy



Accessing the Invoice Module



Creating an Invoice

Wildcat OneBuy Invoices 4930 7.61.0_650257 | DEMO

1 Preview Mode

Order Number Supplier

Invoice Number Invoice Date

Payment Term Buyer

Bill To Remittance Address

Document Reference

2

Drop files to attach, or [Browse](#)

Size limit 50MB.

3

[Add Lines](#)

ITEM	QTY	UNIT PRICE	UOM	SUBTOTAL	TAX	TOTAL
	1	\$	Each (EA)	\$0.00	\$	\$0.00

Comments

Subtotal	\$0.00
Shipping	\$ 0.00
Shipping Tax	\$
Discount	\$ 0.00
Tax	\$0.00
Total	\$0.00



Creating an Invoice

1

☐ Preview Mode

Order Number ▼	Supplier *
Invoice Number *	Invoice Date *
Payment Term * ▼	Buyer * Memory Buffington (DF09B3F6-DC... × ▼
Bill To * ▼	Remittance Address * ▼
Document Reference	



Creating an Invoice

2

 Drop files to attach, or [Browse](#) *
Size limit 50MB.



Creating an Invoice

3

Add Lines

ITEM	QTY	UNIT PRICE	UOM	SUBTOTAL	TAX	TOTAL
	1	\$	Each (EA) ▼	\$0.00	\$ ▼	\$0.00
Comments						

Subtotal

\$0.00

Shipping

0.00

Shipping Tax

▼

Discount

0.00

Tax

\$0.00

Total

\$0.00



Autofill from Purchase Order

INVOICE

CancelSubmit Invoice

☐ Create Another

Preview Mode

Order Number
60 (STANDARD)

Supplier
Staples

Invoice Number

Invoice Date

Payment Term
01 State-ACH

Remittance Address
Staples National Advantage

Document Reference

Drop files to attach, or Browse

Size limit 50MB.

Order - 60 Open

ORDERED
\$50.12

RECEIVED
\$0.00 (Open)

INVOICED
\$0.00 (#0)

☒	LINE	ITEM	QTY	UNIT PRICE	UOM	SUBTOTAL	TAX	TOTAL
☒		Staples 3/16" Standard Bubble Cushioning Roll, Recycled Material, 12" x 175', Protective Pacl	1	\$ 21.49	Roll (RO)	\$21.49	\$ 0.00	\$21.49
☒	1	468264 - Staples 3/16" Standard Bubble Cushioning Roll, Recycled Material, 12" x 175', Protective Packing Wrap for Shipping & Moving	1	\$21.49	Roll (RO)	\$21.49		
☒		Staples Moving & Storage Packing Tape 1.88" X 54.6 Yards, Clear - 6 Rolls	1	\$ 9.49	Pack (PK)	\$9.49	\$ 0.00	\$9.49
☒	2	504407 - Staples Moving & Storage Packing Tape 1.88" X 54.6 Yards, Clear - 6 Rolls	1	\$9.49	Pack (PK)	\$9.49		
☒		Staples 1" x 2-5/8" Address Labels, White - Easy-Peel Printable Laser & Inkjet Mailing Labels	1	\$ 19.14	Box (BX)	\$19.14	\$ 0.00	\$19.14
☒	3	479884 - Staples 1" x 2-5/8" Address Labels, White - Easy-Peel Printable Laser & Inkjet Mailing Labels, 7,500 Labels (30 per Sheet)	1	\$19.14	Box (BX)	\$19.14		



Invoice Approval Workflow

The quantities and amounts match the purchase order



The invoice automatically approves and goes to payment

OR

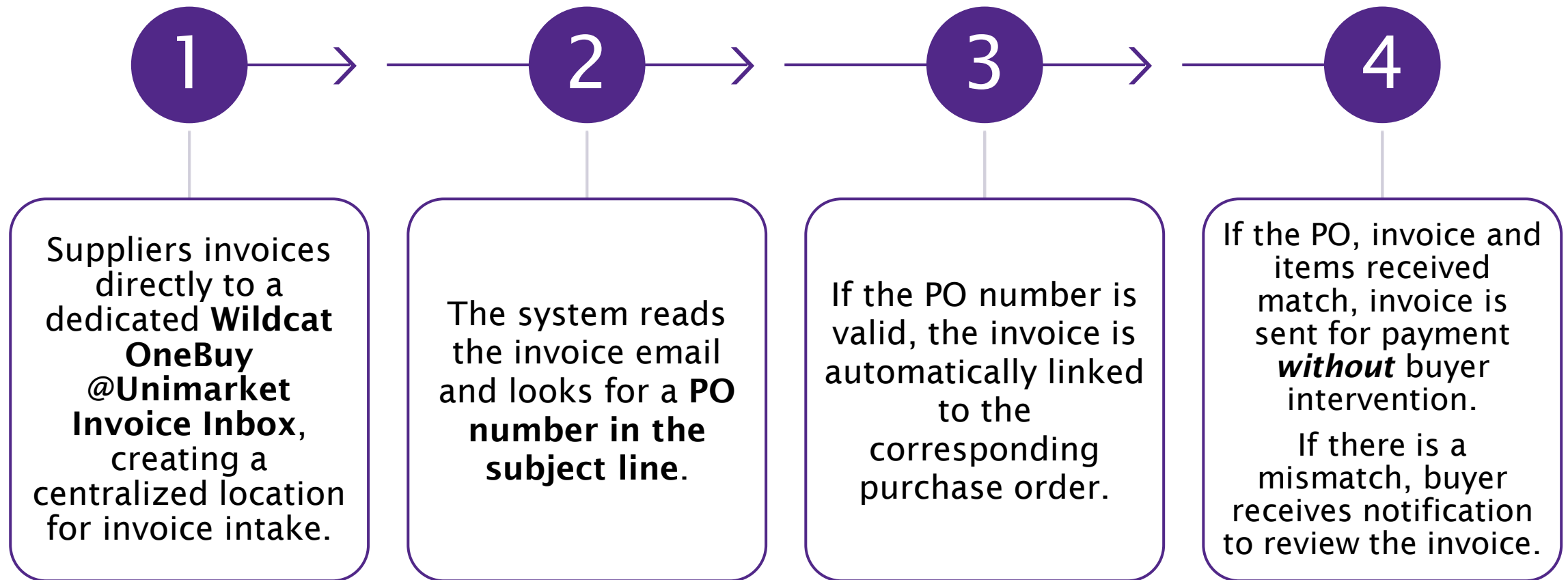
The quantities and/or amounts mismatch on the purchase order



The invoice enters a review workflow



Invoice Automation



Searching and Tracking Invoices



Invoices

More Actions Invoice Order

Search Invoices / Orders

Period
Last 90 Days

Hide

Export

Import

Supplier

State

Bill To

Apply Filter

INVOICE NUMBER	REFERENCE	CREATED DATE	INVOICE DATE	SUPPLIER	STATE	RUN#	TOTAL
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Key Changes from Current Day Processes



1

Maintaining accurate supplier records is critical

2

Confirming funding information prior to purchase is essential to prevent rework

3

Complete receiving promptly

4

Ability to automate and create efficiencies

5

Capture commitments (encumbrances)



When should I use Wildcat OneBuy vs. my Purchasing Card?

Wildcat OneBuy Marketplace Catalog (Purchase Order)	Non-Catalog Purchase Order	Purchasing Card
PREFERRED method	Goods/services not available in Wildcat OneBuy Marketplace Catalog	Goods/services not available in Wildcat OneBuy Marketplace Catalog
Most efficient way to make purchases from order to payment	Larger dollar Transactions	Low dollar (<\$5,000), Low Risk Purchases
Purchases Less than \$50,000 do not require additional procurement review	Create a university obligation and contract for tracking purposes	Employee Travel
		Foreign Suppliers who cannot accept ACH



Previous Q&As and Updates

Next-Gen Procurement Initiative

Communications

Upcoming session

- The Invoice session will be held August 10, 2026 at 9 a.m.

Past communications

- View [slides \(pdf\)](#) and [video](#) from the Supplier Overview session, July 13, 2026
- View [slides \(pdf\)](#) and [video](#) from the Purchase Orders session, June 8, 2026
- View [slides \(pdf\)](#) and [video](#) from the Purchase Requisitions session, May 11, 2026
- View [slides \(pdf\)](#) and [video](#) from the What is a Marketplace? session, April 13, 2026
- [A Budget Transformation Update: Increasing operational excellence through our Next-Gen Procurement initiative](#), March 11, 2026



Share your ideas in the chat:

As we move through
this transition, what
tools, resources, or
training would be most
helpful in supporting
your success?



Thank you for sharing your time with us.

What questions do you have?



We welcome your feedback!



<https://forms.office.com/r/NhDvFpKes6>

