

CU Marketplace How-to: Viewing Invoice Images ^[1]

The invoice image should be available about 15 minutes after the invoice has been entered into CU Marketplace as a voucher. The invoice image software is a shared resource with a limited number of licenses available, so the invoice's image will remain open 2 minutes for viewing before a time-out message appears. You can save or print an image before the time-out.

Read the procedures

Marketplace

Invoice • S2746130 ▾

Summary Matching Supplier Messages Comments Attachments History

The Attachments page contains the Invoice Image link (once available).

Vendor Name: **Falcon Enterprises**

Voucher Type: Invoice

Voucher Number: S2746130

Vendor Invoice No.: 96454K

Vendor Invoice Date: 10/26/2021

Discount Date: no value

Due Date: 10/26/2021

Terms: 0% 0, Net 0

Terms Discount: 0.00 USD

Use Terms Discount: ✓

Invoiced By: Gloria Chavez

Match Status: Matched

Voucher Source: Manual

Contains substituted item(s): ✗

Supplier No.: 0000335751

Payment Status Information

Accounting Date: 11/15/2021

Export Date: 11/15/2021 3:53 PM

Paid/Cancelled Date: no value

Pay Status: Payable

Payment Method: Unknown

Check No.: no value

Note/Attachments

Notes From: no value

Vendor/Payment Status Update: no value

Internal Note: no value

External Attachments

Attachment	Date	Action
Invoice Image	11/15/2021	...
Executed Contract - UCCS and UCB-Falcon Enterprises ...	12/28/2018	...

Internal Attachments

Attachment	Date	Action
Award Recommendation Letter - PSC-S-996.pdf	11/20/2018	...
PCA Falcon (1).docx	11/20/2018	...

The Invoice Image link also appears under the Note/Attachments section as an external attachment (once available).

Source URL: <https://www.cu.edu/psc/cu-marketplace-how-viewing-invoice-images>

Links

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