Web Invoice
Creating a New Vendor

1. **Sign In**
   
   Link: [https://fewebinv.kennesaw.edu](https://fewebinv.kennesaw.edu)

2. **Select** *Create New Invoice* **under the** *Activities* **tab**
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3. Requestor:
   a. Select (Search) next to Requestor
      
      Requestor:  

   b. Select Search then select ***New Vendor***
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4. Approval Rule:
   a. Select **00.00.NV – New Vendor** Approval Rule

![New Invoice Request Form]

5. Enter **Document Date** and **Description** for the expense from the New Vendor

![New Invoice Request Form]

6. **Document Date:**
   a. When the request is made in the **same month** as the invoice date, the **document date** is the **actual invoice date**.
   b. When the request is created using **multiple receipts**, the **document date** is the **latest date**.
   c. When the request is made in a **different month** than the invoice being submitted, the **document date** is the **first date of the current month**.
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7. Description Header:
   a. Describe the expense in as much allowable detail capturing the essence of the request.

8. Add Attachments:
   a. New Vendor: W9 Form

9. Expense Category:
   a. Select [ ] under Expense Category
   b. Select search under find an expense category and then select Foundation General Expense
   c. Leave date blank
   d. Type the total amount in the rate field
   e. Select the Not Distributed link
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f. Select [ ] under **Project**

Once you select [ ] under **Project**, the below screen will appear. Click the **search** button to bring up a list of all projects listed under your login.

g. Once the list of **projects** appears, select the appropriate **Project ID** and then select **OK**.

Select the appropriate **Project ID**
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10. Expense Detail:
   a. Describe in detail the expense. Be sure to address **who, what, why, when and where**. If the request appears vague, ambiguous or not clearly related to an institutional purpose, it will be returned for additional justification.

11. Attributes: DO NOT CHANGE ANY OF THE ‘ATTRIBUTE TYPE’ QUESTIONS
   a. Invoice Number:
      i. The number from the attached invoice. If there is no invoice number, you must assign it an identifier using letters and/or numbers. The only requirement to creating an invoice number is that you are consistent with the formatting. For instance, if you choose to use 3 letters and 2 numbers, please use this same format for all future invoices that do not have an invoice number.
   b. Change Required to Vendor Record:
      i. Most of the time, you will select **no**. In the instance a change of address is submitted with the invoice, you would select **yes**.
   c. Payment Type:
      i. Select the proper payment type from the drop-down list. The preferred method is **Check – Mail to Vendor**. If **Check – hold for pick-up** is selected, please provide a phone number in the expense detail/purpose for the vendor picking up the check.
   d. Check Requires a Remittance Advice:
      i. Again, most of the time you will select **no**. However, in the instance the vendor requests a copy of the invoice, select **yes**.

12. Final Step
   a. Submit your request