Automated PO & Non-PO Invoice Approval Process for Stores

Approval Guidelines

☑ Email generated from Accounts Payable to Store Manager (e.g., XXX_01MGR).

☑ Store Manager to complete the actions detailed in the email and either Approves or Rejects the invoice using the links **within 24 hours**. If not actioned within 24 hours, a reminder email will be sent. **Recommended Best Practice** – Process all approvals as part of *"Start of Day Process"* or *"End of Day Check Out Process"*.

☑ <u>All</u> Non-PO invoices (e.g., window washing, repairs, landscaping, clothing, supplies, etc.) will be sent to the Store Manager to approve then automatically escalated to the next level, if additional approval levels are required, based on the invoice amount below.

Approval Levels

All Non-PO invoice requests require the following approval levels, depending on the invoice amount, and will automatically be escalated to each of the appropriate tiers:

Amount	Approval Level(s) Required
$ 0.01 - $300.00	**Store Manager Only**
$300.01 - $20,000	**Store Manager & Regional Office Manager**
$20,000.01+	**Store Manager & Regional Office Manager & VP**

Automated Emails and Actions

Accounts Payable will generate the following email types:

From: **Dolphin AP Approval**

Subject: **Invoice Action Required – Vendor Name & Invoice Number – Record Number**

Approval Type	Actions (to be completed via email links)
Non-PO Approval Required	1) **View Image** – Review invoice 2) **Approve** – Authorize payment **<or> Reject** – Provide reason
Missing Goods Receipt	1) **GR Creation** – Perform the goods receipt 2) **Approve** – Authorize payment **<or> Reject** – Provide reason
Missing Goods Receipt + Pricing	1) **GR Creation** – Perform the goods receipt 2) **View Image** – Validate the pricing 3) **Approve** – Authorize payment **<or> Reject** – Provide reason
Pricing Approval	1) **View Image** – Validate pricing 2) **Approve** – Authorize payment **<or> Reject** – Provide reason
New Vendor/Invoice Approval	1) **View Image** – Review invoice 2) **Approve** – Authorize payment **<or> Reject** – Provide reason 3) **Use Regularly** and/or **$599.99+** – Provide vendor W-9
Shipping Cost Approval	1) **Review PO** – Validate shipping costs 2) **Approve** – Authorize payment **<or> Reject** – Provide reason

IMPORTANT NOTE: Reduce your inventory variance rate by eliminating mismatches or discrepancies when ordering & receiving. If completed accurately and efficiently, many of the emails above won't be required.

ExecuStar will not be receiving your product if you follow the correct procedures.

Guidelines   The Store Manager is responsible for taking the necessary actions detailed in the email from Accounts Payable for proper processing.

Non-PO Step 1:	Open email and complete the necessary actions.
	✉ ❗Who ▷ Subject
	☆ **Dolphin AP Approval** **Invoice Action Required - FIGS LANDSCAPING 9957 - 00002109**

Non-PO Invoice Approval Email Example

Invoice Action Required - FIGS LANDSCAPING 9957 - 00002109
Dolphin AP Approval   to: AZP_55MGR

Hello Store 1874,

You have an invoice from FIGS LANDSCAPING that requires an **ACTION**: Non PO Approval Required ◄········· **Action needed**

Our Ask of You
Within **one** business day, please complete the following: ◄········· **Completion Requirements**

Click on the link below and review the invoice.
View Image ◄

If you APPROVE the payment of this invoice, please click on the link below. Use the notes field to add information, if necessary.
Approve ◄

If you REJECT the payment of the invoice, you must add a reason for rejection in the notes field.
Reject ◄

Click View Image link
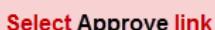
Select Approve link

<or>

Select Reject link

IMPORTANT: If you received a lower quote from the vendor, please confirm the price quoted & include the name of the representative that provided it to you.

See IMPORTANT: notes

NOTE: If no response is received, you will receive a reminder in one business day.

Assistance with this matter is greatly appreciated. **If you have questions, please respond to this email.**

Please note: Replying to this email DOES NOT approve the invoice. You will need to use the approve/reject buttons above. When responding, do not alter the e-mail address or subject, however you can provide notes in the e-mail body.

REMINDER

Thank you,

Accounts Payable Team
PTS Record 00002109

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Step 2:	After selecting **Approve** or **Reject** from the previous email, a new window opens to respond, as directed, to Accounts Payable.

Approve link automatically generates the following email:

Select **Send**.

To: InvoiceApprovals@discounttire.com
Cc:
Bcc:
Subject: APPROVE:00002109

Do NOT change the To: or Subject: fields
(these are autofilled)

Notes:

Adding Notes: is optional for Approvals ONLY

OR

Reject link automatically generates the following email:

Select **Send**.

To: InvoiceApprovals@discounttire.com
Cc:
Bcc:
Subject: REJECT:00002109

Do NOT change the To: or Subject: fields
(these are autofilled)

Notes: Didn't provide the service.

Must type in the reason for Reject in Notes: area

reminder

A reminder email will be sent if one of the above actions has not been completed within 24 hours.

If no action is taken from the reminder email within 24 hours, the approval request will be returned back to AP for reprocessing resulting in extra work and delayed payments. This new system provides tracking on invoice approvals that do not get actioned, so be sure to respond promptly to requests.

Guidelines	The Store Manager is responsible for taking the necessary actions detailed in the email from Accounts Payable for proper processing.

PO Step 1:	Open email and complete the necessary actions.

✉ !Who	▷ Subject
★ **Dolphin AP Approval**	**Invoice Action Required - YOKOHAMA TIRE CORP 15424581 - 00002113**

PO Invoice – Missing Goods Receipt Email Example

Invoice Action Required – YOKOHAMA TIRE CORP 15424581 – 00002113
Dolphin AP Approval   to: TXD_10MGR

Hello Store 1874,

You have an invoice from YOKOHAMA TIRE CORP that requires an **ACTION**: Missing Goods Receipt   ······· **Action needed**

Our Ask of You
Within **one** business day, please complete the following: ······· **Completion Requirements**

1. Review PO 4700002831 and validate receipt of product. ······· **Review PO**

2. Click on the following link GR Creation and perform the goods receipt. ······· **Click GR Creation link** (will direct to Desktop MIM)

3. Once the receipt is complete, APPROVE the receipt via the link below. Use the notes field to add information, if necessary.
Approve ······· **Select Approve link**

                             <or>

If product was not physically received, you can REJECT the invoice. If you reject the invoice, you must add a reason in the notes field.
Reject ······· **Select Reject link**

NOTE: After **one** business day, a reminder email will be sent. If you need assistance in editing your PO or performing goods receipt, please contact Inventory Accounting.

Thank you for your assistance and for following the receiving policies. **If you have questions, please respond to this email.**

Please note: Replying to this email DOES NOT accept the invoice. You will need to use the accept/reject buttons above. When responding, do not alter the e-mail address or subject, however you can provide notes in the e-mail body. ▼··· **REMINDER**

Thank you,

Accounts Payable Team
PTS Record 00002113

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Step 2:	After selecting **Approve** or **Reject** from the previous email, a new window opens to respond, as directed, to Accounts Payable.

Approve link automatically generates the following email to review, add notes (optional), and Send:

Send Select **Send**.

To:	InvoiceApprovals@discounttire.com	**Do NOT change**
Cc:		**the <u>T</u>o: or Subject: fields**
Bcc:		(these are autofilled)
Subject:	APPROVE:00002113	

Notes: **Adding Notes: is optional for Approvals ONLY**

OR

Reject link automatically generates the following email to review, add notes (required), and Send:

Send Select **Send**.

To:	Invoice Approvals/Discount Tire/US,	**Do NOT change**
Cc:		**the <u>T</u>o: or Subject: fields**
Bcc:		(these are autofilled)
Subject:	REJECT:00002113	

Notes: Merchandise never delivered ←⋯⋯⋯⋯ **<u>Must</u> type in the reason for Reject in Notes: area**

IMPORTANT NOTE:

A reminder email will be sent if one of the above actions has not been completed within 24 hours for all PO invoice approval requests.

If no action is taken from the reminder email within 24 hours, the approval request will be returned to Accounts Payable for reprocessing and follow-up resulting in extra work, inventory inaccuracies, and delayed payments.

Guidelines   The Store Manager is responsible for taking the necessary actions detailed in the email from Accounts Payable to ensure proper processing of the following other types of approvals.

Other PO Invoice Email Examples & Callouts – Follow Same Procedures (Steps 1 & 2)

Missing Goods Receipt + Pricing

You have an invoice from YOKOHAMA TIRE CORP that requires an **ACTION**: Missing Goods Receipt + Pricing ◄─────

Our Ask of You
Within **one** business day, please complete the following:

1. Review PO 4700002850 and validate receipt of product

2. Click on the following link GR Creation and perform the goods receipt

3. View the attached image and validate the pricing View Image

4. Once you have performed your Goods Receipt AND you agree to the price being billed on the invoice, click the APPROVE button below to accept. Use the notes field to add information, if necessary.
Approve

If product was not physically received, you can REJECT the invoice. *See note below regarding pricing rejection. If you reject the invoice, you must add a reason in the notes field.
Reject

> **IMPORTANT:** If you don't agree to the price being billed but did receive the product, please perform your goods receipt and provide comments in the notes field of the rejection to confirm goods receipt is complete. If you received a lower quote from the vendor, please confirm the price quoted & include the name of the representative that provided it to you.

NOTE: After **one** business day, a reminder email will be sent. If you need assistance in editing your PO or performing Goods Receipt, please contact Inventory Accounting.

Thank you for your assistance and for following the receiving policies. **If you have questions, please respond to this email.**

Please note: Replying to this email DOES NOT accept the invoice. You will need to use the approve/reject buttons above. When responding, do not alter the e-mail address or subject, however you can provide notes in the e-mail body.

Pricing Approval

You have an invoice from YOKOHAMA TIRE CORP that requires an **ACTION**: Pricing Approval ◄─────

Our Ask of You
Within **one** business day, please complete the following:

Upon review of PO 4700002869, please **validate pricing** via the image below.
View Image

If you approve the price being billed on the invoice, click the APPROVE button below. Use the notes field to add information, if necessary.
Approve

If you don't agree to the price being billed, click the REJECT button below. If you reject the invoice, you must add a reason in the notes field.
Reject

> **IMPORTANT:** If you received a lower quote from the vendor, please confirm the price quoted & include the name of the representative that provided it to you.

NOTE: After **one** business day, a reminder email will be sent. Assistance with this matter is greatly appreciated.

If you have questions, please respond to this email.

Please note: Replying to this email DOES NOT approve the invoice. You will need to use the approve/reject buttons above. When responding, do not alter the e-mail address or subject, however you can provide notes in the e-mail body.

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Other Non-PO & PO Invoice Email Examples & Callouts – Same Procedures (Steps 1 & 2)

New Vendor/Invoice Approval (Non-PO Invoice)

You have an invoice from ONE TIME VENDOR that requires an **ACTION**: New Vendor/Invoice Approval ←

Our Ask of You
Within **one** business day, please complete the following:

1. Please review the attached invoice by clicking on the link below
2. Approve or reject payment of the invoice. Use the notes field to add information, if necessary
3. Please indicate in the notes field on your response if this is a vendor you will use once or on a regular basis (monthly, quarterly, etc.). This information will help decide additional steps needed in processing this invoice.

View Image

Approve

Reject

If you expect to use the vendor regularly OR the invoice attached totals more than $599.99, please provide the vendors current W-9.

If you do not have the W-9, please indicate in the notes field on your response and our Accounts Payable team will contact the vendor to address.

IMPORTANT: If you received a lower quote from the vendor, please confirm the price quoted & include the name of the representative that provided it to you.

NOTE: After **one** business day, a reminder email will be sent. Assistance with this matter is greatly appreciated.

If you have questions, please respond to this email.

Please note: Replying to this email DOES NOT approve the invoice. You will need to use the approve/reject buttons above. When responding, do not alter the e-mail address or subject, however you can provide notes in the e-mail body.

Shipping Cost Approval

You have an invoice from YOKOHAMA TIRE CORP that requires an **ACTION**: Shipping Cost Approval ←

What You Need to Know
The invoice indicates that you're being charged 60.00 in shipping costs.

Our Ask of You
Within **one** business day, please review PO 4700002828. If you agree to the shipping costs being billed on the invoice, please click on the APPROVE button below. Use the notes field to add information, if necessary.

Approve

If you don't agree with the shipping costs being billed, click the REJECT button below. Please note, if you reject the invoice, you must add a reason in the notes field.

Reject

NOTE: After **one** business day, a reminder email will be sent. Assistance with this matter is greatly appreciated.

If you have questions, please respond to this email.

Please note: Replying to this email DOES NOT accept the invoice. You will need to use the approve/reject buttons above. When responding, do not alter the e-mail address or subject, however you can provide notes in the e-mail body.

Contact   For questions or further instructions, please contact Accounts Payable.