



## SAP Workflow for Electronic Invoice Routing

SAP Workflow provides automation for the invoice certification process and electronic communications between the NASA Shared Services Center (NSSC) Accounts Payable and Center Procurement offices. The electronic invoice approval allows the NSSC to send invoices electronically for certification, eliminating the need for faxing and mailing documents.

### Electronic Invoice Approval Process via SAP Workflow

- Invoices are entered into SAP and attached to the SAP document (NSSC).
- Invoices with attachments are sent via workflow (NSSC).
- Workflow automatically goes to the buyer (P-Group) in SAP (Center).
- Buyer receives an email notification that workflow items exist in SAP that require action (Center).
- Invoice exists in Buyer/Contracting Officer SAP workflow in-box via bReady Portal/CMM link (Center).
- When the buyer clicks on the “Approve Invoice Production” tab, SAP workflow will be launched (Center).
- Buyer must obtain all necessary documentation (Center).
- Buyer can attach any documentation electronically in SAP (Center).
- Buyer forwards workflow item to Contracting Officer (CO) for approval (Center).
- CO approves workflow item in SAP via bReady Portal/CMM link and notifies Buyer it has been certified (Center).
- After approval, the invoice is automatically routed in SAP to NSSC Accounts Payable for payment.
- If the P-Group approver in SAP Workflow is not an authorized approver, then the authorized approving official is to sign a copy of the invoice and attach it in SAP.
- Emails or notes attached in SAP are not acceptable approvals. Invoice approvals by email are not acceptable approvals.

### Workflow Messages

- Messages can be attached to workflow items in SAP.
- Buyer must create a message to the CO.
  - The message must indicate that the invoice is ready to be certified, and the total amounts to be paid must be indicated.
  - The message should explain any differences from the amount on scanned invoice and outline any other issues or exceptions.
- The CO must create a message to the Payment Processor.
  - The message must indicate that the CO is certifying the invoice, indicate the total amount to be paid and explain any differences from the amount of the invoice.
  - The message can outline any other issues, conditions or exceptions.

### CO Requires Further Action by the Buyer

- The CO creates a message attached to the workflow item.

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- The message must indicate why the invoice is not being certified and the actions required by the Buyer.
- CO forwards the workflow item back to the Buyer.
- Buyer completes the additional requirements and creates a message attached to the workflow item.
- The message must verify that the additional requirements have been met, indicate the total amount to be paid on the invoice and explain any differences from the amount of the invoice.
- The message can outline any other issues, conditions or exceptions.

### Rejecting Invoices

- Buyer determines that invoice cannot be certified.
- Buyer creates a message attached to the workflow item.
- The message must indicate why the invoice cannot be certified and the actions being taken to correct the invoice.
- Buyer rejects the invoice back to the payment processor.
- Vendor submits corrected invoice and corrected invoice is entered into SAP.
- Approval process initiated for corrected invoice.

### Helpful Hints for SAP Workflow Users

- For detailed instructions and screenshots, visit the Enterprise Performance Support System (EPSS) <https://epss.nasa.gov/gm/workplace>.
  - Select PRISM - Procurement.
  - Select Contract/Grant Specialist.
  - Select Misc (Non PRISM Functions).
  - Select Review and Approve Invoice.
- Do not use the “back” button on the Web browser to go to a previous screen in CMM - errors will occur.
- To access bReady, visit <https://bready.nasa.gov/portal/server.pt>.
- Single-click on the title of the workflow item. Do not double-click unless the document is to be reserved. When an item is reserved, it is removed from all boxes

other than that of the individual who reserved it.

- If the buyer is sending the invoice to the CO to be certified, indicate the exact dollar amount to be paid and explain any difference from the amount of the scanned invoice.
- If the buyer is rejecting the invoice, indicate what steps you are taking or the payment processor needs to take to get the invoice corrected for resubmission.
- SAP workflow automatically generates an email notification every two days until the invoice is either approved or rejected.

### About the NSSC

The NSSC provides services across the Agency in five functional areas including, Agency information technology services and selected activities in financial management, human resources, procurement and business support services.

The NSSC strives to provide customer-focused, consistent, high-quality, easily-accessible and timely support services.

Access the NSSC website at:

<https://www.nssc.nasa.gov>

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