Suppliers submit Purchase Order invoices directly to Payment Services. Suppliers may submit invoices electronically to Emory Express, by mail to our imaging service or directly to you if a Purchase Order does not exist (Check Requests). Steps to access invoices depend on the invoice delivery method.

**Electronic Invoices**

Electronic invoices are submitted directly to Emory Express. There is no paper image of the invoice; however, the Emory Express Invoice page is Emory's official system of record.

1. Locate your Purchase Order using the Quick Search or Document Search steps located in the Checking Status Quick Guide.
2. Select the Invoices link.
3. Select the Voucher Number.
4. Invoice and Payment Information displays. Select the Invoice Image link to review the invoice.

**Check Request Invoices**

Check Request Invoices are attached by the Emory Express requester. While invoices are maintained in the department, Emory Express is the official University system of record for Check Request payments.

1. Locate your Purchase Order using the Quick Search or Document Search steps located in the Checking Status Quick Guide.
2. Select the Attachment Overview link.
3. Select the Attachment name.

Refer to the Emory Express User Manual or the Emory Express Approver Manual for additional Checking Status and Document Search options.

**Paper Invoices**

Paper invoices are submitted to Emory’s imaging service which uploads the invoice image on your Purchase Order.

1. Locate your Purchase Order using the Quick Search or Document Search steps located in the Checking Status Quick Guide.
2. Select the Invoices link.