



# ACCOUNTS PAYABLE INVOICE SUBMISSION FOR VENDORS

Fiscal Services Division

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## Requirements

### Vendor Number.

In order for an invoice to be paid, the submitting individual, entity or corporation needs to have a vendor number that is registered and active in the Judicial Council of California’s Accounting System, SAP. If you don’t have a vendor number, please email [Budget@riverside.courts.ca.gov](mailto:Budget@riverside.courts.ca.gov) to request this information.

### Original Invoice.

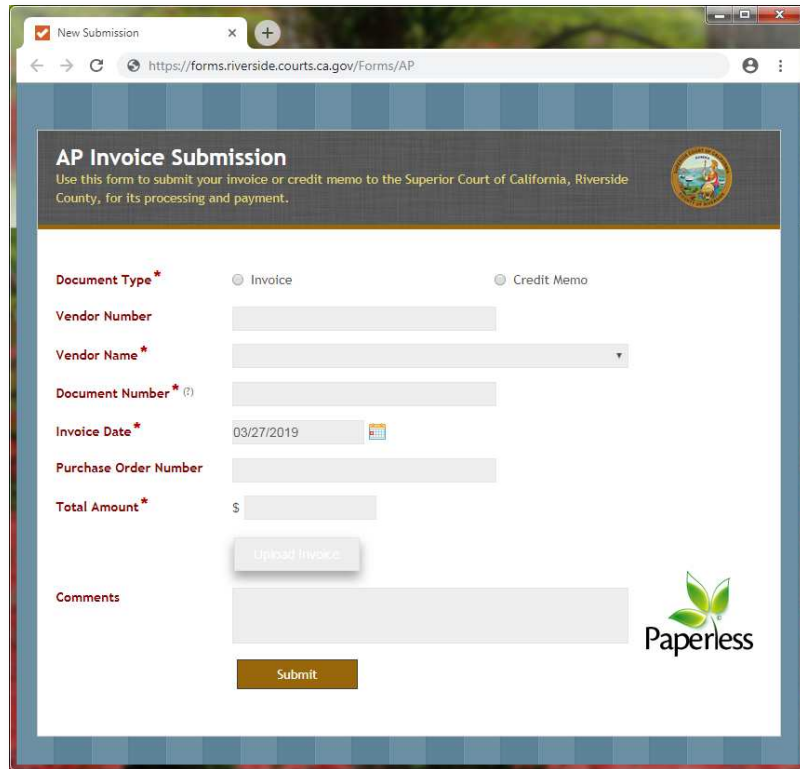
Invoices submitted through the AP Invoice Submission web portal or the [Invoices@Riverside.Courts.CA.gov](mailto:Invoices@Riverside.Courts.CA.gov) email address are considered originals. Submission through the web portal is preferred.

### Information.

- Document Type: Invoice or Credit Memo
- Vendor Name
- SAP Vendor ID
- Invoice Number
- Invoice Date
- Purchase Order Number (when applicable)
- Amount Due

## Web Portal Submission

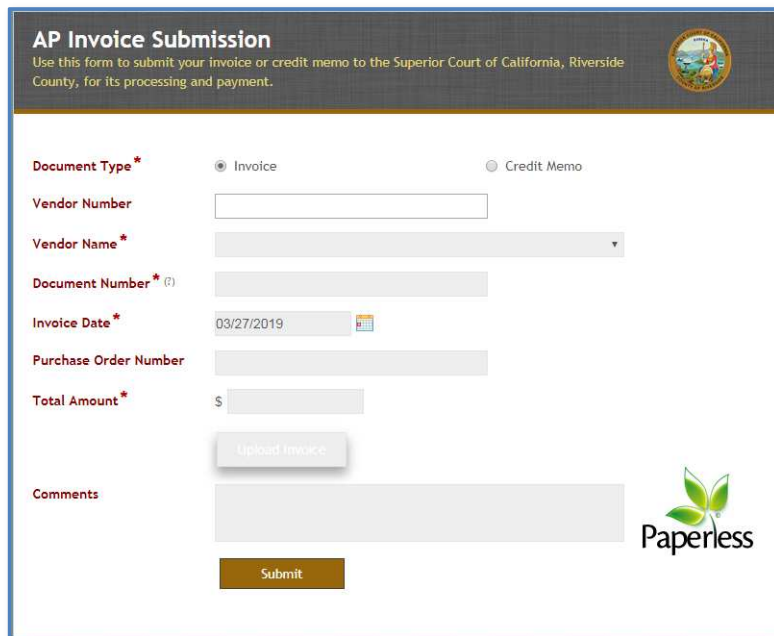
An invoice may be submitted online through the web portal found at <https://forms.riverside.courts.ca.gov/Forms/AP>. Only one invoice should be attached to each e-form.



The screenshot shows a web browser window with the URL <https://forms.riverside.courts.ca.gov/Forms/AP>. The page title is "AP Invoice Submission" and it includes a sub-header: "Use this form to submit your invoice or credit memo to the Superior Court of California, Riverside County, for its processing and payment." The form contains the following fields and controls:

- Document Type\***: Radio buttons for "Invoice" and "Credit Memo". "Credit Memo" is selected.
- Vendor Number**: Text input field.
- Vendor Name\***: Dropdown menu.
- Document Number\*** (i): Text input field.
- Invoice Date\***: Date picker showing "03/27/2019".
- Purchase Order Number**: Text input field.
- Total Amount\***: Text input field with a "\$" symbol.
- Upload Invoice**: Button.
- Comments**: Text area.
- Submit**: Button.
- Paperless** logo: A green leaf logo with the word "Paperless" below it.

Select the type of document: Invoice or Credit Memo. This selection will enable the **Vendor ID** field.



This screenshot shows the same "AP Invoice Submission" form, but with the "Document Type" field set to "Invoice". The "Vendor Number" field is now active and contains a white box, indicating it is enabled. The "Credit Memo" radio button is now unselected. All other fields and controls remain the same as in the previous screenshot.

Enter the **Vendor Number** that you received with the *Vendor Notice – AP Automation* document and press the Enter or Tab key, this action should fill the **Vendor Name** field, if it continues empty, please verify your Vendor Number and try again. If the issue persist, please contact the Superior Court of California, Riverside County Budget Services Division.

Vendor Number	<input type="text" value="1234567"/>
Vendor Name *	<input type="text" value="AP VENDOR NAME"/>

Enter the invoice’s header information for the reminder of the required fields. You may also enter any comment that you would like to add as a reference during invoice processing.

Document Number* (P)	<input type="text" value="190012345"/>
Invoice Date *	<input type="text" value="03/25/2019"/>
Purchase Order Number	<input type="text" value="4400012345"/>
Total Amount *	\$ <input type="text" value="1.00"/>
<input type="button" value="Upload Invoice"/>	
Comments	<input type="text" value="Any comments to accompany the invoice through the its processing."/>

Upload a copy of the invoice in a PDF or TIFF file format.

### AP Invoice Submission

Use this form to submit your invoice or credit memo to the Superior Court of California, Riverside County, for its processing and payment.

Document Type *	<input checked="" type="radio"/> Invoice <input type="radio"/> Credit Memo
Vendor Number	<input type="text" value="1234567"/>
Vendor Name *	<input type="text" value="AP VENDOR NAME"/>
Document Number* (P)	<input type="text" value="190012345"/>
Invoice Date *	<input type="text" value="03/27/2019"/>
Purchase Order Number	<input type="text" value="4400012345"/>
Total Amount *	\$ <input type="text" value="1.00"/>
<input type="button" value="Upload Invoice"/>	
Logic Corporation - Invoice LG2129.tif 687.39KB	
Comments	<input type="text" value="Any comments to accompany the invoice through its processing."/>
<input type="button" value="Submit"/>	



Only one invoice is allowed per e-form. A warning is displayed when trying to upload more than one invoice. In this case, use the X on the right to remove the extra file(s).

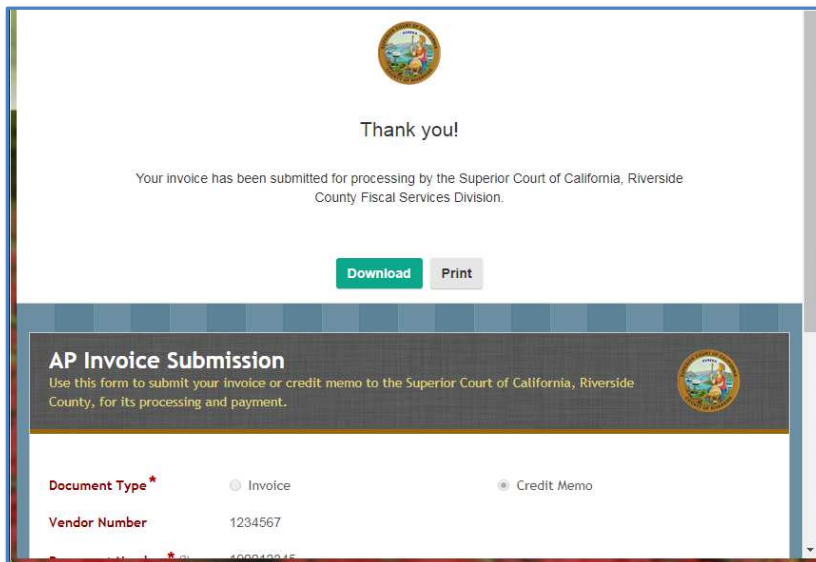


When submitting a Credit Memo, the **Original Invoice Number** is required.

The screenshot shows the 'AP Invoice Submission' form. The 'Document Type' is set to 'Credit Memo'. The 'Original Invoice Number' field is highlighted in yellow. The form contains the following fields and values:

Document Type *	<input type="radio"/> Invoice <input checked="" type="radio"/> Credit Memo
Vendor Number	1234567
Vendor Name *	AP VENDOR NAME
Document Number * (?)	190012345
Original Invoice Number *	190012344
Invoice Date *	03/27/2019
Purchase Order Number	4400012345
Total Amount *	\$ -1.00

Once the fields above have been completed, select the **Submit** button. A Thank You page will be displayed after the invoice and the information in the fields above have been successfully submitted.



## e-Mail Submission

Vendors can still submit invoices to the [Invoices@Riverside.Courts.CA.gov](mailto:Invoices@Riverside.Courts.CA.gov) e-mail address. Multiple invoices may be attached to a single email message.

**IMPORTANT:** The subject line of the message should include the word **INVOICE** (case insensitive).

Only the attachments will be extracted from the message. Any other information, such as the body of the email message, will be removed from the process and not retained by the Court.

All invoices submitted through this method will need to be indexed (key-from-image) by a court staff member before they are routed through the approval and payment process. This extra step of indexing by court staff should be considered when a vendor submits invoices through this manner because it may delay payments.

Invoice submission through the website portal is the preferred.