1. Open “UBC Online Payment Tool” in FMS
2. Click “Request for Reimbursement and Payment” under “Department Centre”
Click “Goods and Services Expense Reimbursement” for non-travel expenses
Review invoice details; obtain either Head/Admin Manager’s signature or email confirmation

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Invoice No.</th>
<th>Invoice Date</th>
<th>Order Number</th>
<th>Customer Ref.</th>
<th>Date Shipped</th>
<th>Please Pay This Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQU006</td>
<td>301729</td>
<td>05/18/2018</td>
<td>221770</td>
<td>RACHAEL</td>
<td>05/18/2018</td>
<td>$65.47</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Payment Terms</th>
<th>Your Ref # (P.O. Number)</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQU006</td>
<td>301729</td>
<td>05/18/2018</td>
<td>NET 15 DAYS</td>
<td></td>
<td>225 DR420</td>
<td>55.46</td>
<td>55.46</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BROTHER DR420 COMPATIBLE DRUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>401 FSC ENVIRGO FEE</td>
<td>3.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

*Ok to pay
  name, signature, date

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</tbody>
</table>

**SUBTOTAL**: $58.46
**GST/HST**: $2.92
**Your Sales Representative**: LUKE
**Page**: 1
**OST#:** R133269023
**INVOICE**: LASER VALLEY TECHNOLOGIES CORP.
**TOTAL**: $61.38
1. Enter vendor name and click “Search”
2. Select the vendor that populates at the bottom of the page
Provide a general reason for the payment.
1. Fill under “Invoice Details”:
   a. Invoice number
   b. Invoice date
   c. Gross invoice amount
   d. Tax method
   e. Speedchart details

2. Press “Apply”

3. Fill under “Distribution”:
   a. Account code
   b. Amount before tax
   c. Tax code

4. Click “Calculate”
1. Attach copy of invoice in “Attachments” section (if invoice approved via email - attach email approval)

2. Check the “Certification Signature” box

3. Add detailed comments in comment box for communication to the next approver
Review the next approver and click “Submit”
Submission confirmation appears, with options to view the eForm, close the eForm or go to the worklist.
Viewing the eForm: provides summary of the eForm submitted to the next approver.