UNIVERSITY OF MICHIGAN
FINANCE

eSettlements Invoices Status Report for XML Errors Quick Reference

Overview

This quick reference describes the eSettlements Invoices Status Report and includes a table listing all of the possible error messages you might receive, what caused the error, and the action needed to successfully process the invoice line.

The invoice validation process runs at 4:00am, 12:30pm and 6:00pm Monday – Friday and at 12:30pm and 6:00pm on Saturday. The invoice status report is sent at the completion of each batch. This report includes all invoices successfully uploaded since the last validation report was run. A system-generated Invoices Status Report email is then sent to each supplier's eSettlements users (SUPPLIER USER). The report includes the total XML invoices received, total successful invoices, total error invoices, and total short paid invoices lines.The email also includes details about any invoice lines that will be automatically short paid because the purchase order (PO) price or contract item price is lower than the invoice price. These are still considered successful invoice lines.

Important: If an invoice has any lines in Error, the entire invoice must be resubmitted, including any lines that were Successful.

Below a sample Payment Advice email

```
From: esettlement@umich.edu [mailto:esettlement@umich.edu]
Sent: Wednesday, October 26, 2011 6:17 PM
To: EM-Supplier.User@umich.edu
Subject: eSettlements Notification from University of Michigan - Invoices Status Report

Supplier:    0000052779    GRAINGER

Invoice lines marked as successful have passed data validations and are
eligible to be processed. However, any invoice id indicated under 'Error
Details' should be resubmitted in its entirety and the successful lines
belonging to this invoice id will not be processed further.

Please review the invoice validation details below:


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cXML Invoicing Processing Report

Total cXML Invoices Received: 7

Total Successful Invoices: 6

Total Error Invoices: 1

Total Short Paid Invoice Lines: 2

Error Details:

PayLoadID                      Invoice ID               Order Line
Nbr  Invoice Date  Error Code - Message

2011-10-26T08:49:24-07:00992458222220111031:180000 9924582222
1           10/26/2011    NPOI001 - Invoice was rejected for an Invalid
ShortCode
2011-10-26T08:49:24-07:00992458222220111031:180000 9924582222
1           10/26/2011    NPOI001 - Invoice was rejected for an Invalid
ShortCode
```

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Short Paid Details:

PayLoadID                       Invoice ID                  Order Line
Nbr  Invoice Date  Submitted Price  Applied Price  Code - Reason for Short
Paid

2011-10-26T08:51:02-07:00902458666620111031:180000 9024586666
1            10/26/2011   $9              $8.29000       SP002 -
Invoiced unit price was greater than item contract price
2011-10-26T08:51:02-07:00902458666620111031:180000 9024586666
1            10/26/2011   $2              $1.23000       SP002 -
Invoiced unit price was greater than item contract price-------------------------------------------------
-------------------------------------------------
```

Important

If you have successfully posted invoice messages, but do not get the Invoices Status Report within two hours of the next scheduled validation batch, please contact esettlement@umich.edu.

The table below lists all the possible XML error messages. If an invoice line has multiple errors, multiple error messages display on the same row.

Error Message	Cause	Action /Contacts
NPOI001 - Invalid ShortCode	The ShortCode could not be found in the UofM System	Contact requester for valid ShortCode number.
NPOI003 - Line contains negative unit price	Unit price cannot be a negative value. If this is a credit, it needs to be a positive Unit Price and a negative Quantity Invoiced.	Resubmit entire invoice or credit with Correct Unit Price.
NPOI006 - Non-PO vouchers are not allowed for this supplier.	Non-PO invoices/vouchers are not allowed for the supplier ID for which the invoices was submitted.	Contact requester for valid PO Number and submit a PO Invoice.
NPOI007 – Invalid Requestor Id provided with invoice data	The requestor is not a valid UofM unique id.	Resubmit entire invoice or credit with the correct requestor id. Contact requester to confirm valid unique id.
NPOI008 – Required Requestor Field is blank	The requestor Id Field is required.	Resubmit entire invoice or credit with the requestor id.
NPOI009 - Invalid ShortCode	Terminated or Closed ShortCode.	Contact requester for valid ShortCode number.
POI001 - Invalid Purchase Order ID	The PO number could not be found in the UofM System. This means the number is invalid and/or is invalid for the supplier ID.	Verify PO number against original order, or contact requester for correct number.
POI002 - Invoice Order Line Number not found on PO	Invoice was rejected because the PO line number does not exist on the PO referenced	Make sure Order Line Number is a numeric value. If a line was not on the original PO, it needs to be billed as a Non-PO line with a different Invoice number. Contact requester for ShortCode.
POI009 - Line contains negative unit price	Unit price cannot be a negative value. If this is a credit, it needs to be a positive Unit Price and a negative Quantity Invoiced.	Resubmit entire invoice or credit with Correct Unit Price.

Error Message	Cause	Action /Contacts
POI010 - Line is missing an Order Line Number	Order line number is a required field.	Resubmit entire invoice with Order Line Number. If PO line numbers unknown, contact requester since price will be validated at the PO line.
POI013 - The PO or PO line has been completed/cancelled.	The PO was either cancelled or has been fully invoiced and completed.	Verify PO number and PO line number.. If questions, contact requester. A new PO may need to be associated with the invoice or a ShortCode obtained for invoicing.
POI014 - The PO or PO line was in cancelled status so the credit could not be processed	The PO or PO line was in cancelled status	Verify PO number. If questions, contact requester. A ShortCode may need to be obtained for credit invoicing. (Supplier are you trying to apply a credit to only your system).
V00003 - Required field Invoice Date is blank or invalid	Invoice Date was blank, formatted incorrectly or invoice date was invalid	Resubmit entire invoice with valid date value in Invoice Date field.
V00004 - Duplicate Invoice ID exists in the system	The Invoice number/supplier ID combination exists within the U-M system.	Verify the invoice number, check Invoice Inquiry, and if questions contact ebillingmgr@umich.edu.
V00005 - Required field Purchase Order ID or Short Code is blank	Either PO or ShortCode is required for all invoice lines.	Resubmit entire invoice with valid PO or ShortCode. If unknown, contact requester.
V00006 - Positive Quantity Invoiced for credit line	Credits need to be submitted as negative quantity and positive unit price	Resubmit entire credit with corrected Quantity Invoiced.
V00007 - Required field Line Description is blank	Line description is blank	Resubmit entire invoice with description on invoice line.
V00008 - Invalid Handling Charge amount	Text was submitted for the numeric field	Resubmit entire invoice with dollar value in Handling Charges field.
V00009 - Invalid Shipping Charge amount	Text was submitted for the numeric field	Resubmit entire invoice with dollar value in Shipping Charges field.
V00011 - Invalid Unit Price	Text was submitted for the numeric field	Resubmit entire invoice with dollar value in Unit Price field.
V00012 - Invalid Quantity Invoiced	Text was submitted for the numeric field	Resubmit entire invoice with numeric value in Quantity Invoiced field.
V00013- Unit of Measure on invoice is not valid in the system	Invoice was rejected for and invalid unit of measure. UOM must be pre-established with the University of Michigan	Resubmit entire invoice with valid UOM, or contact strategicca@umich.edu to establish the invoice U0M is valid for the University of Michigan before resubmitting.
V00014 - Required field Supplier Item ID is blank	Supplier item id was blank	Resubmit entire invoice with Supplier Item ID.
V00015 - Required field Unit of Measure is blank	Unit of measure was blank	Resubmit entire invoice with valid Unit of Measure.
V00016 - Required field Unit Price is blank	Unit price was blank	Resubmit entire invoice with Unit Price.
V00017 - Required field Quantity Invoiced is blank	Invoice quantity was blank	Resubmit entire invoice with Quantity Invoiced.

Error Message	Cause	Action /Contacts
V00019 - Invoice has both PO and non-PO line	A PO-invoice line and a Non-PO invoice line were submitted with the same invoice number	Assign a new invoice number to the Non-PO line and resubmit the entire original invoice as two separate invoices.
V00020 - Required field Invoice ID is blank	The invoice line submitted was missing data for the Invoice ID field	Resubmit entire invoice with Invoice ID.
V00021 - The PO has been totally invoiced, no further invoicing available.	All lines and quantities on the PO have been invoiced.	Verify PO number. If questions, contact requester. A new PO may need to be associated with the invoice or a ShortCode obtained for invoicing.
V00023 - Invalid invoice date. The invoice date doesn't belong to eligible processing timeframe.	The invoice line submitted had an invoice date that was outside the eligible processing timeframe.	Verify the invoice date and resubmit entire invoice with a correct invoice date.
V00024 - Invalid invoice date. The invoice date is outside the University's defined accounting period.	The fiscal year for the University runs from July 1 – June 31 of the following calendar year.	Verify the invoice date and resubmit entire invoice with a correct invoice date.
Short Pay Reason	**Cause**	**Action /Contacts**
SP001 - Invoiced Unit Price was greater than PO unit price	Invoice was short paid because invoice price was greater than the PO price	Review Payment Information>Invoice Detail for PO line information.
SP002 - Invoiced Unit Price was greater than Item Contract price	Invoice was short paid because invoice price was greater than the Contract price	If there are questions regarding the contract item price, contact the Contract Administrator. If contract price was U-M error, payment can be modified before scheduled pay date.
SP003 - Invoiced Unit Price was greater than PO and/or Item Contract price	Invoice was short paid because invoice price was greater than the PO price and/or the Contract price.	If there are questions regarding the contract item price, contact the Contract Administrator. If contract price was U-M error, payment can be modified before scheduled pay date.

Resources:

- *M-Supplier Portal - http://procurement.umich.edu/supplier-resources/supplier-portal/electronic-settlements > MSupplier Portal Login*

- eSettlements Project Team – esettlement@umich.edu

- Accounts Payable – ebillingmgr@umich.edu

- Contracts Administration – strategicca@umich.edu

- Procurement Services Contracts - *http://procurement.umich.edu/buying/find-products-services*

- University of Michigan Directory (Requesters) -   https://mcommunity.umich.edu/

- Web ShortCode / Chartfield Converter http://www.mais.umich.edu/fin/web_converter.html