

## Overview

This guide provides steps on how to use invoice automation for invoices that do not have a Purchase Order number. This process will replace the Supplier Invoice Request task in OurDay.

## Submit Invoice(s) by Email

If you received a paper invoice, use the nearest copier/scanner to scan it to your MUSC email inbox as a PDF document.

1. Open your desktop email application (i.e., Outlook) and create a new email.
2. Address the email to: [muha@ghxinvoicing.com](mailto:muha@ghxinvoicing.com)
3. Use the email subject: *MUHA EID# 104052912 Invoices for Processing*
4. Attach a PDF copy of the supplier’s invoice to your email.
  - a. Up to 15 invoices per PDF
  - b. Up to 12 PDF attachments per email
5. In the body of the email, type the Cost Center and Spend Category where the invoice will be expensed.
  - a. If the invoice is being split between multiple cost centers or spend categories, or there are multiple invoices, use the table format below to list them out.
  - b. Copy and paste this table into the body of your email

*\*Note: This is an example. You can include more or less than 5 lines as needed.*

| Invoice Number | Cost Center | Spend Category | Total Dollar Amount |
|----------------|-------------|----------------|---------------------|
|                |             |                |                     |
|                |             |                |                     |
|                |             |                |                     |
|                |             |                |                     |
|                |             |                |                     |

6. Click Send to submit your invoice to GHX for processing.

The invoice will be coded to the cost center and spend category you have selected, and then returned to OurDay for final approval and payment.

If you have any questions about the invoice you submitted and would like assistance, please attach a copy of your email and send it to [muha-ap@musc.edu](mailto:muha-ap@musc.edu).

## Important Notes

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Please be aware of the following before submitting your invoice to GHX:

- 1. Time is of the essence.** Invoice scanning and coding can take approximately 3 to 4 days. Please do not use this process to submit send time-sensitive invoices which require immediate payment.  
  
**For urgent needs**, please send the invoice to [muha-ap@musc.edu](mailto:muha-ap@musc.edu) with the spend category and cost center in the body of the email. Please use email subject:  
  
*URGENT: Supplier Invoice for Immediate Payment*
- 2. Secure emails** cannot be opened by the GHX scanning facility. Please do not send secure or encrypted emails.
- 3. Password-protected attachments** cannot be opened or scanned. Please send standard PDF attachments.
- 4. Comments and questions** in the body of the email will not be read. You may send all invoice and payment questions to [muha-ap@musc.edu](mailto:muha-ap@musc.edu).

## Approvals

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- 1.** The invoice will be coded to the cost center and spend category you have selected and returned to OurDay for approval routing.
- 2.** Invoice routing and approval will follow the standard supplier invoice business process.
- 3.** Once all approvals are complete, the invoice will be scheduled for payment.

## Supplier Support

To make this process easier, suppliers can send invoices directly to [muha@ghxinvoicing.com](mailto:muha@ghxinvoicing.com).

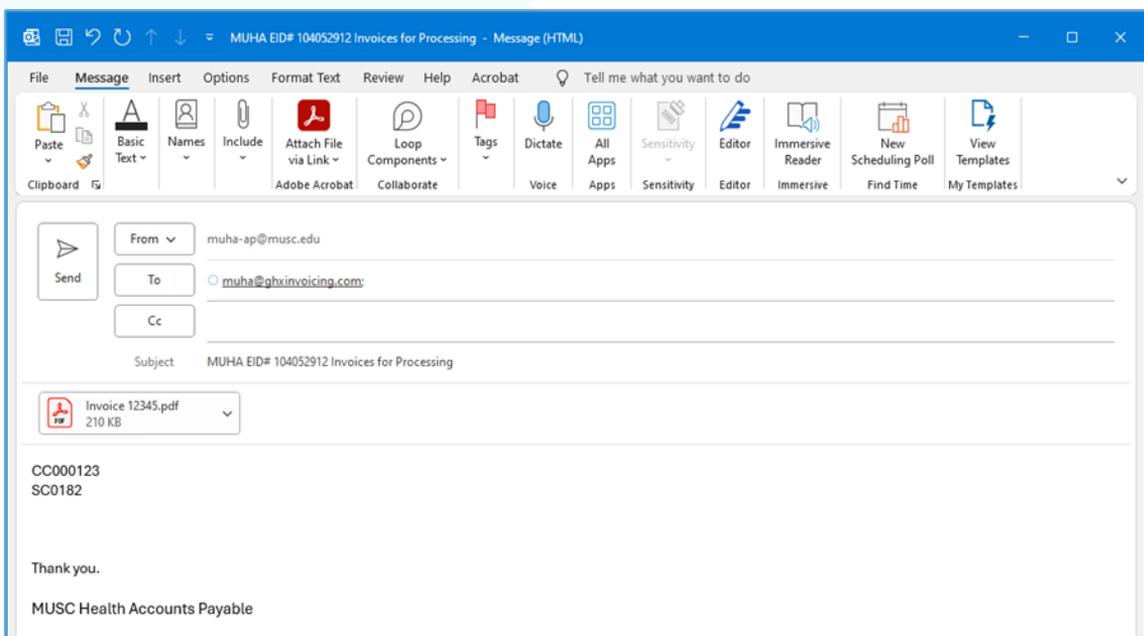
To get started:

1. Give the supplier the Cost Center and Spend Category where the expense will be charged.
2. Ask them to include this information in the invoice:
  - a. Purchase order field
  - b. Memo field
3. Let them know invoices should be emailed to [muha@ghxinvoicing.com](mailto:muha@ghxinvoicing.com) for processing.

By following these steps, the invoice will be received and processed faster, and you won't need to send it yourself.

## Examples

Example #1: Email submission with one cost center and spend category.



# Examples

Example #2: Email submission with multiple cost centers and spend categories.

The screenshot shows an Outlook email window titled "MUHA EID# 104052912 Invoices for Processing - Message (HTML)". The email is from "muha-ap@musc.edu" to "muha@ghxinvoicing.com" with the subject "MUHA EID# 104052912 Invoices for Processing". An attachment named "Invoice 12345.pdf" (210 KB) is included.

| Invoice Number | Cost Center | Spend Category | Total Dollar Amount |
|----------------|-------------|----------------|---------------------|
| 12345          | CC000123    | SC0182         | \$ 100.00           |
| 12345          | CC000130    | SC0182         | \$ 50.00            |
|                |             |                |                     |
|                |             |                |                     |

Thank you.  
MUSC Health Accounts Payable