

### Using VISP (Vendor Invoice Submission Page)

1. Navigate to <https://vendor.itsapps.unc.edu/visp/vendor>

2. Enter the PO, Invoice and Contact information.

Note: All fields are required.

3. Click the **Validate** button.

Note: When you click the Validate button, the system verifies that there is a valid PO associated with the Vendor ID. It also checks that the invoice you are submitting hasn't already been processed. If you receive an error, double-check the information you entered and click Validate again. If you continue to receive errors, contact Procurement Services or call the help desk at 962-HELP.

4. Click the **Browse** button.

5. Select the appropriate file, such as an invoice or supporting documentation.

Note: Each file must be 1.5 MB or less in size and must be in PDF format. To reduce the size, try scanning your documents in black and white instead of color. Scanning at a lower resolution, such as 200 or 300 dpi (dots per inch) will decrease file size as well.

6. Click **OK**.

7. Click the **Upload** button.

**Note: All invoices submitted should include the receipt number and/or line payment instructions as well as any other special instructions that are needed.**

8. When you are done attaching files, click the **Invoice Complete** button.