

iLab Invoice Dispute Process - For PIs or Invoice Owners

View the invoice by selecting the magnifying glass icon to the far right. You can also follow the link in your email if you received an email asking for review.

Lab And Institution	Invoice Owner	Invoice Number	Payment Numbers	Total Cost	Status	Comment	Approved?
Ziemann, Aurelio (PRI) Lab (173) (Petersfield Research Institute)	Aurelio Ziemann (invoice_owner)	CIC-4198	FDF12270,98479X,APP00618	\$39.00 3 charges	Not Yet Paid	click to edit	approved

To select a charge for dispute, hover over an individual line charge to view the orange Invoice Dispute flag. Click on this orange flag to initiate the dispute process.

Invoice Details								
DATE	ITEM DESCRIPTION	PMT.#	QTY	PPU	STATUS	SUBTOTAL	TAX	TOTAL
▼ Request: CIC-AW-1673		Start: December 14, 2017		Owner: Abdiel Will		Financial Approver: N/A		
(132165) December 14, 2017	BET Sample Fee- Research Service	FDF12270	1.0	\$4.00/ea	Completed	\$4.00	\$0.00	\$4.00
December 14, 2017	Personnel Time	2 splits	1.0	\$26.00/ea	Completed	\$26.00	\$0.00	\$26.00
	(132163) Split #1	FDF12270	98.000%			\$25.48	\$0.00	\$25.48
	(132164) Split #2 (subsidized) 98479X		2.000%			\$0.52	\$0.00	\$0.52

A pop-up window will display, with a drop down list of possible dispute reasons. Select an appropriate reason and click Initiate Dispute.

Dispute reason

Incorrect quantity ▼

Dispute note

Initiate dispute

Once a dispute has been initiated, all selected contacts will receive an email notification of the disputed invoice with a direct link to invoice. The orange flag will remain with a note indicating this charge is in dispute.

✓ Approved by iLab Admin on Dec 14 '17

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