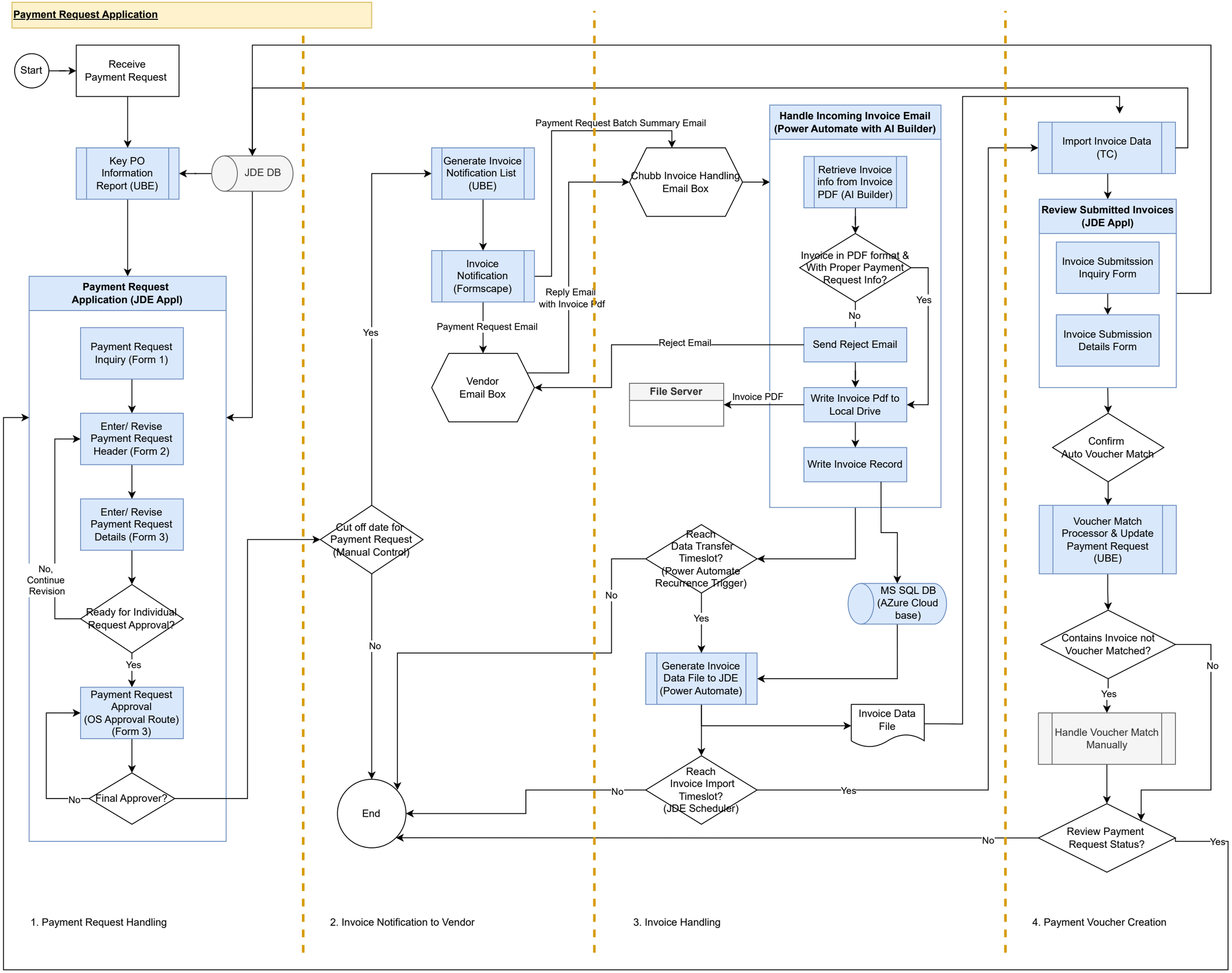
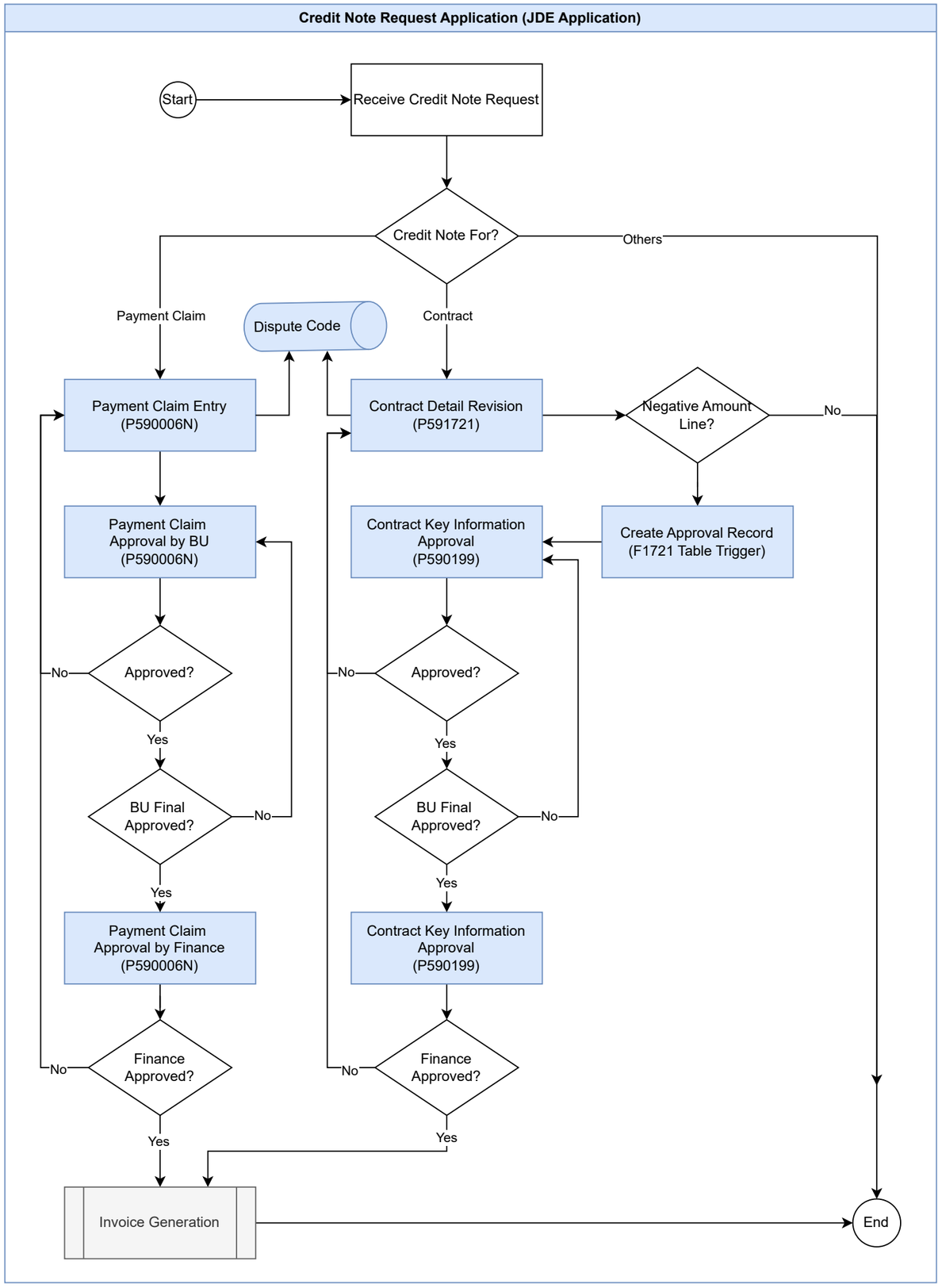
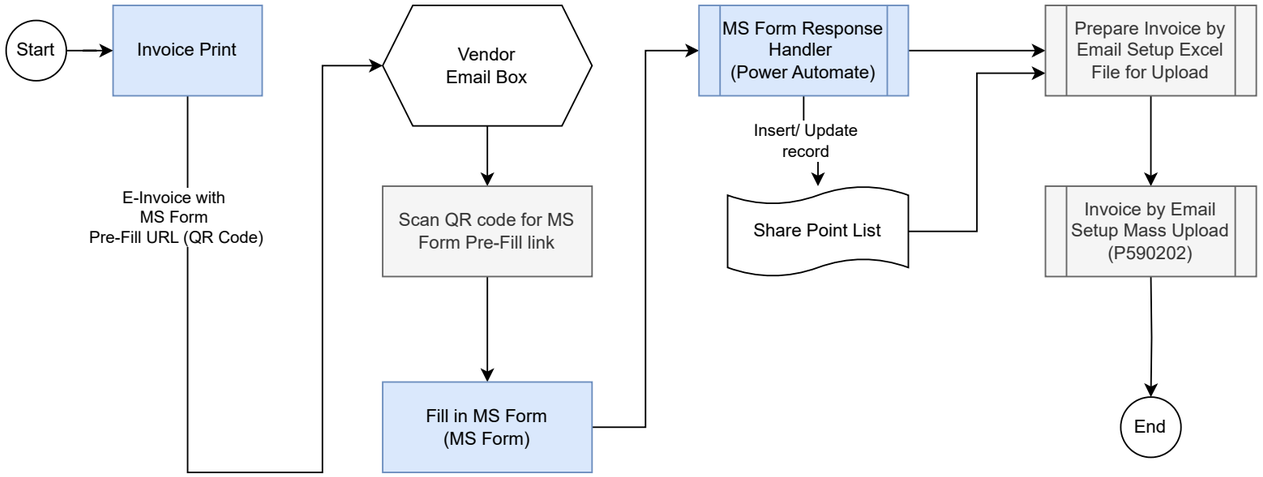

Payment Request Application
Start
Receive Payment Request
Key PO Information Report (UBE)
JDE DB
Payment Request Application (JDE Appl)
Payment Request Inquiry (Form 1)
Enter/ Revise Payment Request Header (Form 2)
Enter/ Revise Payment Request Details (Form 3)
Ready for Individual Request Approval?
No, Continue Revision
Yes
Payment Request Approval (OS Approval Route) (Form 3)
Final Approver?
No
Cut off date for Payment Request (Manual Control)
Yes
No
End
Generate Invoice Notification List (UBE)
Invoice Notification (Formscape)
Payment Request Email
Vendor Email Box
Payment Request Batch Summary Email
Reply Email with Invoice Pdf
Chubb Invoice Handling Email Box
Handle Incoming Invoice Email (Power Automate with AI Builder)
Retrieve Invoice info from Invoice PDF (AI Builder)
Invoice in PDF format & With Proper Payment Request Info?
No
Yes
Send Reject Email
Reject Email
Write Invoice Pdf to Local Drive
Invoice PDF
File Server
Write Invoice Record
MS SQL DB (AZure Cloud base)
Reach Data Transfer Timeslot? (Power Automate Recurrence Trigger)
No
Yes
Generate Invoice Data File to JDE (Power Automate)
Invoice Data File
Reach Invoice Import Timeslot? (JDE Scheduler)
No
Yes
Import Invoice Data (TC)
Review Submitted Invoices (JDE Appl)
Invoice Submitssion Inquiry Form
Invoice Submission Details Form
Confirm Auto Voucher Match
Voucher Match Processor & Update Payment Request (UBE)
Contains Invoice not Voucher Matched?
No
Yes
Handle Voucher Match Manually
Review Payment Request Status?
No
Yes
1. Payment Request Handling
2. Invoice Notification to Vendor
3. Invoice Handling
4. Payment Voucher Creation

Credit Note Request Approval



Invoice Print with MS Form URL for Email Information Collection