How to submit an Invoice via QuickBooks

1 After you have created your invoice on QuickBooks you will need to edit the "Subject Line"" of your email to reflect the registered user email associated with your account.

Send email

From
<quickbooks@notifications.intuit.com>

To
customer.invoices@submit.transcepta.com

Subject
Invoice from   ,   user-email@goes-here.com

Body

Your invoice is attached. Please remit payment at your earliest convenience.
Thank you for your business - we appreciate it very much.

Sincerely,

2

When you submit your invoice, make sure that the invoice PDF is attached to the email. Transcepta's system does not visit links to download the pdf separately. If the PDF is not attached, we will not be able to process the invoice.
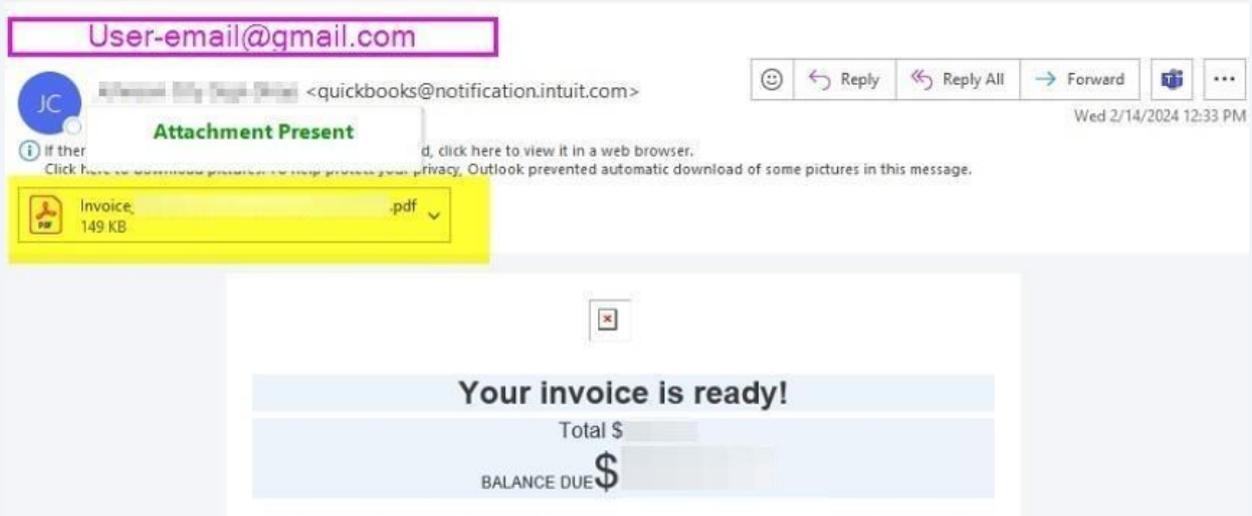
3

Once your invoice has processed and is successfully sent to your customer, you will be notified in one of the following ways.

1. You receive a daily report sent to the email registered for notifications on the account. This is sent at 1am PST daily.

2. You can log on our supplier portal by visiting **www.transcepta.com** and select "Supplier Login" on the top right corner.
Then select Home, then Invoices, enter in your search criteria, and select Search.

4 Review Search Results and Status

Search returned 142 Invoices
Any invoices with the status In Review have been successfully processed through Transcepta, but are pending approval from your customer. You may make edits to any invoices with an In Review status.

Export ●

Date Sent ↓	Invoice Number	PO Number	Customer Number	Customer Name	Amount	Currency	Pay Status	Status	Document ID
3/15/2024								Sent	
3/15/2024								In Review	
3/15/2024								In Review	
3/15/2024								In Review	
3/15/2024								In Review	

5 Here is a list of possible Status' and who to contact with questions.

Status	Contact
Buyer Hold	Contact Customer AP
Canceled	Contact Transcepta
Canceled (Unknown recipient)	Contact Transcepta
Determining Customer	Contact Transcepta
Draft	Contact Transcepta
Failed	Contact Transcepta
Fixed	Contact Transcepta
Holding for Delivery Address	Contact Transcepta
Holding for Scheduled Release	Contact Transcepta
In Review	Contact Customer AP
Processing	Contact Transcepta
Sent	Contact Customer AP
Supplier Hold	Contact Transcepta
Transcepta is Reviewing	Contact Transcepta
VAT Processing	Contact Transcepta
Workflow Rejected	Contact Customer AP

6 If you do not see your invoices on the portal within a few hours after submission or on the daily report, please reach out to **support@transcepta.com** with the following information:

1. The Date/Time/Time Zone of submission

2. The method of submission (webentry/email/edi etc)

3. To whom/from where the invoice was sent if it was sent via email.

4. The Invoice number

5. The PO number

6. Any related screenshots of the submission if possible.