

# MI Invoices

Coding & Approval  
Non-PO

- Example of an email from MI Invoices

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**From:** DoNotReply <DoNotReply@uktest.notification.arcivate.org>  
**Sent:** 03 December 2025 13:02  
**To:** Joanne Ferguson <Joanne.Ferguson@eani.org.uk>  
**Subject:** You have an invoice to code (Ref: INV-UK-56392)

**CAUTION: This email originated from outside the Education Authority. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear

The Invoice detailed below is for a non-i-procurement order. Please code and authorise this invoice for payment via the link. If the invoice amount (excluding VAT) is more than £500 please ensure that an email is attached from a senior staff member as approval for the invoice to be paid. Any queries please engage with your service's contact or else email your designated local Accounts office or telephone 028 9047 0288 to speak to a member of the team.

Please note that if this invoice is for a UNITAS order for the Catering Service then the invoice must be processed by Catering staff on UNITAS and the Accounts Payable Team should be informed that this invoice should no longer be kept on Mi Invoices.

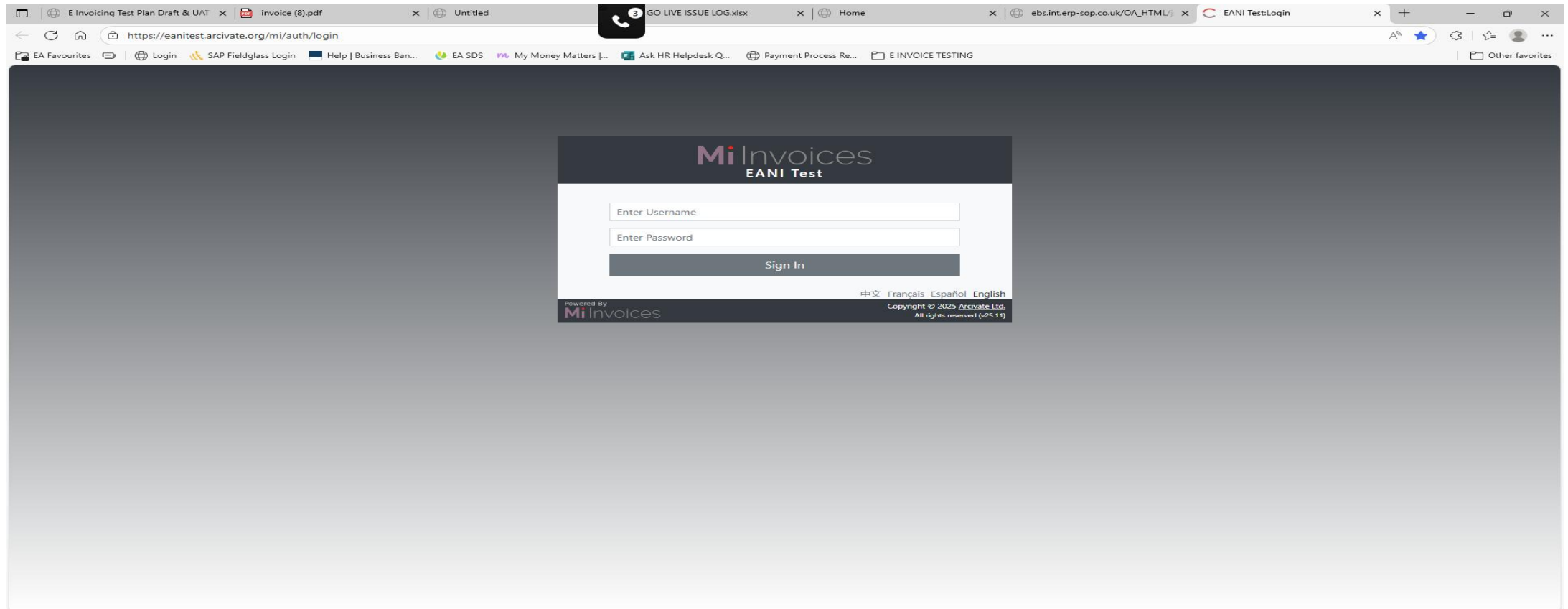
**Business** EA (OU: EA OU) **Supplier** 3P LEARNING LTD \* : PO BOX 3446 (15)  
**Invoice Number** INV-UK-56392 **Invoice Date** July 1, 2025  
**Invoice Amount** 860.22 (GBP)

| Description             | GL Coding | Amount |
|-------------------------|-----------|--------|
| Mathletics Subscription |           | 716.85 |

**Please login to code the invoice:** [Task URL](#)

Regards,  
The AP Team  
*Powered by*  
**Mi**invoices

- Click on the URL detailed in the email
- You will be asked to Log In to Mi Invoices



- The task will open for the invoice requiring coding and approval

**MiInvoices [2056/6919] Invoice — Invoice Coding**  
Task Claimed | On Time: Due Tomorrow | One Error | Up to date

**Document Type:** Invoice | **Invoice Type:** Non-PO

**Invoice Number:** INV-UK-56392  
**Invoice Date:** 01/07/2025  
**Business:** EA (OU: EA OU)  
**Supplier:** 3P LEARNING LTD \* : PO BOX 3446 (15)

**Net Amount:** 716.85 | **Tax Amount:** 143.37  
**Freight Amount:** 0.00 | **Freight Distribution:** First Line  
**Gross Amount:** 860.22  
**Currency:** GBP

**3P Learning Tax Invoice**

**3P Learning Limited**  
PO Box 3446  
Bristol BS4 9HF  
United Kingdom  
VAT Reg. No.: GB891324026

**Accounts**  
Tel: +44 0117 370 1990  
Fax: +44 0870 123 6359  
Email: financeUK@3plearning.com

**Sales & Support Enquiries**  
financeUK@3plearning.com

**Bill To**  
St Eugenes Primary School  
Londonderry BT48 7DS  
United Kingdom

**Date:** 1/7/2025  
**Customer ID:** 12901441  
**Invoice #:** INV-UK-56392  
**PO NO.:**  
**VAT Reg. No.:**  
**Currency:** GBP

| Description             | Notes | Expiry Date | Qty | Total            | VAT     |
|-------------------------|-------|-------------|-----|------------------|---------|
| Mathletics Subscription |       | 30/6/2026   | 135 | £ 716.85         | 20%     |
|                         |       |             |     | <b>Subtotal</b>  | £716.85 |
|                         |       |             |     | <b>Tax Total</b> | £143.37 |

**Line Items: (One Error)**

| # | Type | Description             | Coding                     | Tax Rate      | Amount |
|---|------|-------------------------|----------------------------|---------------|--------|
| 1 | Item | Mathletics Subscription | Select Non-PO GL Coding... | STANDARD RATE | 716.85 |

**Total: 716.85**  
**Freight: 0.00**

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- You need to code the invoice
- Click on the SEARCH icon in the Coding box

The screenshot displays the 'Mi Invoices' interface for invoice coding. The main area shows a 'Tax Invoice' from 3P Learning to St Eugenes Primary School. The invoice details include an invoice number of INV-UK-56392, dated 01/07/2025, with a net amount of 716.85 and a tax amount of 143.37. The line items table shows a 'Mathletics Subscription' with a total of 716.85. The coding box at the bottom contains a search prompt 'Select Non-PO GL Coding...' and a search icon. A red arrow points from this search icon to the search icon in the browser's address bar.

| Description             | Notes | Expiry Date | Qty | Total    | VAT |
|-------------------------|-------|-------------|-----|----------|-----|
| Mathletics Subscription |       | 30/6/2026   | 135 | £ 716.85 | 20% |

| Subtotal  | Amount  |
|-----------|---------|
| Subtotal  | £716.85 |
| Tax Total | £143.37 |

| # | Type | Description             | Coding                     | Tax Rate      | Amount |
|---|------|-------------------------|----------------------------|---------------|--------|
| 1 | Item | Mathletics Subscription | Select Non-PO GL Coding... | STANDARD RATE | 716.85 |

Total: 716.85  
Freight: 0.00

- Enter the appropriate coding into the required fields

The screenshot displays a web browser window with multiple tabs. The active tab is titled 'invoice (8).pdf' and shows a URL: <https://eanitest.arcivate.org/mi/task/000036q478wdwyhad4mk1b0ham>. The browser's address bar shows several bookmarks, including 'EA Favourites', 'Login', 'SAP Fieldglass Login', 'Help | Business Ban...', 'EA SDS', 'My Money Matters [...]', 'Ask HR Helpdesk Q...', 'Payment Process Re...', and 'E INVOICE TESTING'. The main content area shows a modal window titled 'XXEA\_Accounting\_Flexfield for EA (OU: EA OU)'. This modal contains a form for entering accounting codes. The 'Current Code for 3P LEARNING LTD \* : PO BOX 3446 (15)' is displayed as '01....00000.0000.0000.0000 (Code Segment Values Missing)'. Below this, there are several rows of input fields for different accounting segments, each with a 'Select GL Code' dropdown and a 'Saved Combinations (None)' label. The segments are: 1. EA (01 : EA), 2. COST CENTRE, 3. RESOURCE, 4. FINANCE, 5. FUNCTION (0000 : Default), 6. PROJECT (0000 : Default), 7. AREA (0000 : Default), and 8. SPARE (0000 : Default). At the bottom of the modal, there are buttons for 'Apply To All', 'Apply', and 'Close'. To the right of the modal, a 'History' panel is visible, showing a search icon and a list of actions. At the bottom right, a summary table shows the following data:

| Amount               |
|----------------------|
| 716.85               |
| <b>Total: 716.85</b> |
| Freight: 0.00        |

At the bottom of the page, there is a footer with the text 'Powered By MiInvoices' and 'Copyright © 2025 Arcivate Ltd (v25.11)'.

- When coding is entered click on the APPLY/ APPLY TO ALL button

The screenshot shows a web browser window with several tabs. The active tab is titled 'E INVOICING Test Plan Draft & UAT'. The URL is 'https://eanitest.arcivate.org/mi/task/000036q478wdwyhad4mk1b0ham'. The page displays an invoice entry for 'XXEA\_Accounting\_Flexfield for EA (OU: EA OU)'. The invoice details include: Document Type: Invoice; Invoice Number: INV-UK-56392; Invoice Date: 01/07/2025; Business: EA (OU: EA OU); Supplier: 3P LEARNING LTD \*: PO BOX 3446 (15); Net Amount: 716.85; Freight Amount: 0.00; Gross Amount: 716.85; Currency: GBP. The main coding area is titled 'Current Code for 3P LEARNING LTD \*: PO BOX 3446 (15)' and shows an 'Unsaved Combination' of codes: 01: EA, 21169: St Eugene's PS Derry, D: Delegated, 4505: Subscriptions, 00000: Default, 00000: Default, 00000: Default, 00000: Default. Below this is a table for selecting GL codes across eight categories: 1. EA (01: EA), 2. COST CENTRE (21169: St Eugene's PS Derry), 3. RESOURCE (D: Delegated), 4. FINANCE (4505: Subscriptions), 5. FUNCTION (00000: Default), 6. PROJECT (0000: Default), 7. AREA (0000: Default), and 8. SPARE (0000: Default). At the bottom of the coding window are buttons for 'Apply To All', 'Apply', and 'Close'. A red arrow points from the 'Apply To All' button to the text '4505: Subscriptions' in the coding table.

- To enable the invoice to be processed for payment click on the **GREEN TICK**

The screenshot shows the MiInvoices system interface. At the top, there's a header with a green checkmark icon, a red 'X' icon, and a save icon. A red arrow points to the green checkmark icon. Below the header, there's a navigation bar with tabs for 'Invoice', 'Attachments', 'Comments', 'Holds', and 'History'. The main content area displays a 'Tax Invoice' from 3P Learning. The invoice details include the supplier information, invoice number (INV-UK-56392), date (01/07/2025), and business information (EA (OU: EA OU)). The net amount is 716.85, and the tax amount is 143.37. The gross amount is 860.22. The invoice is for a 'Mathletics Subscription' with an expiry date of 30/6/2026. The bottom section shows a table of line items with columns for #, Type, Description, Coding, Tax Rate, and Amount. The total amount is 716.85, and the freight is 0.00.

**Document Type:** Invoice  
**Invoice Type:** Non-PO

**Invoice Number:** INV-UK-56392  
**Invoice Date:** 01/07/2025  
**Business:** EA (OU: EA OU)  
**Supplier:** 3P LEARNING LTD \* : PO BOX 3446 (15)

**Net Amount:** 716.85  
**Tax Amount:** 143.37  
**Freight Amount:** 0.00  
**Freight Distribution:** First Line  
**Gross Amount:** 860.22  
**Currency:** GBP

**3P Learning**  
 3P Learning Limited  
 PO Box 3446  
 Bristol BS4 9HF  
 United Kingdom  
 VAT Reg. No.: GB891324026

**Accounts**  
 Tel: +44 0117 370 1990  
 Fax: +44 0870 123 6359  
 Email: financeUK@3plearning.com

**Sales & Support Enquiries**  
 financeUK@3plearning.com

**Bill To**  
 St Eugenes Primary School  
 Londonderry BT48 7DS  
 United Kingdom

**Date:** 1/7/2025  
**Customer ID:** 12901441  
**Invoice #:** INV-UK-56392  
**PO NO.:**  
**VAT Reg. No.:**  
**Currency:** GBP

| Description             | Notes | Expiry Date | Qty | Total    | VAT |
|-------------------------|-------|-------------|-----|----------|-----|
| Mathletics Subscription |       | 30/6/2026   | 135 | £ 716.85 | 20% |
| <b>Subtotal</b>         |       |             |     | £716.85  |     |
| <b>Tax Total</b>        |       |             |     | £143.37  |     |

**Line Items: (No Errors)**

| #               | Type | Description             | Coding                               | Tax Rate      | Amount        |
|-----------------|------|-------------------------|--------------------------------------|---------------|---------------|
| 1               | Item | Mathletics Subscription | 01.21169.D.4505.00000.0000.0000.0000 | STANDARD RATE | 716.85        |
| <b>Total:</b>   |      |                         |                                      |               | <b>716.85</b> |
| <b>Freight:</b> |      |                         |                                      |               | <b>0.00</b>   |

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- If there is a particular reason why the invoice is not to be paid, please enter a COMMENT here and click on the **RED X** and the invoice will return to Accounts payable

**Mi Invoices [2056/6919] Invoice — Invoice Coding**  
Task Claimed | On Time: Due Tomorrow | One Error | Task changed

Document Type: Invoice | Invoice Type: Non-PO

Invoice Number: INV-UK-56392  
Invoice Date: 01/07/2025

Business: EA (OU: EA OU)  
Supplier: 3P LEARNING LTD \* : PO BOX 3446 (15)

Net Amount: 716.85 | Tax Amount: 143.37  
Freight Amount: 0.00 | Freight Distribution: First Line

Gross Amount: 860.22

Currency: GBP

**3P Learning Tax Invoice**

3P Learning Limited  
PO Box 3446  
Bristol BS4 9HF  
United Kingdom  
VAT Reg. No.: GB891324026

Accounts  
Tel: +44 0117 370 1990  
Fax: +44 0870 123 6359  
Email: financeUK@3plearning.com

Sales & Support Enquiries  
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Bill To  
St Eugenes Primary School  
Londonderry BT48 7DS  
United Kingdom

Date: 1/7/2025  
Customer ID: 12901441  
Invoice #: INV-UK-56392  
PO NO.:  
VAT Reg. No.:  
Currency: GBP

| Description             | Notes | Expiry Date | Qty | Total            | VAT     |
|-------------------------|-------|-------------|-----|------------------|---------|
| Mathletics Subscription |       | 30/6/2026   | 135 | £ 716.85         | 20%     |
|                         |       |             |     | <b>Subtotal</b>  | £716.85 |
|                         |       |             |     | <b>Tax Total</b> | £143.37 |

Line Items: (No Errors)

| # | Type | Description             | Coding                               | Tax Rate      | Amount |
|---|------|-------------------------|--------------------------------------|---------------|--------|
| 1 | Item | Mathletics Subscription | 01.21169.D.4505.00000.0000.0000.0000 | STANDARD RATE | 716.85 |

Total: 716.85  
Freight: 0.00

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- If an order has been raised for the invoice do not provide coding. Please detail the PO number in the COMMENTS tab and click on the **RED X** and the invoice will return to Accounts Payable for processing

**MiInvoices [2056/6919] Invoice — Invoice Coding**  
Task Claimed | On Time: Due Tomorrow | One Error | Task changed

Document Type: Invoice | Invoice Type: Non-PO

**Invoice Number:** INV-UK-56392  
**Invoice Date:** 01/07/2025  
**Business:** EA (OU: EA OU)  
**Supplier:** 3P LEARNING LTD \* : PO BOX 3446 (15)

**Net Amount:** 716.85 | **Tax Amount:** 143.37  
**Freight Amount:** 0.00 | **Freight Distribution:** First Line  
**Gross Amount:** 860.22  
**Currency:** GBP

**Invoice Preview:**

**3P Learning**  
3P Learning Limited  
PO Box 3446  
Bristol BS4 9HF  
United Kingdom  
VAT Reg. No.: GB891324026

**Accounts:**  
Tel: +44 0117 370 1990  
Fax: +44 0870 123 6359  
Email: financeUK@3plearning.com

**Sales & Support Enquiries:**  
financeUK@3plearning.com

**Bill To:**  
St Eugenes Primary School  
Londonderry BT48 7DS  
United Kingdom

**Date:** 1/7/2025  
**Customer ID:** 12901441  
**Invoice #:** INV-UK-56392  
**PO NO.:**  
**VAT Reg. No.:**  
**Currency:** GBP

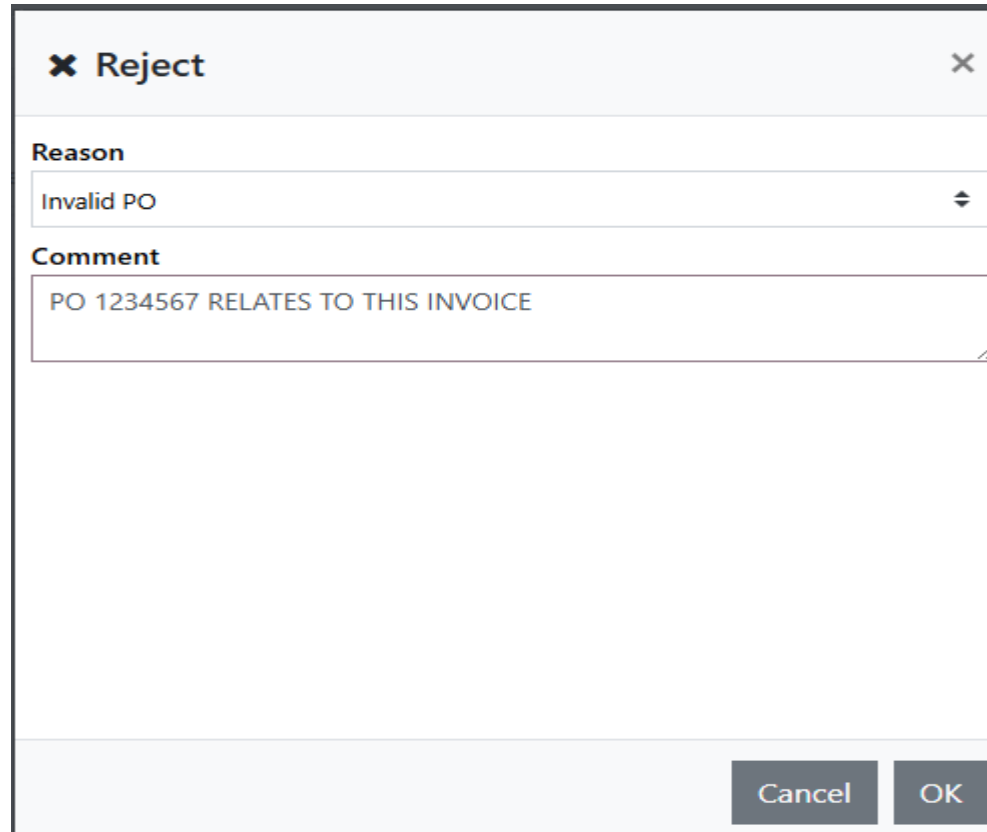
| Description             | Notes | Expiry Date | Qty | Total    | VAT |
|-------------------------|-------|-------------|-----|----------|-----|
| Mathletics Subscription |       | 30/6/2026   | 135 | £ 716.85 | 20% |
| <b>Subtotal</b>         |       |             |     | £716.85  |     |
| <b>Tax Total</b>        |       |             |     | £143.37  |     |

**Line Items: (No Errors)**

| # | Type | Description             | Coding                               | Tax Rate      | Amount |
|---|------|-------------------------|--------------------------------------|---------------|--------|
| 1 | Item | Mathletics Subscription | 01.21169.D.4505.00000.0000.0000.0000 | STANDARD RATE | 716.85 |

**Total: 716.85**  
**Freight: 0.00**

- When you select the **RED X** you will be asked to provide information regarding why you have rejected the invoice. Please select the most appropriate REASON and add relevant comment

A screenshot of a 'Reject' dialog box. The title bar reads 'x Reject' with a close button. Below the title bar, there is a 'Reason' dropdown menu with 'Invalid PO' selected. Below that is a 'Comment' text area containing the text 'PO 1234567 RELATES TO THIS INVOICE'. At the bottom right, there are 'Cancel' and 'OK' buttons.

**x Reject** x

**Reason**

Invalid PO ▾

**Comment**

PO 1234567 RELATES TO THIS INVOICE

**Cancel** **OK**

Thank you for viewing the Coding and Approval process

If you have any questions about the MI Invoice system, please feel free to email:

[einvoicing@eani.org.uk](mailto:einvoicing@eani.org.uk)

Many thanks,

E-Invoicing Project Team