

| Match Exception | Description                          | Cause   | Resolution   |  |
|-----------------|--------------------------------------|---|--|--|
|                 |                                      |   | AP   | Buyer  |
| 100             | No receipts found                    | No receipts found for the PO specified on the voucher.  |  | Exception routed to Buyer. Buyer should contact the person at the Ship To location specified on the PO for further research. |
| 130             | Vendor/Loc not = PO Vendor/Loc       | The vendor ID or the vendor location on the voucher does not match the vendor ID or vendor location on the PO.      | Exception routed to AP (voucher entry user). Validate that the Vendor/Loc on the voucher = Vendor/Loc on PO. If different, contact the Buyer to determine if the PO or voucher should be updated.  | Update the vendor or vendor location on the PO.  |
| 140             | Voucher item not = PO item           | The item ID on the voucher line does not match the item ID on the PO line.  | Exception routed to AP (voucher entry user). The defaulted item ID should not be changed on the voucher. If there is a difference between the PO and the voucher, contact the Buyer to determine if the PO or voucher should be updated.   | Update the item on the PO.   |
| 160             | Vendor/Loc not = Receiver Vendor/Loc | The vendor ID or the vendor location on the voucher does not match the vendor ID or vendor location on the receipt. | Exception routed to AP (voucher entry user). Validate that the Vendor/Loc on the voucher = Vendor/Loc on receipt. If different, contact the Buyer to determine if the receipt or voucher should be updated. If receipt was manually associated with voucher, remove incorrect receipt and associate correct receipt. | Cancel receipt and create new receipt with correct PO.   |

| Match Exception | Description                                     | Cause   | AP  | Buyer  |
|-----------------|---|---|---|--|
| 170             | Voucher item not = receiver item                | The item ID on the voucher line does not match the item ID on the receiver line.  | Exception routed to AP (voucher entry user). The defaulted item ID should not be changed on the voucher. If there is a difference between the receipt and the voucher, contact the Buyer to determine if the receipt or voucher should be updated. If receipt was manually associated with voucher, remove incorrect receipt and associate correct receipt. | Cancel receipt and create new receipt with correct PO.   |
| 250             | Line amount not = PO line amt with PO amt tol   | The difference between the voucher line amount and the PO line amount is greater than the configured price tolerance (\$50 at the State of MN).       | Exception routed to AP (voucher entry user). Contact vendor and validate the invoice amount and quantity. If invoice is incorrect, vendor should send new invoice. If invoice is correct, contact the PO Buyer to create change order.  | If PO needs to be updated, create a change order to match voucher price or quantity. If receipt is associated, receipt must also be updated. |
| 260             | Line amount not = PO line amt with PO % tol     | The difference between the voucher line amount and the PO line amount is greater than the configured price % tolerance (10% at the State of MN).      | Exception routed to AP (voucher entry user). Contact vendor and validate the invoice amount and quantity. If invoice is incorrect, vendor should send new invoice. If invoice is correct, contact the PO Buyer to create change order.  | If PO needs to be updated, create a change order to match voucher price or quantity. If receipt is associated, receipt must also be updated. |
| 270             | Line amount not = recv line amt with PO amt tol | The difference between the voucher line amount and the receipt line amount is greater than the configured price tolerance (\$50 at the State of MN).  | Exception routed to AP (voucher entry user). Contact vendor and validate the invoice amount. If invoice is incorrect, vendor should send new invoice. If invoice is correct, contact the PO Buyer.  | Validate PO amount. If correct, update receipt amount.   |
| 280             | Line amount not = recv line amt with PO % tol   | The difference between the voucher line amount and the receipt line amount is greater than the configured price % tolerance (10% at the State of MN). | Exception routed to AP (voucher entry user). If invoice is incorrect, vendor should send new invoice. If invoice is correct, contact the PO Buyer.  | Validate PO amount. If correct, update receipt amount.   |

| Match Exception | Description                                       | Cause  | AP  | Buyer   |
|-----------------|---|--|---|---|
| 330             | LTD vchr qty greater than PO qty with receipt tol | The total voucher quantity (including previously matched quantities) exceeds the quantity on the PO. The PO quantity includes the allowed over-receiving quantity (0% at the State of MN). This is a life to date exception meaning it will account for all invoices for a given PO. | Exception routed to AP (voucher entry user). Contact vendor and validate the invoice quantity. If invoice is incorrect, vendor should send new invoice. If invoice is correct, contact the PO Buyer to create change order. | If PO needs to be updated, create a change order to match voucher quantity. If receipt is associated, receipt must also be updated. |
| 340             | LTD vchr amt greater than PO amt                  | The total voucher amount (including previously matched amounts) exceeds the amount on the PO. The PO amount includes the configured price tolerance (\$50 at the State of MN). This is a life to date exception meaning it will account for all invoices for a given PO.             | Exception routed to AP (voucher entry user). Contact vendor and validate the invoice amount. If invoice is incorrect, vendor should send new invoice. If invoice is correct, contact the PO Buyer to create change order.   | If PO needs to be updated, create a change order to match voucher amount. If receipt is associated, receipt must also be updated.   |
| 350             | LTD vchr amt greater than PO amt                  | The total voucher amount (including previously matched amounts) exceeds the amount on the PO. The PO amount includes the configured price % tolerance (%10 at the State of MN). This is a life to date exception meaning it will account for all invoices for a given PO.            | Exception routed to AP (voucher entry user). Contact vendor and validate the invoice amount. If invoice is incorrect, vendor should send new invoice. If invoice is correct, contact the PO Buyer to create change order.   | If PO needs to be updated, create a change order to match voucher amount. If receipt is associated, receipt must also be updated.   |
| 580             | Line qty not = recv qty with PO received % tol    | The voucher quantity exceeds the quantity on the receipt. The receipt quantity includes the allowed over-receiving quantity (0% at the State of MN).   | Exception routed to AP (voucher entry user). Contact vendor and validate the invoice quantity. If invoice is incorrect, vendor should send new invoice. If invoice is correct, contact the PO Buyer.                        | Validate PO quantity. If correct, update receipt quantity.  |
| 700             | Freight not allowed                               | PO freight terms = Paid by seller but voucher contains freight cost.   |   | Exception routed to Buyer. If voucher freight charge is valid, update the PO Freight Terms on the PO.                               |
| 710             | Vendor's Financial Sanctions Status.              |  | Exception routed to AP lead. Contact the Vendor Maintenance Group to complete a review of the vendor. Vendor can be verified if applicable.   |   |

| Match Exception | Description            | Cause   | AP | Buyer  |
|-----------------|------------------------|---|----|--|
| M_P100          | PO date range is valid | The goods/services received date on the voucher is not within the PO date and the PO expiration date range. |    | Exception routed to Buyer. Buyer should work with AP and the Contracts team to determine resolution. |