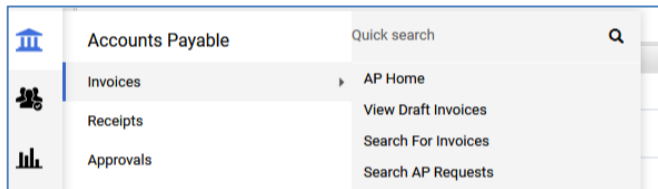# Process for AP Request Forms

This process could be used for the following request forms: Direct Expense, Enterprise Rental Car Payment or Non-Supplier Payment Request.
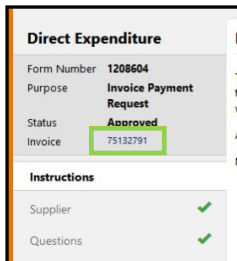
To locate your AP Requests, click Accounts Payable > Invoices > Search AP Requests

1. After the request is completed/approved – open the Direct Expenditure form request:

2. Click on the invoice number on the left:

3. Once the invoice is open:
    a. You can review the Entry tab for accuracy.
    b. Click the pencil to edit at the line level to:
        i.   Select a contract on the line item if applicable.
        ii. Select an exemption on the line level if applicable.
4. When finished editing, click Complete at the top right.