How to Approve/Dispute Invoice

1. Go to CORES via invoice email or log in to CORES: [https://cores-usc.mis.vanderbilt.edu](https://cores-usc.mis.vanderbilt.edu)
Enter your USC (Shiboleth) user name and password.

2. Select Approve/Dispute Invoices User in the Invoice Menu.

3. Click on the invoice number to open the invoice. There is one invoice per account.

4. Each item can be approved or disputed. Green radio button for Approve. Red radio button for Dispute. Approve is optional.

5. To dispute an item, select the Dispute radio button for the item. Once the Disputed button has been selected, a field with drop-down menus listing the reasons for the dispute is displayed. Select a reason for the dispute.

6. Enter an explanation or comment in the Dispute Comment field.

7. Click **Submit** to submit your approval or dispute. For disputes, an e-mail message will be sent to the core manager for resolution. If you need to recall your dispute request, you must contact the core manager directly.