How to Approve or Dispute an Invoice

1. Log in to CORES: https://cores-usc.mis.vanderbilt.edu. Enter your USC (Shibboleth) user name and password.

2. Go to the Invoice Menu – Select Approve/Dispute Invoices

3. Select the invoice by clicking the Invoice Number.

4. Each item can be approved* or disputed. Click the Green button for Approve*, and the Red button for Dispute. *CORES is an automated system, clicking Approve is optional.
5. When you dispute an item, and select the Dispute button for item, a drop-down menu will be displayed, listing the reasons for the dispute. Select a reason from the list.

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

7. Click Submit to submit your approval or dispute.

   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.