

# Finance Processes

## Send an invoice

Go to STC portal, raise request: ROC, invoices, raise an invoice.

The screenshot shows a web browser window with the URL `superuoa.custhelp.com/app/ask`. The browser's address bar contains several tabs: SSC, Uggies Internet, UoA, COVID-19 Overview, COVID-19 coming, Rooms, and Zoom. The page header features the University of Auckland logo and navigation links: Home, Search Results, Submit a request, and My requests. The main heading is "Submit a question to our service team".

**Service \***

- Research Operations Centre (ROC) [dropdown]
- Invoicing / Credit notes [dropdown]
- Request for Invoice [dropdown]

**Principal Investigator Name \*** [text input]

**Department Name \*** [text input]

**Faculty/LRSI Name \*** [text input]

**RDA or Project Number \*** [text input]

**Client / Funder Name \*** [text input]

**Request Details**  
\*Please provide reason and description to appear on invoice.  
[text area]

**Attach documents \***  
Please attach relevant supporting documentation  
Client / Funder Approval  
Choose File | No file chosen

**Submit** [button]