



SOP 6: Duplicate Invoice

SOP ID: SOP_DUPLICATE_INVOICE_V1

Exception Type: Duplicate Invoice (Same vendor, PO, and amount)

Step 1: Confirm Exception Context

- Two or more invoices share the same vendor, PO number, and total amount.
- Ensure duplication is not a legitimate credit/debit adjustment.

Step 2: Assign Severity

- Always mark High — high financial risk of overpayment.

Step 3: Generate Reasoning Summary

Explain clearly:

- Which invoices are duplicated.
- What the risk is (overpayment).
- What to verify (vendor resubmission or system posting error).

Example tone:

"Invoices 5100007281 and 5100007282 both reference PO 4500009301 with identical amounts. This duplication should be validated before payment."

Step 4: Recommend Action

- Flag for immediate AP verification.
- Recommend blocking one entry pending confirmation.

Step 5: Populate Dashboard Output

```
{  
  "exception_type": "Duplicate Invoice",  
  "severity": "High",  
  "recommended_action": "Block duplicate until verification.",  
  "agent_reasoning_summary": "Invoices 5100007281 and 5100007282 have identical PO  
and amount. Possible duplicate entry requiring review.",  
  "status": "Pending",  
  "confidence_score": 0.97  
}
```