

Marketplace Guide for Invoice Payment

Attaching Invoices to PO's to be paid in the (Add comment) area..... **ONLY add approved invoices to PO's to be paid and not to requisitions. Accounts Payable only work with PO's.**

Updated Process: 1-2022

1. Go to your PO and under the **Comment tab** – click on the plus symbol.

Purchase Order • P0289935 Revision 1

Status Summary Revisions 2 Confirmations Shipments Change Requests Receipts 1 Invoices 1 **Comments 1** Attachments 1

Records found: 1 Show comments for Purchase Order +

Ross Webskowski - 12/21/2021 11:00:05 AM Purchase Order - P0289935 Comment Added ↻

I have attached an invoice that is approved and ready for payment. Thank you.

Email sent: Ross Webskowski <Ross.Webskowski@smsu.edu>, Leslie Bellig <AccountsPayable@smsu.edu>

Attachment Added: [Washburn invoice.pdf](#)

In the add comment box **you will see your email address listed.**

2. Check the box by your name then you will receive an email regarding this action.

ADD COMMENT ✓ ✕

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) **Add recipient**

✓ Ross Webskowski (Prepared by, Prepared for) <Ross.Webskowski@smsu.edu>

Attach file (optional)

Attachment Type File Link/URL

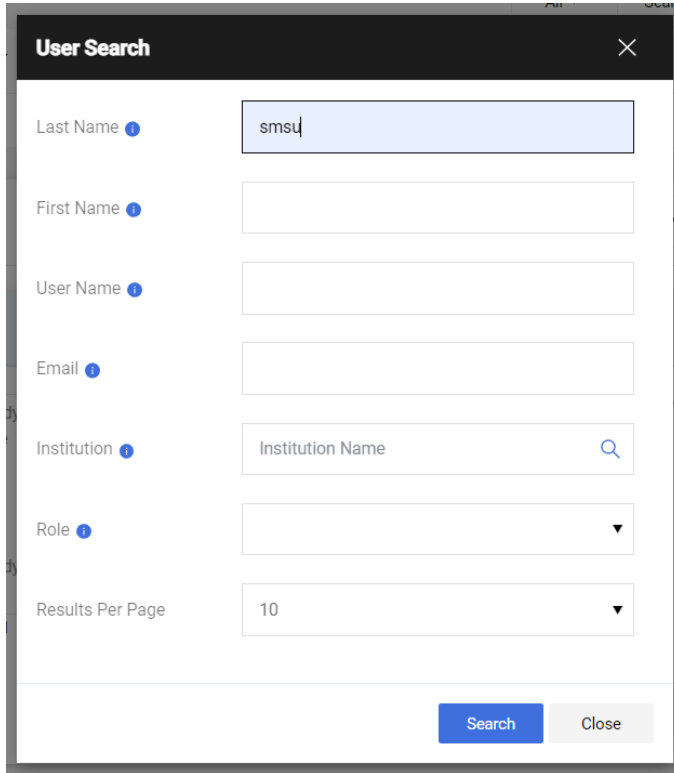
File Name

File

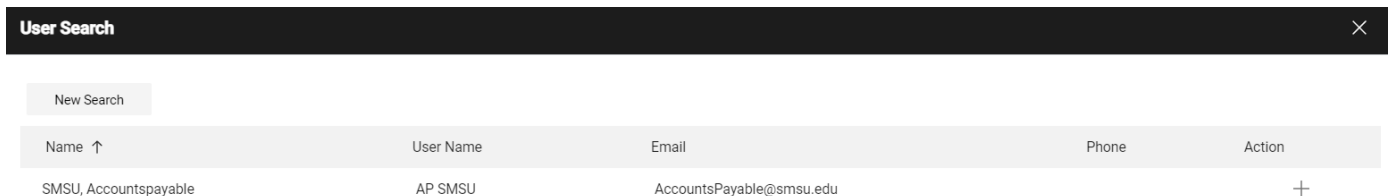
1000 characters remaining expand | clear

3. You will need to click on add email recipient... then in the User Search box-type **SMSU in the last name box** and that will search for the SMSU accounts payable emails. **Please make sure that you always add SMSU-Accountspayable which is tied to our accounts payables email.**

*** This is the only way Accounts Payable will know that there is an invoice that needs to be paid.**



The screenshot shows a 'User Search' modal window. The 'Last Name' field contains the text 'smsu'. Other fields include 'First Name', 'User Name', 'Email', 'Institution' (with a search icon), 'Role' (a dropdown menu), and 'Results Per Page' (set to 10). At the bottom are 'Search' and 'Close' buttons.



User Search				
New Search				
Name ↑	User Name	Email	Phone	Action
SMSU, Accountspayable	AP SMSU	AccountsPayable@smsu.edu		+

4. Always explain what you are attaching, why you are attaching it and if it is a final payment.

Example: I have attached the approved invoice and it is ready to be paid. This is the final payment and close the PO. Thank you


Or

Example: I have attached the approved invoice and it is ready for payment. Leave PO open. Thank you

5. In the file name box, **please enter the invoice number** and attach your document.

6. Please double check that you have everything completed before you click the check mark to save the comment. You can't change or correct anything once you clicked the check mark.

Invoices are no longer sent to the Business Office after you have completed these steps.

ADD COMMENT 

I have attached the approved invoice and it is ready to be paid. This is the final payment and close the PO. Thank you

OR

I have attached the approved invoice and it is ready for payment. Leave PO open. Thank you

785 characters remaining [expand](#) | [clear](#)

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | [Add recipient](#)

- ✓ Ross Webskowski (Prepared by, Prepared for) <Ross.Webskowski@smsu.edu>
- ✓ SMSU, Accountspayable <AccountsPayable@smsu.edu>

Attach file (optional)

Attachment Type File Link/URL

File Name

File

