

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.**

1. Go to your PO and under the **Available Actions** - make sure it says **Add Comment** - then click on **Go**.

PO/Reference No. P011666 Revision 1
Vendor NORTHERN BUSINESS PRODUCTS D

Available Actions | Add Comment | **Go**

Summary | Accounting Codes

General Information | Shipping Information | Billing/Payment

PO/Reference No. P011666
Revision No. 1

Ship To: Attn: Christy Johnson

Bill To: Accounts Payable

In the add comment box **you will see your email address listed, Not mine.**

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

3. You will need to click on **add email recipient...** and then in the next box that pops up type the word **accounts** in the email box and that will search for all accounts payable emails. **Please make sure that you always choose Leslie Bellig** which her name 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.**

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):

Christy Johnson (Prepared by, Prepared for) <Christy.Johnson@smsu.edu>

add email recipient...

1000 characters remaining

Attach file to this document (optional):

Attachment Type: File

File Name: []

File: [Choose File] No file chosen

Add Comment | Close

User Search

Last Name: []

First Name: []

User Name: []

Email: **accounts**

Institution: [Institution Name] []

Role: []

Results Per Page: 10

Search

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

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

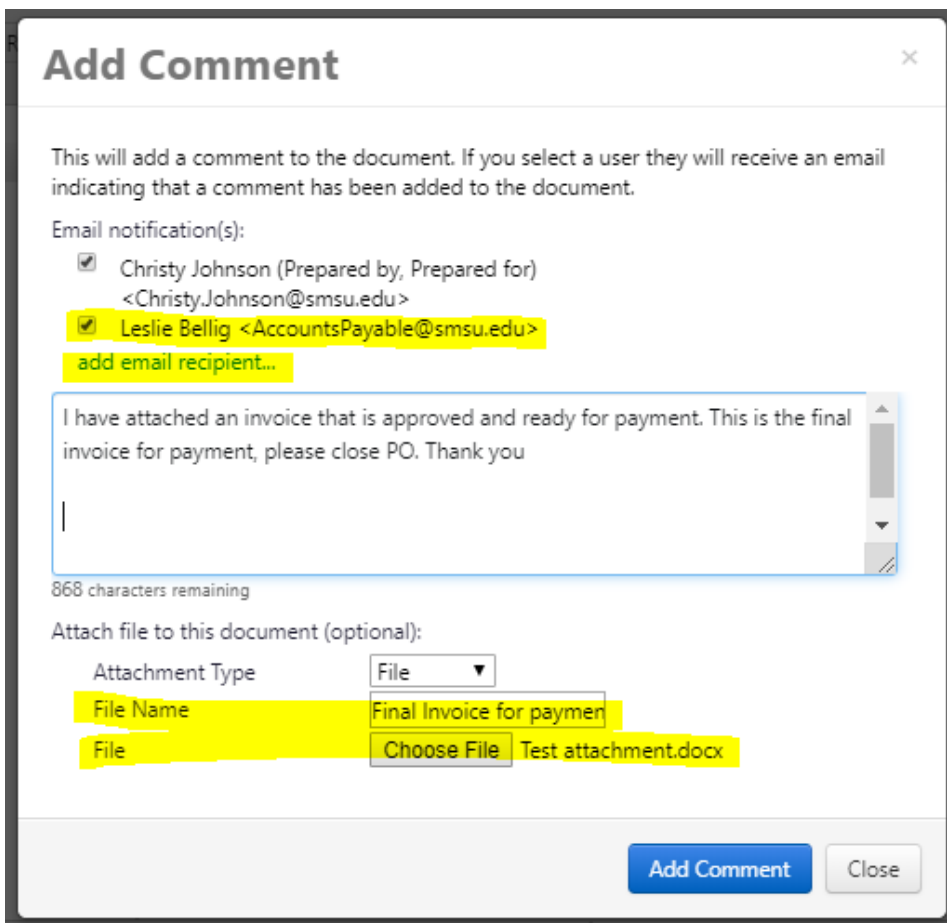
Or

Example: I have attached an approved invoice and it is ready for payment. 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 blue add comment button. You can't change or correct anything once you click add comment.

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



Add Comment [X]

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):

- Christy Johnson (Prepared by, Prepared for) <Christy.Johnson@smsu.edu>
- Leslie Bellig <AccountsPayable@smsu.edu>

add email recipient...

I have attached an invoice that is approved and ready for payment. This is the final invoice for payment, please close PO. Thank you

868 characters remaining

Attach file to this document (optional):

Attachment Type: File

File Name: Final Invoice for payment

File: Choose File Test attachment.docx

Add Comment Close