

TIPS FOR PURCHASE ORDER PAYMENTS

After you create a Requisition and it is Approved, a Purchase Order is created.

This Purchase Order is sent to the Supplier by method on file in MT\$ource Supplier Profile.

1. The Supplier must submit an Invoice for the goods or service provided.
2. You must create a Cost Receipt (for services) or Quantity Receipt (for items).
3. Accounts Payable will then be able to pay the Invoice.

Make sure your Supplier knows they need to submit their Invoice to invoice@mtsu.edu

- NOTE: Accounting does not pay from attachments in MT\$ource.
- **The Supplier must email the invoice directly to Invoice@mtsu.edu.**
- **The Invoice should have the Purchase Order # on it.**
 - If the Supplier was not able to include the PO # on the Invoice, make sure they state it in the body of their email.
 - If the Supplier sends You the invoice directly: **FORWARD the email message you receive to invoice@mtsu.edu.** (You must include the PO number in the body of your email message if it is not on the Invoice).
 - You may request the Supplier copy you on this email.
- **Receipt your purchase in MT\$ource **AFTER** you receive the good or service**
 - Open the Purchase Order → Receipts tab
 - Make sure the amount of the Invoice matches your PO amount.
 - Create a receipt for goods/services received.
 - Put the Invoice # in the Notes section of the Receipt.
 - Invoices are uploaded by AP when received – look at Invoice tab
 - Do not receipt the entire cost or quantity unless fully received.
 - Multiple receipts may be necessary for one purchase order.
 - If the amount of the Invoice is more than 10% of the PO amount, contact your Approver. Approvers need to make a Comment on the PO to add additional funds. Procurement will receive the information and make the change.
- **Payment to Supplier - can take up to two weeks**
 - It is the department's responsibility to make sure the Invoice is sent in a timely manner. Failure to follow the procedure can result in late payment.