What UShop users need to know to trigger Accounts Payable to make a payment:

**Punch-out Suppliers:**  *eInvoices are automatic! (most efficient)*

- All punch-out suppliers elinvoice, which means the invoice is sent automatically and electronically, directly to UShop by the Supplier upon shipment.
- You are done as soon as you place your order.

**Renewals & Non-Catalogs:**  *Deliver invoice or attach to direct AP email*

- An invoice is sent directly to AP by the supplier (preferred) or to AP via Campus Mail, or as an attachment to ap@admin.utah.edu referencing the PO number.

**Print & Carry:**  *Supplier sends invoice directly to AP AFTER purchase transaction with supplier*

- Suppliers listed on the Print & Carry form have all agreed to send invoices directly to AP, so you do not have to send the invoice to AP.
- You may choose to attach invoice to the PO for your own reference.
- Other manually distributed POs (i.e. for suppliers not specifically listed on the Print & Carry form) have the same requirements as a renewal or Non-catalog – send invoice to AP.

**ePayment Request:**  *Attach invoice to ePR form*

- This form requires an Invoice (AP can't pay from quotes or statements).
- Multiple invoices require multiple ePR submissions; only one invoice per submission.
- If there are multiple invoices for a single order, use the Non-Catalog form to create a PO. Send invoices directly to AP, referencing the PO number.