

What UShop users need to know to trigger a payment by Accounts Payable.

Punch-out suppliers: e-invoices are automatic (most efficient!)

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



Purchase Requests: Deliver invoice or email directly to Accounts Payable

- Supplier sends invoice directly to AP (preferred).
- If invoice is sent to the department, they must write the PO# on the invoice and send directly to ap@admin.utah.edu.



Internal Suppliers: Handled internally by supplier

- Internal suppliers handle their own invoices
- No need to send invoice to AP

