FLORIDA ATLANTIC UNIVERSITY

PROCUREMENT- PAYABLES – INVOICE REQUIREMENTS FOR SUPPLIERS

Dear Florida Atlantic University Suppliers:

Thank you for your continued partnership with our university. For timely invoice processing, please review the following requirements and update your processes accordingly.

1. **All Invoices MUST include the following information:**

   - Supplier name and remit to address;
   - Invoice Number (unique number per invoice);
   - Invoice Date;
   - **FAU Purchase Order Number – the PO number MUST be current and valid for this Fiscal year**
   - FAU Contact Person and/or Department;
   - Description of goods and/or services;
   - Quantity, Unit Cost and/or extended amount for each invoice line; and
   - Total amount due and payment terms.
     - Please note, FAU's prompt payment policy allows up to forty (40) days for a supplier payment **(See Settlement Reminders on page 2 for additional information).**
   - **It is the responsibility of the supplier to submit invoices with the above-referenced information or the supplier may risk non-payment for goods/services.**

2. **Invoice Submission:**

   - Invoices should be submitted directly to FAU Accounts Payable at accountspayable@fau.edu;
     - One invoice per document (**PDF ONLY**) clearly marked with PO Number
     - DO NOT SEND invoices in Excel, Word, Msg
     - Do not send duplicate invoices

   - **Please note, this email address IS NOT monitored for correspondence and MUST only be used to submit invoices. For questions/inquiries regarding invoice submission and/or approval status, please see contact information below.**

3. **Questions:**

   For questions/invoice inquiries, please contact your accounts payable specialist - see staff directory @ https://

   www.fau.edu/procurement/files/procurement-staff-contact-info.pdf

   Please allow 24-48 hours for our Payables Team to review and respond to emails received.

4. Mail: Florida Atlantic University
   Procurement/Payables Services
   777 Glades Rd, ADM 10, Room #146
   Boca Raton, FL 33431-0991

FLORIDA ATLANTIC UNIVERSITY

PROCUREMENT -PAYABLES – INVOICE REQUIREMENTS -FAU INTERNAL

1. Prior to ordering from any Supplier please create a requisition in Workday; once approved a Purchase Order is Issued. If multiple purchases are made throughout the year with the same Supplier, please create a REQ for a blanket Purchase Order for the entire Fiscal Year.

Please Note: Invoices received by the departments should be reviewed for discrepancies before forwarding to Procurement -Payables. Invoices should be reviewed and **must include** the following before sending to accountspayable@fau.edu

- Purchase Order Number
- Correct Amount
- Quantity Received
- Proper Supplier Name
- Check for sufficient budget and initiate a change order if needed

2. Once the Purchase Order has been issued, the Supplier will deliver the ordered goods and/or services.

3. The Purchase Order Number provided to the Supplier must be marked clearly on the Supplier invoice.

- **FAU Dept's: please ensure that each PO has enough funds/budget available to process incoming invoices. It is the responsibility of each dept. to manage the available funds on each TAG.**
- Please utilize the following Workday reports to assist:
  - FAU_FIN purchase order obligations
  - FAU_FIN Purchase Order Obligations by CC Hierarchy

4. Supplier should include the current and valid PO number on the Invoices (not in the body of the email) and email invoices as pdf's (ONLY) to accountspayable@fau.edu.

5. **If there are multiple invoices, they MUST NOT be in one pdf file combined.** ALL INVOICES MUST BE SEPARATED as individual pdf's.

6. Direct Pay, also known as Supplier Invoice Request (SIR) - **Direct Payments ARE NOT for continuous services and/or goods, but for one-time exception invoice payments. PO related invoices should not be processed via SIR. All PO related invoices should be e-mailed to accountspayable@fau.edu**

SETTLEMENT REMINDERS FOR PAYMENTS TO SUPPLIERS

Invoices that are in ***Approved*** status in WD:

1. by 4pm on Monday will be included in Settlement (Payment Runs) on Tuesday (next day).
2. by 4pm on Wednesday will be included in Settlement (Payment Runs) on Thursday (next day).
3. **Please contact the Settlement Office at Settlement@fau.edu if there are approved invoices for urgent payment.**