

“How to Process ...”

Electronic Payments (Perceptive Content)

This procedure is for processing standard invoices in the Accounts Payable electronic payment processes. It is **not** for the processing of Purchase Order payments.

- Submit the invoice/reimbursement etc. to be paid to Procurement & Payment Services via campus mail or via email to APIInvoice@UND.edu. Ref/PO# should be documented on the invoice/reimbursement.
- Review the payment once it is received in your AP – Department Approval queue.
 - Verify that you have received the goods/services
 - Document the business purpose of the purchase in the description area of the eForm or on a sticky note.
 - Complete the distribution lines of the Payment Request eForm
 - Confirm that the vendor is not on the excluded (debarred) list in SAM and check appropriate box on the Payment Request eForm (Reference the [Procurement & Payment Services website](#) for further instructions)
 - Approve the invoice using the AP-Dept Approval stamp
 - Route it forward to AP – Audit Approval Route.