

# SMSU PROCUREMENT NEWS LETTER

Southwest Minnesota State University, Business Services

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## Communication impacts processing

Providing clear information to Business Services will improve the flow of processing purchases from the requisition to timely processing of payment to our suppliers.

## Tips for Improved communication

Contact Business Services for all your purchasing needs. Here are some common suggestion:

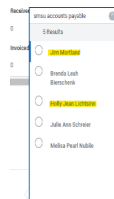
### Q: How do I let Accounts Payable know I have Received (RCT) a supplier invoice for payment?

A: After you have submitted (Must submit first) the RCT, click on the pop-up window “[view details](#),” the receipt you just submitted will open on the LINES tab. Scroll to the bottom of the page, and open the comment box = 

Follow the instruction by doing Shift + @, to open another box.



Then enter the name of the person you want the notification to be sent to e.g. if submitting an invoice for payment, enter “SMSU Accounts payable” and it should pop up, select person you in AP to tag/Notify you have submitted an invoice for payment.



*“Remember! SMSU is tax exempt! If you paid for anything with your purchasing card and paid taxes, please ask for a refund of the tax portion from the vendor or reimburse SMSU for taxes out of pocket”.*

*B.F. Gelster*

### Q: What information should I provide in my notification?

A: Provide the supplier name.

B: Date goods received or service completed.

C: Action needed; e.g. Pay invoice and close purchase order if goods or services fully received/completed.

### Q: What information should I provide in emails to AP?

A: Provide the name of the Supplier and the Purchase order at a minimum. If you are checking on if a payment was made include your Receipt information. *i.e. Supplier's name, RCT-001234 for PO-005678*

*Please contact Brian Gelster in Business Services for all your purchasing questions.*