Setup for Success!

Tips to make your transition to Accounts Payable (AP) Enterprise Content Management (ECM) Automation smooth and successful.

New Supplier Setup

- New suppliers should be setup in Oracle before services are performed and/or goods are ordered and prior to submitting an invoice
- Notify new suppliers that if they requested electronic payment, CMU's Accounts Payable (AP) department will contact them to confirm banking information
- Review supplier setup forms for accuracy and completeness prior to sending to AP to expedite processing

Purchase Order (PO) Creation or Receiving

- A PO should be created and approved in Oracle before services are performed and/or goods are ordered and prior to receiving an invoice
- Provide the approved PO to the supplier to ensure they have the PO number for inclusion on the invoice
- Receive on the PO in Oracle only after goods and/or services are received

Invoice Processing

- Include typed PO number and invoice number on all invoices
- Do not put handwriting, stamps or mark ups on invoices
- Do not send the PO cover sheet to AP
- Submit all invoices to ap-help@andrew.cmu.edu (until go-live)

Pay Forms Naming and Submission Instructions

- CMU-created invoices (Request for Payment, Non-Qualified Scholarships, Prize/Awards, etc.) will be called "Pay Forms" when the AP ECM Automation project goes live
- Submission instructions will be updated on the Pay Forms
- Complete Pay Forms electronically when possible to expedite processing