

Payment Terms

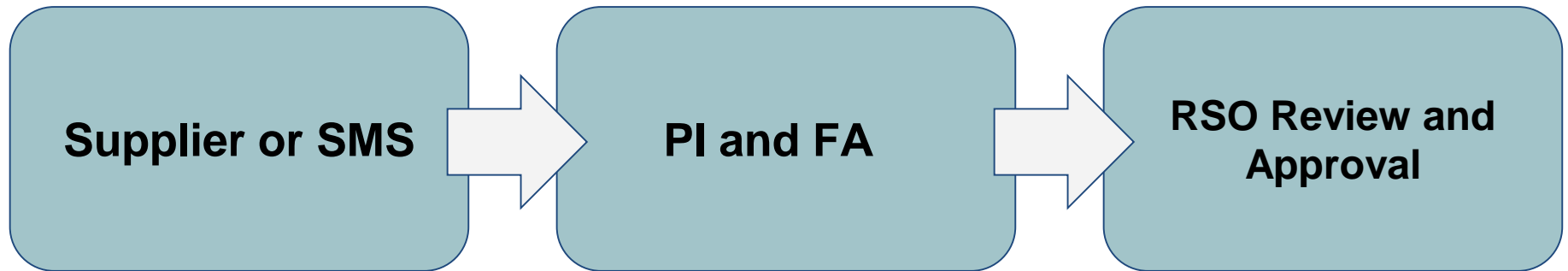
- RSO prefer net 30 upon acceptance
- If vendor requests 100% payment upfront contact SMS



Invoice and Bill Payment

- SupplyNet invoices under \$25,000 will be processed immediately
- Purchasing under \$25,000 is delegated to the PI upon receiving of items in SupplyNet
- All invoices above \$25,000 must be approved by the budget owner after goods or services have been received in SupplyNet
- Finance Analysts (FA's) are designated as “watchers” for the purchasing related to VP speed codes above \$25,000
- Travel and Expense Claims must be sent to RSO for review regardless of the dollar value
- CFI Document retention policy 6.4.5 in the Policy and program guide

Invoice Payment Procedure



- Sends/Receives Invoices
- Uploads invoice to SupplyNet
- Note: Invoices received by the PI must be sent to SMS

Adds commentary in SupplyNet

- “Assigned to”
- Equipment has been received via SupplyNet
- Equipment is in good working order
- All issues are resolved
- PI Clicks “Approve” to process payment

- Review Invoice and back up documents
- Ensures confirmations and approvals are received
- Clicks on the last approver to process payment

Comments between RSO and the PI should be entered with the Private setting on
Procurement Specialists may have negotiated various payment terms

Submission of Invoices

- University suppliers should be directed to email .pdf invoices directly to the SupplyNet Invoice drop box at invoices@ualberta.coupahost.com. The Invoice drop box is to be used by Suppliers only.
- You may also forward invoices to Payment Services at customerservice@sms.ualberta.ca. Please do not email copy (cc) the SupplyNet Invoice drop box or print and forward a paper copy by campus mail.