SUPPLIER PAYMENTS

What is needed on the invoice before sending it to Accounts Payable?
The dispatched Purchase Order number needs to be written on the Invoice before sending it to Accounts Payable.

How can I send the Invoice to Accounts Payable?
The supplier should be sending their invoice directly to the Accounts Payable (AP) Department in order to minimize receipt time. If you have an invoice to send to AP, you can scan it into your computer and send it to invoices@mail.montclair.edu.

How can I see if a purchase order has been paid?
To check the payment status of a purchase order, go to Main Menu > eProcurement > Manage Requisitions and search on the original requisition number. Select the expansion arrow to the left of the requisition number to view the life cycle chart. Click the colorized Payments icon on the life cycle to view the payment information.

Where can I find the number of the check sent to the supplier?
To find the check number for a purchase order, go to Main Menu > eProcurement > Manage Requisitions and search on the original requisition number. Select the expansion arrow to the left of the requisition number to view the life cycle chart. Click the colorized Payments icon on the life cycle to view the payment information. The check number is the REF ID number listed on the payment screen.

How do I process an ACH payment that needs to be returned?
Please contact the Accounts Payable department for directions.
Can we stop payments on a check that is lost?
Please contact the Accounts Payable department for directions.

What can be done regarding invoices from last year in FRS that have not been paid yet?
Departmental invoices will be paid with this year's budget. You will need to resend the invoice to Accounts Payable.