



## Accounts Payable

Dear Supplier,

SMU is committed to operational excellence and best-in-class service. We strive to extend that service level to our suppliers by paying timely. Please follow the procedures below when submitting invoices to help us maintain an excellent level of service.

For timely invoice processing and payment, follow instructions below:

### **Information required on invoice:**

- ✓ Supplier ID #
- ✓ Department requester or name of individual who placed the order
- ✓ SMU School, Division, or Area (i.e. Dedman School of Law, Enrollment Services)
- ✓ SMU Department #/Org # (a 6-digit number which identifies the department)
- ✓ Purchase Order # - ***Required on purchases \$5,000 or above and \$3,500 or above for grant purchases.***
- ✓ Purchase Order Attention Name

### **Invoice File Name:**

- ✓ Name invoice PDF file in this format. **COMPANY NAME\_INVOICE NUMBER\_DEPT**

### **Submitting Invoice Instructions:**

- ✓ Send invoice as a **PDF ATTACHMENT ONLY** to [invoices@smu.edu](mailto:invoices@smu.edu)
- ✓ [Invoices@smu.edu](mailto:Invoices@smu.edu) is a **NO-REPLY** inbox used only for submitting invoices. Do not send inquiries, statements, past due invoices, order confirmations or paid receipts to this email.
- ✓ **Do not send invoice as a payment link** embedded in the email.
- ✓ Send each invoice as an individual PDF. Do not group invoices together into one PDF.
- ✓ Invoices are uploaded to DocuSign for payment approval. Information provided in body of email cannot be captured.
- ✓ Information required on invoice is used to route invoice correctly for payment approval.

*Exception:* When a supplier cannot email invoices in PDF format, US Mail a hard copy invoice to:  
SMU–Accounts Payable, PO Box 750162, Dallas, TX 75275-0162.

**Questions:** Contact Cheryl Cothrum at 214-768-1013 or email at [ccothrum@smu.edu](mailto:ccothrum@smu.edu).

We appreciate your cooperation and look forward to working together to strengthen our relationship with you through increased efficiency.

Sincerely,

Windy Epperson  
Accounts Payable Manager