How do POs and SPOs pay?

After the requisition is entered, there are a few more steps in order to pay the vendor: Receiving, Invoicing, and authorizing payment

1. Receiving
   1. To verify that goods/services have been rendered
   2. Note\*: Punchout catalog orders automatically receive in Marketplace
   3. Create Quantity Receipt while in Purchase Order (this receives the goods/services)
2. Invoice
   1. A list of goods/services provided with a statement of the sum due
3. Authorizing Payment
   1. Send a PDF of the invoice to: [APInvoice@cu.edu](mailto:APInvoice@cu.edu)
   2. Be sure to include the PO# on the invoice and email subject line

Once the above steps have been followed, Procurement will pay the PO/SPO based on the terms (usually within 30 days of invoice date).