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
	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).