



Supplier Invoices

Our suppliers use invoices to request payment for goods provided or services rendered. The process to achieve payment of a supplier invoice depends upon how these goods or services were originally ordered.

High Value Purchase Orders (HPVO) Invoices

Where a good or service is procured through a high value purchase order through Purchasing Services, please refer to [iProcurement Online Requisition for HVPO](#) [1] for information. Invoices with HVPO number and approvals should be forwarded to Accounts Payable for payment.

Low Value Purchase Orders (LVPO) Invoices

Where a good or service is procured through a low value purchase order, please refer to [Low Value Purchase Order](#) [2] for information on how to process payment.

Supply Managed Contract (SMC) Invoices

Where a good or service is procured through a supply managed contract you would not normally receive an invoice from the supplier. These invoices are sent by the supplier directly to Purchasing Services who then forward them to Accounts Payable for payment.

Procurement Card Invoices

Where a good or service is procured through the University Procurement Card (US Bank) you will receive an invoice or receipt at the time of purchase. However, these should not be forwarded to Accounts Payable for payment as they have already been paid through the card. It is the responsibility of your department to retain these invoices or receipts for future audit purposes and to reconcile your procurement card transactions on a monthly basis. Please refer to [Procurement Card](#) [3] to learn more about your responsibilities related to these types of transactions.

Other Invoices

In most cases it is expected that the procurement of goods and services will be handled through a HVPO, LVPO, Supply Managed Contract or Procurement Card. However, there may be cases where none of these procurement methods are feasible or desirable. In these cases, please ensure that an appropriate G/L coding and authorizing signature are clearly indicated on the invoice or on an attached coding sticker and forward the invoice to Accounts Payable for payment. Please keep in mind however, that according to the [University's Purchasing Policy](#) [4], this method of payment is only allowed where the value of the procurement is less than \$5,000.



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Links

[1] <https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/iprocurement-online-requisition-hvpo> [2] <https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/low-value-purchase-order> [3] <https://www.uoguelph.ca/finance/departments-services/purchasing/credit-card-general-information> [4] <https://www.uoguelph.ca/finance/purchasing-policy>