How to Approve Purchase Order Invoice Payments

Sourcing & Procurement
BUworks Procurement Process

Shopping Cart Creation

Types of shopping carts:
1. Terrier Marketplace catalog
2. Free Description
3. Limit Orders

Order, Fulfillment, Billing

≥ $10,000
1. Sourcing & Procurement
2. Department Financial Approver
3. Compliance Review (if required)

≥ $500
1. Department Financial Approver
2. Compliance Review (if required)

< $500
No Approval Required
Compliance Review (if required)

Payment Approval

Department Approval

Invoices Under $5,000:
3 days before auto-approval

Invoices Over $5,000:
Approval required before payment

Payment to Supplier

• Supplier's receive payment based on the payment terms

• Standard Payment Terms: Net 60 days

Types of shopping carts:

1. Terrier Marketplace catalog
2. Free Description
3. Limit Orders

Invoice Billed & Posted

• Invoice sent to Accounts Payable (invoices@bu.edu)
• PO number on Invoice
• Invoice posted to PO, PO sent to Approver's Worklist
When a PO is sent to your worklist, you will be notified via automated email.

Access ‘Worklist’ via email link or BUworks directly*

Step 1. Access Worklist

*Individuals must be designated ‘Approvers’ in BUworks to approve purchases.
Pending Your Approval

Click the blue link to open the shopping cart or PO in a new window.

- Click the blue shopping cart or PO link

Step 2. Click Blue Link
Pending Your Approval

Click the blue link to open the PO in a new window.

- Click the blue PO link

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**Step 2. Click Blue Link**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Initiator</th>
<th>Sent Date</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Shopping Cart</td>
<td>Train 503, BUworks</td>
<td>Feb 20, 2018</td>
<td>Feb 22, 2018</td>
<td>New</td>
</tr>
<tr>
<td>Complete Shopping Cart</td>
<td>Train 707, BUworks</td>
<td>Feb 20, 2018</td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Approve Purchase order</td>
<td>Train 503, BUworks</td>
<td>Dec 7, 2017</td>
<td>Dec 9, 2017</td>
<td>New</td>
</tr>
<tr>
<td>Approve/Purchase order</td>
<td>Train 503, BUworks</td>
<td>Dec 6, 2017</td>
<td>Dec 8, 2017</td>
<td>New</td>
</tr>
<tr>
<td>Approve/Reject/Change</td>
<td>Train 513, BUworks</td>
<td>Dec 8, 2017</td>
<td>Dec 8, 2017</td>
<td>New</td>
</tr>
<tr>
<td>PO Invoice 5110571553</td>
<td>Train 504, BUworks</td>
<td>Nov 14, 2017</td>
<td></td>
<td>In Progress</td>
</tr>
</tbody>
</table>
Review the PO/Invoice

Invoices under $5,000 will automatically approve from your worklist after 3 days, if no action is taken.

Step 3. Review Invoice Details

- Review the invoice details
- Select action from the following buttons:
  - *Release Invoice...:* Accounts Payable Department will pay invoice based on supplier payment terms
  - *Place Invoice on HOLD:* Invoice will be blocked from payment

Final Step. Select Action Button*
Sourcing & Procurement

Additional Resources

Ordering Information
Sourcing & Procurement:
Website: www.bu.edu/sourcing
Email: sourcing@bu.edu

Invoice Payment Information
Accounts Payable:
Website: www.bu.edu/ap/resources
Email: invoices@bu.edu