

How to determine if your vendor's payment should be processed thru a check/payment request or a shopping cart/purchase order per policies.

- **Review the PO Exception List** <http://ssc.jhmi.edu/supplychain/exceptions.html>
 - **IF** the services/product description **is** found on this list **and** payment amount is within the dollar limits, then payment should be processed thru an online check/payment request.
 - ❖ Please contact Accounts Payable with any requests/questions, <http://ssc.jhmi.edu/accountspayable/index.html> ...
 - **Vendor requests or Vendor questions contact:**
Phone: 443-997-3206
Email: APVendorMaster@jhmi.edu
Fax: 443-997-5322
(quickest response to questions or concerns, please send email)
 - **Online check/payment requests - payment status, document rejections & general questions contact:**
Phone: 443-997-6688
Email: apssc@jhmi.edu
JHU Fax: 443-997-4636
JHHS Fax: 443-997-3254
 - **IF** the services/product description is **not** found on this list **or** if payment amount exceeds dollar limits, then payment should be processed thru a shopping cart/purchase order.
 - ❖ Please contact purchasing directly with any requests/questions, <http://ssc.jhmi.edu/supplychain/index.html> ...
 - **Health System Purchasing –**
Phone: 443-997-0990
Fax: 443-997-5630 or 5631
Email: JHHSSupplyChain@jhmi.edu
 - **University Purchasing –**
Phone: 443-997-1000
Fax: 443-997-5699
Email: Purchasing@jhu.edu