

Helpful tips when processing Vendor Invoices for payment:

- IF invoice is in **US Currency (Non-PO related)**....
 - ❖ Once you receive the vendor # or vendor update is complete, then YOU can process US currency payment thru SAP as an Online Check/Payment Request process (code ZZ). **Do not forget to attach the Vendor's Invoice, current Banking Instructions (IF banking is NOT provided on the Vendor's invoice) and any other supporting documentation per our policies when processing your payment request.** Once your Request is Approved thru all stages, SAP will default to the payment method the Vendor file is hard coded so if the Vendor is setup for ACH/Wire payment the system will do a Bank Transfer of the funds. If the Vendor is setup for a check, the system will cut a check.
- IF invoice is in **Foreign Currency (Non-PO related)**....
 - ❖ Once you receive the vendor # or the vendor update is complete, complete the Foreign Currency Form and DO NOT process payment as an Online Check/Payment Request BUT INSTEAD **forward your Foreign Currency Form along with the Vendor's Invoice and any other supporting documentation per our policies directly to Treasury's Wire Dept,** email to one of the following (University) APMail.Tres@jhu.edu or (Health System) JHHSTreasuryMgmt@jhmi.edu
They will process the foreign currency payment and invoice for you..
- IF the invoice **references a valid SAP PO# (PO related)**...
 - ❖ Forward the invoice to Accounts Payable (Johns Hopkins @ Keswick, Attn: A/P Shared Services Center, PO Box 33499, Baltimore MD 21218 ~~or~~ **Follow Link instructions** <http://ssc.jhmi.edu/accounts payable/po.html>) so the AP processor can post the Invoice for payment against your Purchase Order.
 - ❖ **Do not forget to note the Purchase Order # on the invoice and include the current Banking Instructions (IF banking is NOT provided on the Vendor's invoice) and confirm your Goods Receipts against the Shopping Cart/Purchase Order so the invoice is cleared/approved for payment.**