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