



Business Services Office

Current Vendor Payment Process:

Ensure that vendor invoices are sent to the UMCP Accounts Payable Office directly as instructed on the purchase order received. Only invoices with assigned purchase order (PO) should be e-mailed to Accounts Payable. Your vendor/supplier must follow the instructions below in order to receive prompt payment:

- Invoice **must** be sent directly to apadmin@umd.edu.
- **AND**
- CC **must** be sent to usg-businessoffice@umd.edu.
- The invoice must be in **PDF format** and a **Purchase Order (PO) number** must be included on the invoice. Without a PO number, a payment will not be processed.
- Invoice must be billed to the **University of Maryland**.
- The vendor's name on the invoice **must match** the name on the W-9 form submitted.
- An invoice **must not** be submitted for payment with expired PO number.
- Any deviation from the above instructions will delay the payment process.