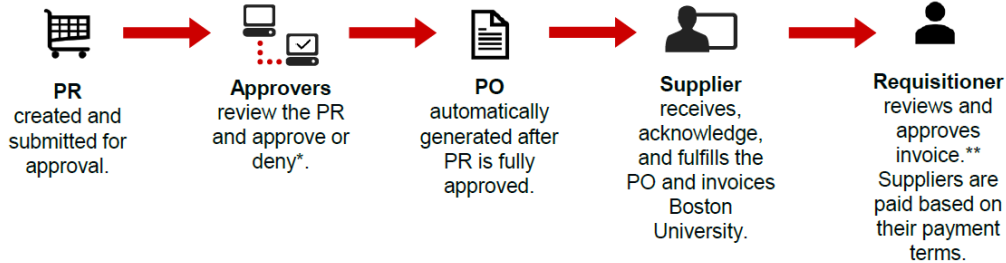


When Will My Vendor be Paid? / Has My Vendor Submitted Their Invoice?

Procure-to-Pay Process in Guided **BU**ying

Guided BUying allows requisitioners at Boston University to purchase products and services from a variety of suppliers. The procure-to-pay process includes the following steps: PR, Approval, PO, Invoicing, and Fulfillment.



With Guided Buying, you (the Shopper/Requisitioner) will receive an email when your Purchase Requisition is approved, and then another email when your vendor has submitted their invoice through Ariba. The email you receive will depend on the dollar amount of your PR- PR's under \$5k do not require your approval, so you will be added as a watcher and the email will state that the invoice has been fully approved; invoices over \$5k will require your approval in Guided Buying. Invoices under \$5k still need to be reviewed- these still release from the SAP worklist after three days, and can be put on hold if any corrections are needed: https://www.bu.edu/ap/files/2020/07/QRG_Ariba-Guided-BUying-Shopper-Training_Hold-Process.pptx

Invoice Approval Threshold	
Dollar Amount	Required Approvers
<\$5,000	No approval required. Requisitioner notified as a watcher
≥\$5,000	Requisitioner

If you have not received an email notifying you that the invoice has been approved, or that the invoice requires your approval- then your vendor has not submitted their invoice yet.

My Vendors are Having Problems Submitting Their Invoices

Vendors now transact directly through Ariba to submit their invoices to AP. However, if your vendors are having issues submitting their invoice, several resources are available to assist them with the process:

BU's supplier information portal for Ariba- this provides step-by-step help guides, training videos, and contact information for additional support: <https://support.ariba.com/item/view/188786>

Direct one-on-one assistance from someone in BU Sourcing, or Accounts Payable: **Contact BU**

Direct one-on-one assistance from someone at Ariba: [Contact Ariba](#)

and, AP's Guidance to Supplier's : [Supplier Invoice Submission Instructions](#)