

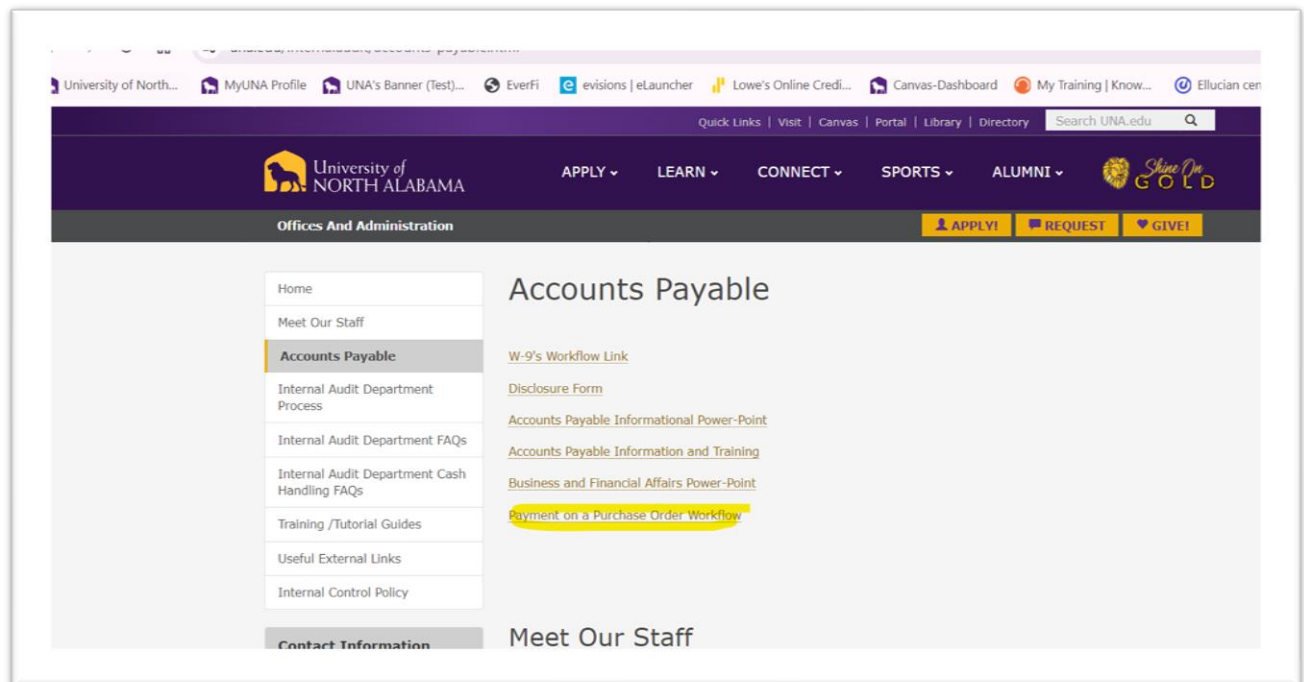
## Payment on a purchase order workflow

**This workflow link is located on Accounts Payable website:**

<https://www.una.edu/internalaudit/accounts-payable.html>

### **Workflow link**

[https://forms.office.com/Pages/ResponsePage.aspx?id=1Z3Lc55EVEKGvXoCH4BEbdmpmHmUcgRHpJmu0n\\_33yNUOUxGSzNDVEdZNIFSNUFRVTMxRjlQT0tGVS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=1Z3Lc55EVEKGvXoCH4BEbdmpmHmUcgRHpJmu0n_33yNUOUxGSzNDVEdZNIFSNUFRVTMxRjlQT0tGVS4u)

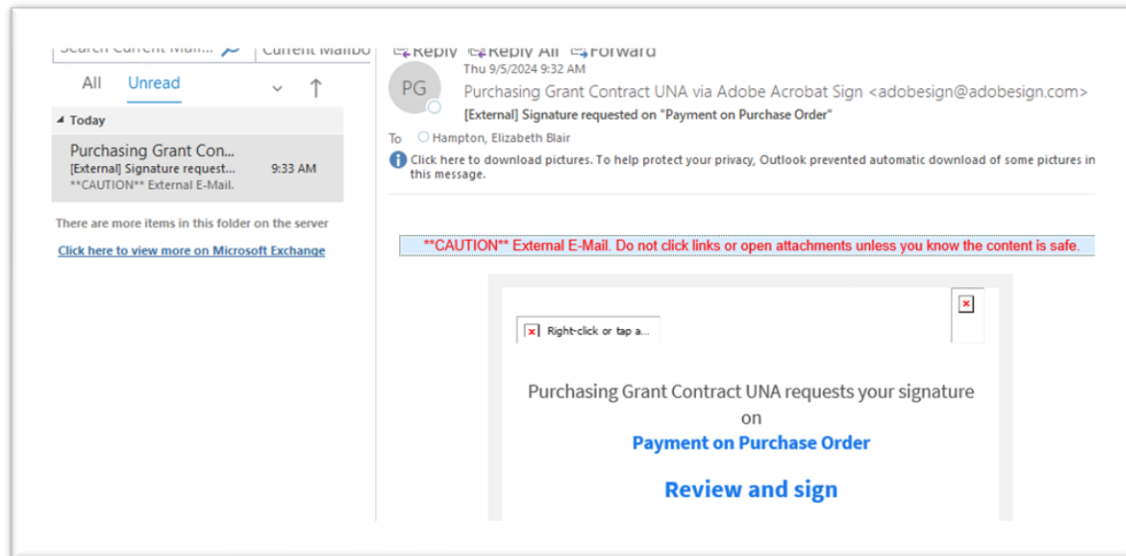


Click on the link "Payment on a Purchase Order workflow"

1. List today's date
2. Type out the PO number, format (P0012345)
3. Answer YES or NO to closing this PO
  - a. If this is a partial payment and more payments will be processed on this PO, please type NO.
4. Type in email address with @una.edu, format (jdoe@una.edu)

Click submit

You will receive an email, as shown below, from Purchasing Grant Contract UNA



Click Review and Sign

This will open in a web browser for you to review, sign, and attach a copy of the PO, Invoice, Disclosure, and any other documentation.

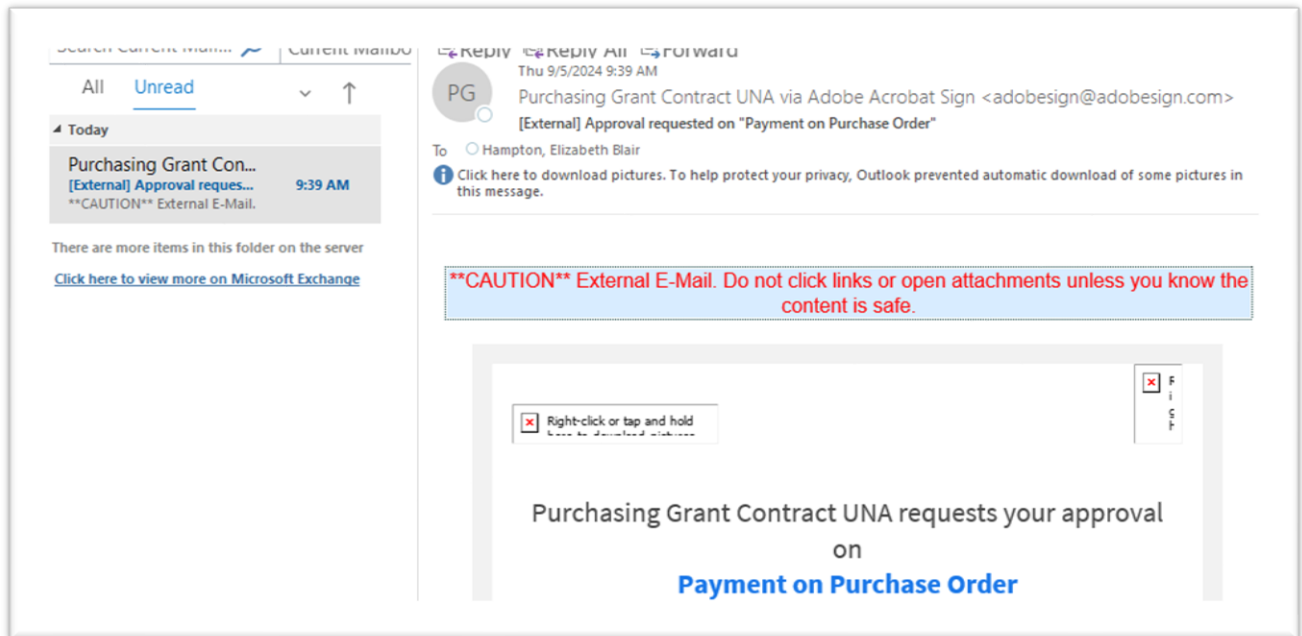
This is your opportunity to correct any error you first made in the initial steps.

Attach all documents and sign

The first two attachment boxes are required to move forward in the process. There are two additional attachment boxes for additional documentation.

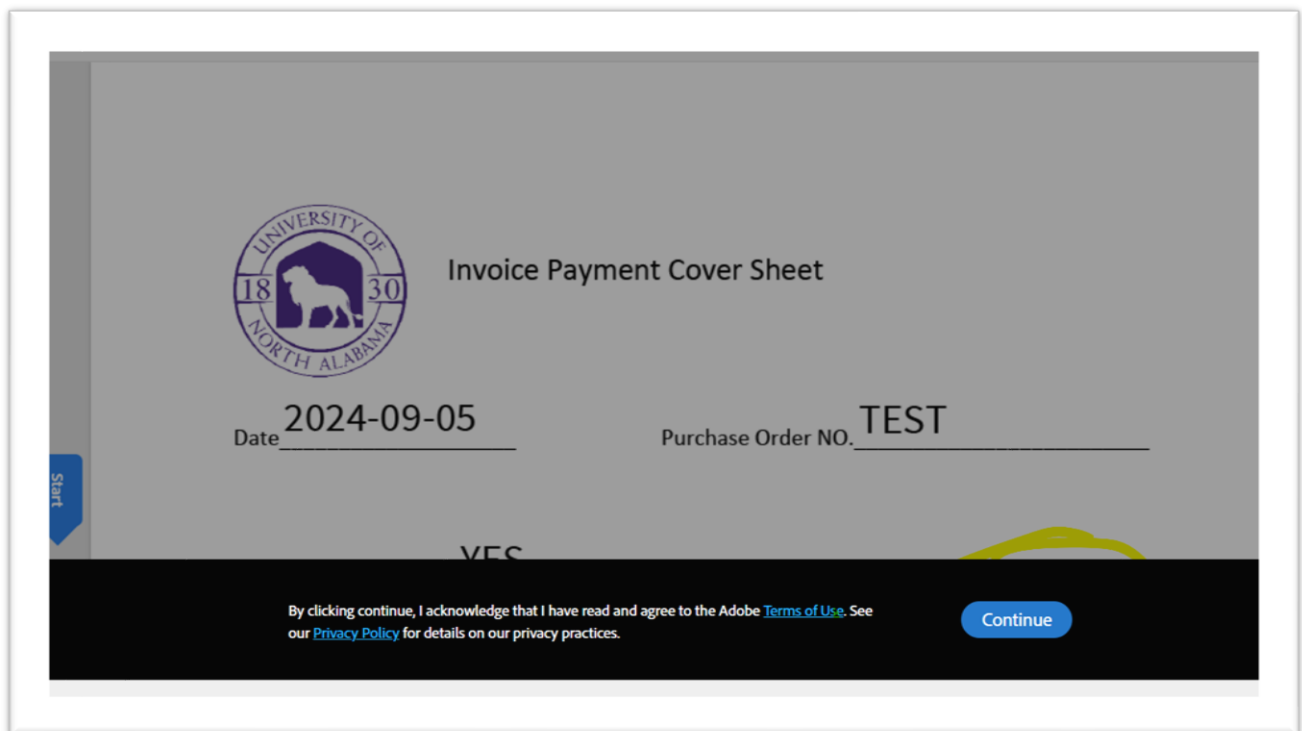
Click to Sign

You will receive another email, as shown below, from Purchasing Grant Contract UNA




Click "Review and Approve"

Click Continue at the bottom of the screen



Click START then click the "Click to Approve" button at the bottom of the screen

Payment on Purchase Order

 Invoice Payment Cover Sheet

Date 2024-09-05 Purchase Order NO. TEST

Will this Close the PO? YES

By approving, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures

[Click to Approve](#)

Type your name in the pop-up box to sign the document (This is the final step and pushes payment approval to Accounts Payable)

You will receive the email below with your payment approval document

Search current mailbox | Current mailbox

All Unread

Today


University of North Al...  
[External] You signed: "Pay... 9:45 AM  
\*\*CAUTION\*\* External E-Mail.


There are more items in this folder on the server  
[Click here to view more on Microsoft Exchange](#)


Reply Reply All Forward

UO  
Thu 9/5/2024 9:45 AM  
University of North Alabama via Adobe Acrobat Sign <adobesign@adobesign.com>  
[External] You signed: "Payment on Purchase Order"

To:  UNA Purchasing Grants Contracts;  Hampton, Elizabeth Blair;  Hampton, Elizabeth Blair;  UNA AP Payment

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Right-click or tap and hold here to download pictures

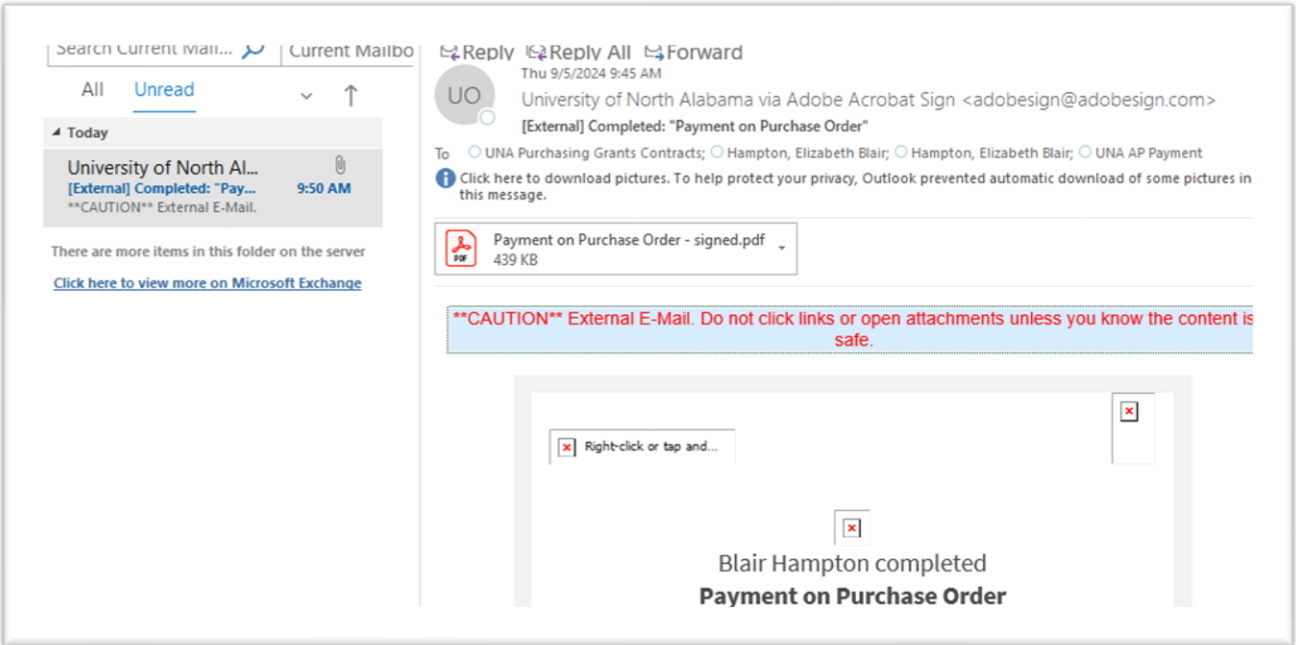
 Right-click or tap and hold here to download pictures

You're done signing  
**Payment on Purchase Order**

**Open agreement**

You can [open the final agreement](#) to review its activity history or

Once Accounts Payable has received your document and signed acknowledging we have the approval, you will receive the email below.



You can save this as a receipt as your approval to pay. Payments on Purchase orders will be processed within 5-10 business days.

If you have not received the final email above within two business days, email AP@una.edu as there may be an issue with the workflow. If there is an issue with the documents submitted Accounts Payable will email you to get the correct information.

You should receive a total of four emails from start to finish for this workflow process. This is the current process for Payment on purchase order workflow as of September 2024. There is a new workflow in the process that will be available soon. Instructions will be updated when the new version is released campus-wide.

If you have any questions or concerns please reach out to Blair Hampton or Courtney May

(Preferred Method of contact)

Blair Hampton

Courtney May

Accounts Payable Group

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