

Infectious Diseases Resources

BMC Invoice Submission Process

Purpose: The purpose of this page is to provide guidance to internal BMC users on how to initiate the invoice approval and payment process via Accounts Payable for invoices without a Purchase Order (PO). These instructions are for Boston Medical Center invoices only. Do not use these instructions for foreign payments.

A. Timeline:

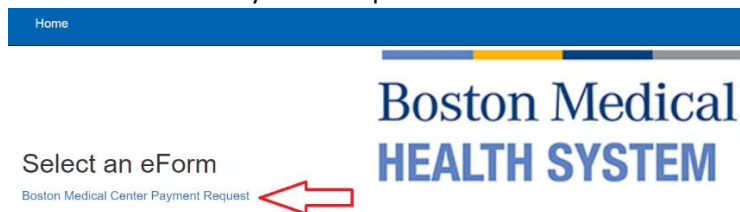
- a. The timeline for invoice approval and payment can vary, ranging anywhere from one week to several weeks
- b. Examples of instances that may cause delays include:
 - i. Adding vendors to the system
 - ii. Submitting the invoice incorrectly
 - iii. Systematic AI errors within the BMC infrastructure

B. Prior approval:

- a. Prior to submitting your invoice to BMC Accounts Payable for payment, you must obtain approval from the appropriate personnel (Chief/AD for departmental accounts or PI/Grant Manager for research accounts). As part of this approval, you must receive confirmation of the BMC Posting Project number the invoice will be charged to.
 - i. Examples of BMC Posting Project numbers include, BMC research grants (i.e. 1.10201100.43xxxxxxx) and Section Accounts (3.3191800x.319xxxxxx)

C. Confirm Vendor:

- a. If you've successfully submitted an invoice to the vendor previously, this confirms the vendor is already in the BMC Accounts Payable system and, therefore, skip to **step D**.
- b. If you are using a new vendor, the vendor must be added to the BMC AP system before any invoice can be paid. Please double check the vendor information by following the following steps:
 - i. Click here: <https://apdocs.bmc.bmcroot.bmc.org:9018/> and click on "Boston Medical Center Payment Request"



- ii. Login using your BMC username and password
- iii. Under "Payee Information" start typing the vendor name in the "Vendor Search" category.

Payee Information

Vendor Search

Crown

1001819 | CROWN LINEN SERVICE INC | SUP | 15 TECHNOLOGY WAY | NASHUA | NH | 03060 | 10
1001819 | CROWN LINEN SERVICE INC | 15 TECHNOLOGY WAY | NASHUA | NH | 03060 |
 1002968 | CROWN TROPHY 120 INC | 300 OAK STREET SUITE 780 | PEMBROKE | MA | 02359 |
 1005002 | CROWN CASTLE INTERNATIONAL CO | SVC | PO BOX 28730 | NEW YORK | NY | 10087-8730 | 10
 1005002 | CROWN CASTLE INTERNATIONAL CO | SVC | PO BOX 27135 | NEW YORK | NY | 10087-7135 | 20
 1005002 | CROWN CASTLE INTERNATIONAL CO | SVC | PO BOX 27135 | NEW YORK | NY | 10087-7135 | 30
 1005002 | CROWN CASTLE INTERNATIONAL CO | DBA CASTLE FIBER LLC | 1220 AUGUSTA DRIVE, SUITE 600 | HOUSTON |

- iv. If the vendor shows up in the list, proceed to **step D**.
- v. If the vendor does not show up in the list, the vendor will need to be added before processing the invoice. Please follow the **Add Vendor Instructions** here: <https://www.bumc.bu.edu/id/files/2024/05/Infectious-Diseases-Resources-Add-Vendor.pdf>.

D. Invoice Submissions:

- a. The BMC AP financial system (Infor) allows electronic PDF documents to be paid via a back-end approval flow.
- b. Prior to submitting the invoice, the end user must type the following information on the non-PO invoice (i.e. using the type text function via Adobe Acrobat):
 - i. Cost Center & Project Number (e.g. format: 1.10201100.43xxxxxxx)
 - ii. Detail accounts (detailed line item within the account)
 1. **See commonly used detail accounts below*
 - iii. Must state "OK to PAY"
 - iv. Submitter's name
- c. **Please note** – information written in the body of the e-mail will not be read by the Infor financial system
- d. Here is an example of what your non-PO invoice will look like. Please see red arrow.



Invoice

Deliver From

CROWN UNIFORM & LINEN SERVICE
 15 TECHNOLOGY WAY
 NASHUA, NH 03060
 Service #: (800)872-4700 AR Dept #: (800)221-2725

Deliver To

INFECTIOUS DISEASE
 650 ALBANY ST.
 SUITE 605
 BOSTON, MA 02118
 Contact: SUKHANPREET KAUR (347)871-5903

Date	Invoice	Day	Garment Mark	Freq.	Seq	Term	Account	Route
12/14/2023	2454924	Thu	33205	6	1700	CHG	20013-00000	6

Line	Item	F	Empl #	Svc. Qty	Unit	Name / Description	Sizes	Invoiced Qty	Inv.	Min.	Ext. Price	Adj. Qty	Adj. Amt.	Total
1	9023	6				MEDICAL BAGS		1	1		\$2.31			\$2.31
2	9025	6				LAUNDRY BAG STAND		1	1		\$0.00			\$0.00
3	LCWH	6	300			STOCK LCWH (32M)	LAB CT PROFESSIO	32 M	14	14	\$27.39			\$27.39
4	LCWH	6	301			STOCK LCWH (34M)	LAB CT PROFESSIO	34 M	13	13	\$25.43			\$25.43
5	LCWH	6	302			STOCK LCWH (36M)	LAB CT PROFESSIO	36 M	6	6	\$11.74			\$11.74
6	LCWH	6	303			STOCK LCWH (38M)	LAB CT PROFESSIO	38 M	10	10	\$16.57			\$16.57
7	LCWH	6	304			STOCK LCWH (40M)	LAB CT PROFESSIO	40 M	12	12	\$23.48			\$23.48
8	LCWH	6	306			STOCK LCWH (44M)	LAB CT PROFESSIO	44 M	5	5	\$9.78			\$9.78
9	LCWH	6	307			STOCK LCWH (48M)	LAB CT PROFESSIO	48 M	5	5	\$9.78			\$9.78
10	LCWH	6	310			STOCK LCWH (52M)	LAB CT PROFESSIO	52 M	5	5	\$11.74			\$11.74
11	GM02	6	900			GARMENTS - NOG		0	2		\$0.00			\$0.00
12	TRP					TOTAL PROTECTION		0	0		\$14.63			\$14.63
13	BIO					BIO HAZARD		0	0		\$7.00			\$7.00
14	SVC					SERVICE CHARGE		0	0		\$15.53			\$15.53

Subtotal:	\$178.64	Total Adj.:	\$0.00
Sales Tax:	\$0.00	Tax Adj.:	\$0.00
Prebill:	\$178.64	Net Adj.:	\$0.00

Received By: _____ CC: 12/14/2023 1:37:12PM

Invoice Amount: **\$178.64**

Total Due	1 to 32 Days	31 to 60 Days	61 to 90 Days	91 to 120 Days	Over 120 Days
\$523.72	\$523.72	\$0.00	\$0.00	\$0.00	\$0.00

Cost Center: 3.31918003.3191400002
 Detail Account: 550170
 Submitted by: Adalisa Skoko
 OK TO PAY

- e. Email the non-PO invoice with noted account information to bmchs_invoices@bmc.org
 - i. This is an automated email, you do not need to include any additional text in the body of the email
 - ii. The **Vendor Distribution Report** within Infor is available to follow-up on previously submitted invoices.
 - 1. For information on how to obtain access to Vendor Distribution visit the following link: <https://hub.bmc.org/departments/bmchs-finance/accounts-payable>
 - iii. If the invoice does not show up on the Vendor Distribution Report, follow-up with Accounts.Payable@bmc.org

Commonly used Detail Accounts:

Detail Account	Description
542030	Lab Supplies
570170	Office and Computer Supplies
570380	License Fees
570390	Fees
570980	Other Expenses
570370	Miscellaneous Expenses
570210	Mail and Shipping