Clarification Regarding Submission of Invoices to Accounts Payable

Some departments have been submitting invoices to the Accounts Payable invoice submission email, apinvoices@usf.edu, that have previously been provided by suppliers and are already processed in Bull Marketplace. This increases the risk of a duplicate invoice condition which is an audit issue and so must cease immediately. Accounts Payable will be returning these invoices in the future with a reminder to not send in duplicate invoices.

In most cases, suppliers send invoices directly to Accounts Payable. If you as a departmental representative are sent a notification from Bull Marketplace to receive, that is an indication that the supplier has already sent the invoice to Accounts Payable. You will need to create the receipt in Bull Marketplace as appropriate. Provided that the invoice matches the PO, the system will then automatically match and pay the invoice without any additional notification or contact with Accounts Payable. Please do not send the invoice again with the receipt information.

If you suspect a receiving notification is for a duplicate invoice or have any other questions regarding receipts, invoices, or payments please contact the Accounts Payable helpdesk at aphelp@usf.edu.

Accounts Payable

University Controller’s Office
University of South Florida
aphelp@usf.edu
Accounts Payable Website

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