

Dear Users,

It is important that we pay our vendors on a timely basis for goods and services that they provide to Baylor College of Medicine. The Supply Chain Management team would like to remind you that effective March 15, 2015, all vendors that provide goods and services to Baylor College of Medicine (BCM) are required to obtain a valid Purchase Order or Purchase Order Number. Additionally, the vendors must send all invoices directly to [BCM Accounts Payable MS: 201](#) or to [apinvoices@bcm.edu](mailto:apinvoices@bcm.edu) for processing and payment. Many of our vendors have been notified of this change and are now following this process.

**Effective November 1, 2015, Accounts Payable will no longer process invoices submitted by departments. All invoices must be submitted by the vendors to the address listed above.**

Exceptions, if any, would require written request by the department Administrator or Department Head and final approval by both the Director of Supply Chain Management and the Director of Disbursements and Payroll.

To obtain a Purchase Order, please follow the steps below:

For Services:

1. Create a shopping cart in SRM.
2. In the Description field, provide detailed information on the services being requested.
3. Determine appropriate dollar value.
4. Submit shopping cart.

For Products:

1. Create a shopping cart in SRM.
2. Please provide a detailed description, if applicable.
3. Submit shopping cart.

If you would like to review the invoice prior to payment, please add a Goods Receipt to the Purchase Order.

For more information locate the SRM Reference Guide at [http://intranet.bcm.edu/index.cfm?tmp=/it/training/saptraining/srm\\_guides](http://intranet.bcm.edu/index.cfm?tmp=/it/training/saptraining/srm_guides)

For any additional questions you may contact Supply Chain Management directly at [purchasing@bcm.edu](mailto:purchasing@bcm.edu) or at extension 8-4812.

We appreciate your support in following this process and for all that you do for Baylor.

Miguel F. Machado  
Director | Supply Chain Management

Robert Schott  
Director | Disbursements and Payroll