What’s staying the same?

Package recipients should be signing and submitting their packing slips in the basket in the shipping/receiving room. If packing slips are not received, purchasing staff will send an email from mepurch@umn.edu to the purchase requester to obtain a written response indicating approval for payment.

The email from mepurch@umn.edu will continue to include the following statement:

“If a signed packing slip or approval is not provided within 5 business days of this notice, we will assume tacit approval that the product has been received and is in good working order. A receipt will be entered, to avoid burdening our suppliers with unpaid invoices, and any loss due to non-response will fall squarely on the requester.”

After approval or 5 days, whichever comes first, ME purchasing will approve payment for the purchase order.

What’s changing?

Purchase orders totaling $100 or less will be approved for payment automatically once an invoice is received. Requesters will not be contacted by the purchasing office if packing slips are not submitted.

Why the change?

Packing slips are not consistently submitted, nor are timely email responses to mepurch@umn.edu being sent. This is causing invoices to become past due, straining relationships with suppliers and taking considerable time for the purchasing office to resolve. Paying our invoices on time is a critical facet of maintaining Net30 terms with suppliers. This change will help keep us in good standing so we may continue doing business in the future. Additionally, low-dollar orders totaling $100 or less are of low risk to the University, and the benefit of paying these in a timely manner far exceeds the risk of paying when an order has not yet been received. We typically do not encounter issues with our orders, meaning this will be a more efficient use of ME Purchasing’s time.