

Purchase Orders

Purchases of goods exceeding \$2,500

- Determine the cost of the item
 - Submit a purchase requisition
 - Process the payment through Concur
-
- Contact Purchasing department at purchase@nmu.edu

Concur Settlement

- PO's will feed overnight to Concur to be processed by the person that submitted the request
- Search for the PO number provided by the Purchasing department
 - Process like a normal invoice

[View Image Gallery](#) | [View Associations](#) | [Audit Trail](#)

PURCHASE ORDER P0031022
Transmitted to Vendor
Requested by A KARLSTROMPLANT OPS/906-227-2689

Actions

Vendor: Affiliated Steam Equip Co
Ship To:
Bill To:
[View Details](#) | [Edit](#)

[Purchase Order Details](#) | [Edit](#)

Policy Name: Invoice w/PO
PO Number: P0031022
PO Type: Sto
Orig Start:
Organization Number:
Order Date: 07/05/2023
Net Payment
Terms:
Total: 10,000.00
Currency: US, Dollar
Requested: A KARLSTROMPLANT OPS/906-
By: 227-2689

Itemization Summary

Line Number	Description	Quantity	Unit Price	Subtotal	
1		10.0000	\$1.00	\$10,000.00	
	Account Code	Distribution Code	Percentage	Net Amount	Gross Amount
	7121	2-289215	100	\$10,000.00	\$10,000.00

Concur errors

- PO mismatch error
 - Verify vendor name and address is correct
 - Verify you have the correct PO number
 - Email venpay@nmu.edu if errors still exist (include invoice number)

Any questions?

reach out to
Vendor Payables
at venpay@nmu.edu
or ext 2339