
From: Accounts Payable <acctpay@richmond.edu>
Sent: Tuesday, December 10, 2024 9:19 AM
Subject: Workday Update: New Centralized Invoice Processing



Dear Colleagues,

As part of the University's transition to Workday, we are implementing a number of changes to streamline our financial processes. One new key improvement is centralized invoice processing, which will integrate with Workday and ensure timely payment to vendors, or non-UR entities that the University partners with for supplies or services.

We recently notified more than 7,000 University vendors in our systems regarding the new centralized invoice submission process. A copy of this correspondence is [linked here](#) for your reference. **Starting January 2, all vendor invoices must be sent directly to invoices@richmond.edu rather than to individual department contacts.** This approach will significantly improve payment processing efficiency and ensure timely payments to our vendors. In order for this new process to be successful, however, we need your support in reminding vendors of this new process. Please utilize the following when working with any vendors your office conducts business with:

- Vendors must submit their invoices directly to the University's central invoice email box, invoices@richmond.edu
- Vendors must submit invoices as email attachments only, no links to online systems (e.g., QuickBooks)
- Vendors must send only one invoice per email
- Vendors must include the following required information in their invoices:
 - Invoice number
 - University Information:
 - Name of University contact
 - Department of University contact
 - Purchase order number (if applicable)

- Vendor Information:
 - Company name
 - Name of contact person
 - Complete mailing address
 - Phone number
 - Email address

Vendors can begin using the invoices@richmond.edu email box immediately, but it will be mandatory starting January 2, in conjunction with the launch of Workday.

Note that after January 2, University departments will be required to confirm that goods and services have been received in order for Accounts Payable to pay the invoice. The process in Workday is [available on the Workday website](#).

We understand this represents a significant change and we're here to support you through this new process. Members of the Accounts Payable team will be the primary contacts for questions about this new process. The best way to reach them is via acctpay@richmond.edu or by phone at 804-289-8179. For more information about upcoming training and resources, please visit workday.richmond.edu.

We appreciate your partnership as we implement these improvements to our processes with Workday.

Best regards,

Accounts Payable
Controller's Office
University of Richmond



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