Submitting Invoices to Accounts Payable

First a Purchase Order must be created. Then either the department or supplier can submit the invoice and corresponding Purchase Order number to UM Accounts Payable.

http://workday.miami.edu

**UM Departments** – If a department receives an invoice and it has not been paid, submit it to Accounts Payable using the steps below.

1. Log into Workday. [http://workday.miami.edu](http://workday.miami.edu)
2. Click the UM Quicklinks icon.
3. Click **Invoice Submission Form – Accounts Payable**.
4. Complete all fields with an * and click **Submit**.

**Suppliers** – Send invoices to either the UHealth or Academic billing address listed on the PO.

- **UHealth**
  - uhealthap@miami.edu
  - or
  - 9675 NW 117th Ave. Suite 310
  - Medley, FL 33178

- **Academic**
  - umiamiap@miami.edu
  - or
  - P.O. Box 248066
  - Coral Gables, FL 33124