Best Practice for UIC Core Billing

To avoid late payments and collection notices for UIC core invoices you should set up a PO and have invoices sent directly to Accounts Payable.

1. You can create a PO for each use, or if core usage is reoccurring a standing PO should be created.
   - Standing PO's are ordered under the Special/Service tab of the requisition.
   - Quotes are preferred. If no quote is provided, a statement of service or something that shows what the service is and the pricing per hour may suffice (screen shot from the website, email from the vendor/Core, etc.). Please upload as an attachment.
   - In the Description box, describe what the service is and indicate that it’s a Standing PO request. Include the terms of service and billing.
     - E.g. “Billing will be done as specimens are tested.”
     - E.g. “The Standing PO will be billed $XXX per month.”
   - From the Item Type dropdown, choose Amount Service (if quantity is unknown) or Quantity Service.
   - Complete the rest of the requisition, i.e. quantity, cost, cost default vendor, etc.
   - In the PO Code box, enter SVC.

How to Create a Service Requisition

2. Once you have a PO, you will need to log into iLab and enter the PO information under the payment information.

How to enter PO in iLab

3. Next, you need to update the financials contacts in iLab by adding InvoiceAP@rush.edu. Be sure to also add anyone who should also receive the invoice via email.

How to update Financial Contact in iLab

4. Ensure that the PO has adequate funds to pay each invoice. When funds are low or run out of the PO, you can add funds and/or close the PO and then open a new one. If you create a new PO, then you will need to make sure you update your payment information again in iLab.

How to update a PO (must be logged into LINK)

5. Make sure that the AU approver is aware that they have to approve the invoice when they receive the emailed notification from LINK. Payment cannot be made until this is done.

Questions? Contact Kristin Moody