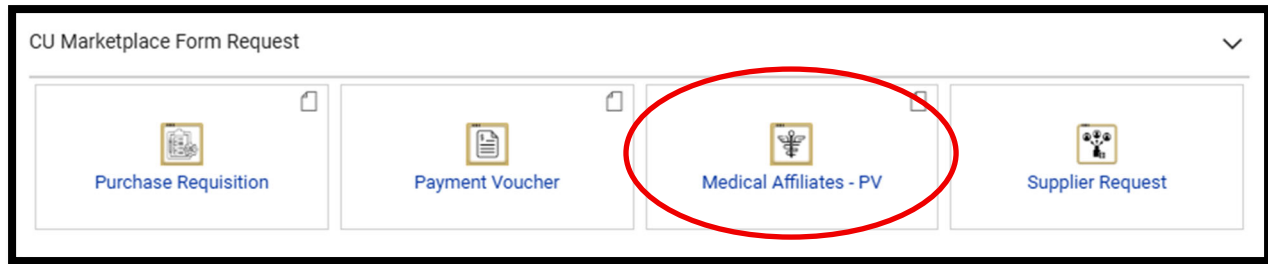


Entering Invoices as University of Colorado Hospital Authority

Payment Vouchers

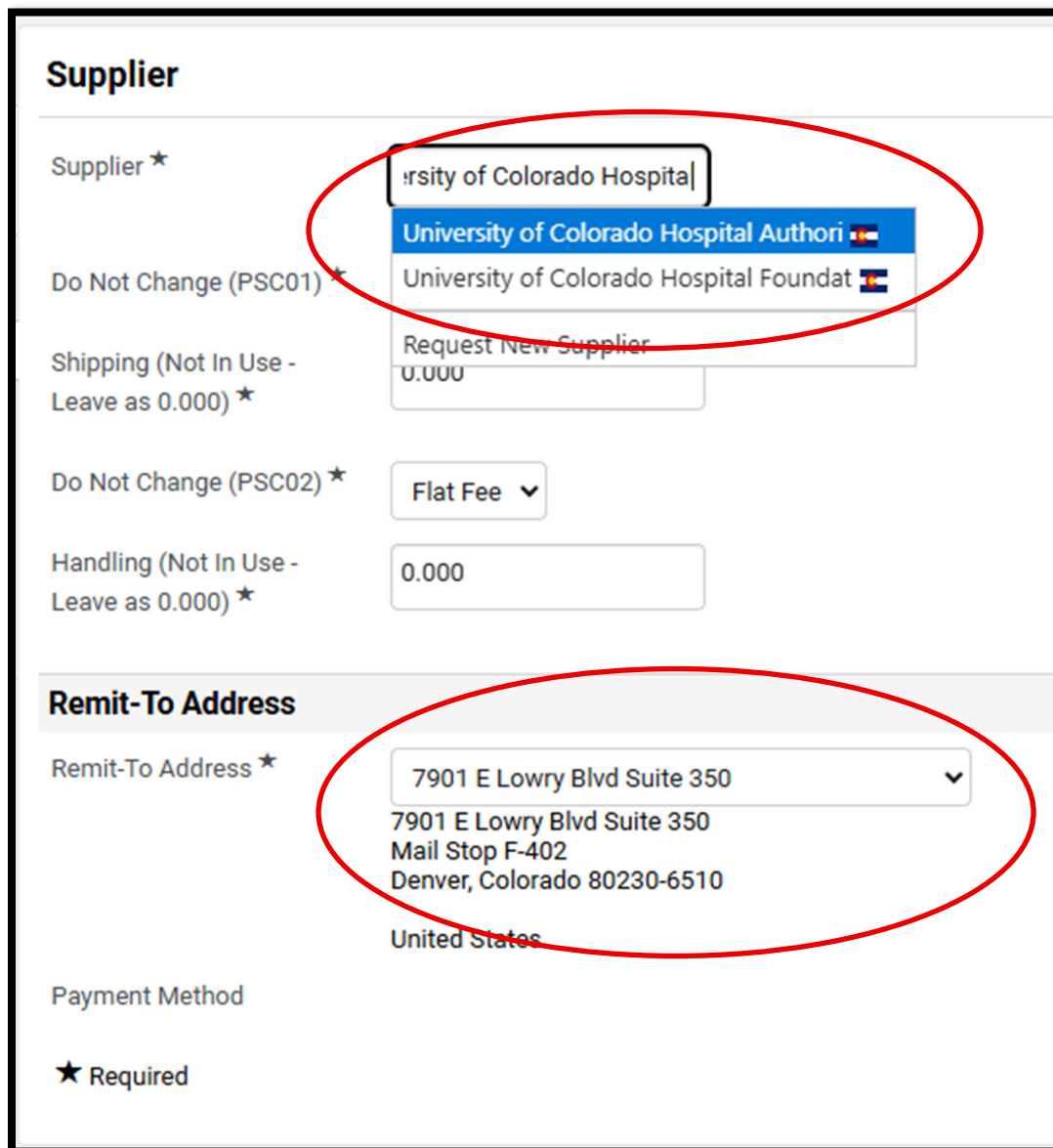


CU Marketplace Form Request



Purchase Requisition Payment Voucher **Medical Affiliates - PV** Supplier Request

The image shows a navigation bar with four tiles. The 'Medical Affiliates - PV' tile is circled in red.


To begin paying an invoice for University of Colorado Hospital Authority (UCHealth), find the Medical Affiliates – PV tile in CU Marketplace. Once you select the tile, you begin by selecting the “supplier page” which looks like the image below.



Supplier

Supplier ★ **University of Colorado Hospital Authority** 
Do Not Change (PSC01) ★ 
Shipping (Not In Use - Leave as 0.000) ★
Do Not Change (PSC02) ★
Handling (Not In Use - Leave as 0.000) ★

Remit-To Address

Remit-To Address ★ 
7901 E Lowry Blvd Suite 350
Mail Stop F-402
Denver, Colorado 80230-6510
United States

Payment Method

★ Required

The image shows a form for selecting a supplier. The 'Supplier' field is circled in red, showing a dropdown menu with 'University of Colorado Hospital Authority' selected. The 'Remit-To Address' field is also circled in red, showing a dropdown menu with '7901 E Lowry Blvd Suite 350' selected.

In the “Supplier” box, type in “University of Colorado Hospital” and select the supplier titled “University of Colorado Hospital Authority” (Note: The supplier will only show up as “University of Colorado Hospital Authori” due to a character limit on the supplier field. This is the correct supplier.)

Then, select the Remit-To Address shown in the picture above and listed below:

7901 E Lowry Blvd Suite 350
Mail Stop F-402
Denver, Colorado 80230-6510

Click “Save Progress” and move to the next page, “Questions”.

On the “Questions” page, you will need to enter information in the following fields:

- I confirm that my invoice is from one of the suppliers listed above
 - o Select “Yes”
- Business Purpose:
 - o Type what the purpose of the voucher is. This can look like “Patient Charges for [Study Number]”
- Amount:
 - o Enter the dollar amount of the invoice
- Supplier Invoice Number
 - o Enter the Supplier Invoice Number
- Invoice Date
 - o Enter the date of the invoice
- Invoice Upload
 - o Only upload the invoice file if there is **no** personally identifiable health information on it. For most University of Colorado Hospital Authority Invoices, there is identifiable health information, so **do not** include them.
- Warrant Delivery Code
 - o Select “Campus Mail”

Below are examples of what the most important fields will look like:

The image displays two screenshots of a web form. The left screenshot shows the 'Business Purpose' field with the text 'Patient charges for' followed by a redacted area. Below the field, it indicates '1973 characters remaining'. The right screenshot shows four other fields: 'Amount' with a redacted input and a star icon; 'Currency' with a dropdown menu set to 'USD'; 'Supplier Invoice Number (do not include spaces)' with a redacted input, a star icon, and a help icon; and 'Invoice Date' with a redacted input, a calendar icon, and a star icon. Below the date field, the format 'mm/dd/yyyy' is shown.

After completing the “Questions” page, save progress and move to the next screen. This will bring you to the “Codes” screen.

On this screen, you will be entering the account code for the transaction, as well as the speedtype. The form will appear as follows:

LINE	Business Unit	Fund	Speedtype	Org	Program	Project_code	Account	Subclass
							520102 Out-patient charges	no value

Add alternate distribution for Discount Go

Click the “edit” button circled in the screenshot above to change the Speedtype and Account Code. The Account Code for University of Colorado Hospital Authority invoices will typically be 520102 for Out-Patient charges.

Once you have clicked on the “Edit” button, the following screen will appear. In this interface, you can change the account code and speedtype. After completing, select “Recalculate And Save”.

LINE	Business Unit	Fund	Speedtype	Org	Program	Project_code	Account	Subclass
	UCOLO		Select from all values...		no value	520102	Select from all values...	no value

recalculate / validate add split

Recalculate And Save Save Cancel

Then, click the “Next” button to advance to the “Additional Information” screen. This will appear below. For the handling code, select “CM” for Campus Mail. In the Payment Message box, type “HS F402 Research Billing”. This will ensure your payment will be delivered to the correct location.

Additional Information

1099 Indication
1099 Code no value

Payment Information
Hold Reason
Handling Code CM
Select from all values...
Payment Message HS F402 Research Billing
AP Hold ▼

After completing this step, you may move to the “Review and Submit” page and submit the Payment Voucher. To make this process easier in the future, you may add the filled-out form to favorites on this screen. If you do, remember to edit your Speedtype, Invoice Number, Amount, Date, and Business Purpose Study Number each new payment voucher you submit from the template.

After you submit your Payment Voucher for approval, write down the form number for future reference information. This will be required to submit invoice information. (Note: the example below is not complete and yours will not say “Incomplete” in the status line)

Medical Affiliates	
Form Number	18000813
Purpose	Check Request
Status	Incomplete

Once you have received an email that your payment voucher has been approved, email the invoice document and the payment voucher to uhealthresearchbilling@uhealth.org.

To get your Payment Voucher ready to send, go back to your form number once it is approved by searching for the voucher in Marketplace. Once approved, your status will look like this:

Medical Affiliates	
Form Number	17801951
Purpose	Check Request
Status	Approved
Invoice	S3782735

Click the Invoice Number to get to the following screen:

Invoice • University of Colorado Hosp... • S3782735

Summary

Matching

Supplier Messages

Comments

Attachments

History

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.


General

...

Workflow Status

✓ Completed
(6/30/2025 4:20 PM)

Vendor Name

 University of Colorado Hospital Authority

Voucher Type

Voucher Number

Vendor Invoice No.

Vendor Invoice Date

Addresses

...

Remit To

7901 E Lowry Blvd Suite 350
Mail Stop F-402
Denver, Colorado 80230-6510

United States

Address Id 424
3rd Party Address ID 2025-05-09p1745611

Payment Status Information

...

Accounting Date

6/30/2025

Export Date

6/30/2025 4:16 PM

Paid/Cancelled Date

6/30/2025

Pay Status

Paid

Payment Method

Check

Check No.

0004991217

Summary

Complete

University of Colorado Hospital Authority

Click the Printer in the top right corner to export to a PDF Format that can be attached to an email.