



# Sam Houston State University

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MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

## Disbursements & Travel Services

August 23, 2017

Dear Valued Supplier:

Sam Houston State University (SHSU) is excited to announce it has recently implemented a web-based invoicing portal for our suppliers. As one of our valued vendors we are excited to invite you to register for this free access. By registering and utilizing the portal, you will be able to take advantage of the following:

- Electronic submittal of invoices, which speeds up processing times
- The ability to view invoice/payment status at your convenience
- Communication with SHSU Disbursements staff through the portal
- **Best of all, the use of the supplier portal is cost free to our vendors**

To register, please use the below link:

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=SamHoustonState>

In order to complete your initial registration you will need to have:

- The **Invoice Number** and **Invoice Amount** for an invoice that has been submitted to Sam Houston State University **within the last 24 months**.

If you have any questions or need assistance please feel free to contact us at: [idc001@shsu.edu](mailto:idc001@shsu.edu) or 936-294-4801 to speak with India Love.

Respectfully,

*Norma O'Bannon*

Norma O'Bannon  
Director  
Disbursements & Travel Services

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*Sam Houston State University is an Equal Opportunity/Affirmative Action Institution*

Huntsville, Texas 77341-2185 · 936-294-1023 · Fax 936-294-3907 · [norma@shsu.edu](mailto:norma@shsu.edu)