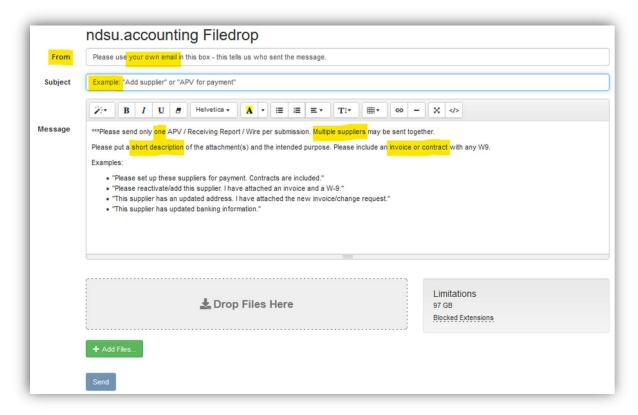
Accounting Office Secure File Drop: Frequently Asked Questions

Please send all AP Vouchers, Wires, Receiving Reports and supplier setup documents (W9s, invoices and ACH banking information) via our secure file drop. You can bookmark this site for easy access:

https://filetransfer.ndsu.edu/filedrop/ndsu.accounting@ndsu.edu

Please do not ask suppliers to send their own documents via this link. If we receive information from a supplier directly, it will not be set up in the system, because we need additional information to complete the process.

Please see additional information provided on this screenshot for tips and suggestions:



Please continue to send **all other documents**, which could include Authorized Signature forms, IDBs, Cash Transfers, Correcting Entries, Cost Transfers, Journal Vouchers, or items to attach to payments, via our Accounting Department Vendor AP email at ndsu.accounting.vendorAP@ndsu.edu.

If you have questions regarding specific information that needs to be submitted, please feel free to contact us via that email and we can assist you in determining the best way to submit your file.