

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:

ndsu.accounting Filedrop

From Please use your own email in this box - this tells us who sent the message.

Subject Example: "Add supplier" or "APV for payment"

Message

***Please send only one APV / Receiving Report / Wire per submission. Multiple suppliers may be sent together. Please put a short description of the attachment(s) and the intended purpose. Please include an invoice or contract with any W9.

Examples:

- "Please set up these suppliers for payment. Contracts are included."
- "Please reactivate/add this supplier. I have attached an invoice and a W-9."
- "This supplier has an updated address. I have attached the new invoice/change request."
- "This supplier has updated banking information."

Drop Files Here

Limitations
97 GB
Blocked Extensions

+ Add Files...

Send

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.