

# Carnegie Mellon University

## Finance Division

### Carnegie Mellon University Supplier Invoice Requirements

This memo outlines the Carnegie Mellon University (CMU) invoice requirements for payment and submission guidelines. If a supplier submits an invoice for payment that does not fulfill the requirements or comply with the submission guidelines defined below, there will be a delay in payment and/or the invoice may be returned to the supplier.

#### CMU Invoice Requirements:

- **Purchase Order (PO) Number:** Include the CMU PO number used to initiate the purchase or service. If CMU PO number was not provided, contact the university buyer who initiated the purchase for that information.
- **Invoice Number**
- **Invoice Date:** Payments are made net 30 from invoice date
- **Full 'Remit To' Address for Payment**
- **Full Dollar Amount:** Show the amount as the total amount due, including cents (e.g., \$xxx.xx)

**Invoices that do not meet these requirements will be sent back to the supplier and payment will not be processed until a complete invoice is submitted.**

#### Invoice Submission Guidelines:

- Submit one invoice for payment per email in PDF format
  - Email only one invoice for payment at a time. If more than one invoice is sent in the same email, only one invoice can and will be processed.
  - Use PDF format. The invoice and any attachments within a single email must all be in PDF format or the invoice submission will fail and the supplier will be asked to resubmit with all documents in PDF format.
  - Any quotes, acknowledgments, statements, contracts, estimates, purchase orders, and/or proforma invoices that are submitted will not be processed.
- Remove all pictures and icons (e.g., Facebook, Twitter, mascots) from email and signature if possible
- Suppliers are encouraged to submit invoices for payment directly to CMU's Accounts Payable (AP) department at [ap-cmu-poinv@andrew.cmu.edu](mailto:ap-cmu-poinv@andrew.cmu.edu). However, if the university buyer placing the order requests to receive the invoice first it should be provided to them and then that individual can submit the invoice to AP on the supplier's behalf and Net 30 standard payments terms will apply.
  - Note: For invoices emailed to AP, the [ap-cmu-poinv@andrew.cmu.edu](mailto:ap-cmu-poinv@andrew.cmu.edu) email must be the only email address on the "To" line. Additional email addresses must go on the "Cc" or "Bcc" line.

Questions regarding CMU's invoice requirements may be submitted to [ap-help@andrew.cmu.edu](mailto:ap-help@andrew.cmu.edu).