

# iPayables

## What you need to know...

- Purchase Order should be listed on invoice
- Only send 1 invoice copy per email
- Accepted document types PDF, TIF, and TIFF
- Invoice “Bill to” should have site number and name (ex.10-Home Office, 20-Marion)
- Invoice totals must be clear and legible
- Vendor name must be on front page of invoice to be processed
- Do not send non invoice related items
- Do not send multiple attachments
- Do not send excel or Jpeg files
- Do not include “#” or “&” in document names
- Invoice numbers cannot contain any non-ASCII characters
- No cover pages