What to Include on Invoices to Send to AP (Accounts Payable)

Be sure that the supplier's invoice (or an invoice that you have created) has typed very clearly at top, prefer LEFT side of invoice:

Invoice Number – do not use single numbers, okay to use letters and numbers

Invoice Date

PO# formatted as **PO-10000XXXXX**

Supplier Name

Supplier Address

Supplier ID - optional but helpful (Lookup in Workday, in Search field, type "View Supplier" and in pop-up box type in name of Supplier, OK)

AP's software scans the invoices, looking for duplicate numbers and needs clear detailed invoices

Check out Business and Finance Webpage for details:

[Invoice and payment information]