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**

- Provide the required information
  - Invoices must include the following information:
    - Invoice number (invoice must not be a price number)
    - Invoice code
    - Purchase order (PO) number
    - Invoice date
    - Line details
    - Remit to address
  - Make sure there is an active/valid PO number
  - Submit your invoice to the correct department
  - How to view your invoice
  - Where to send a statement

- Accounts Payable Policies and Forms

- **BUY, SELL, TRAVEL**
  - ACCOUNTS PAYABLE
    - ACCOUNTING
    - MATCH EXCEPTION PROCESS
    - INVOICES AND PAYMENTS
    - ACCOUNTS PAYABLE FAQ
  - ACCOUNTS RECEIVABLE
  - CENTRAL RECEIVING
  - MAIL SERVICES
  - PAYROLL SERVICES
  - PCARD
  - PURCHASING
  - SURPLUS
  - TRAVEL