

# 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](#)

The screenshot shows a website header with navigation links: UNIVERSITY BUSINESS, BUY, SELL, TRAVEL, BURSAR, INSIDE B&F, COVID-19 UPDATES, and a search icon. Below the header is a breadcrumb trail: Home | Buy, Sell, Travel | Accounts Payable | Invoices and Payments. The main heading is 'Invoice and payment information'. Underneath, there is a section titled 'Invoices' with a sub-heading 'Provide the required information'. A box contains the text: 'All invoices must include the following information:' followed by a bulleted list: Invoice number (invoices must not duplicate numbers), Invoice date, Purchase order (PO) number, Invoice total, Line details, and Remit-to address. Below this list are four expandable sections: 'Make sure there is an active/valid PO number', 'Submit your invoice to the correct department', 'How to view your invoice', and 'Where to send a statement'. To the right of the main content is a red button labeled 'Accounts Payable Policies and Forms' and a vertical menu with links: 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, and TRAVEL.