

Submit an invoice to Indiana University

**IU will not issue payment for Purchase Orders until an invoice is received.
This applies to all payments including deposits, advanced payments, and final bills.**

Submit an invoice using one of the methods below:

Supplier Portal

The supplier portal is the most direct way to invoice Indiana University. This method, also known as a “PO Flip,” results in faster processing. [Click here to learn how to perform a PO Flip.](#)

Email

Invoices for all campuses must be sent to invoice@iu.edu. **Before emailing your invoice**, ensure your Purchase Order number is clearly stated on the face of the invoice and that it meets the invoice requirements listed below. You will receive an auto-confirmation email from invoice@iu.edu when the invoice is received.

PDF and Word versions of invoices are accepted. **Please attach only one PDF or Word document per email.** Excel or similar electronic document attachments are **not** accepted.

U. S. Mail

Before mailing your invoice, ensure your Purchase Order number is clearly stated on the face of the invoice and that it meets the invoice requirements listed below.

Paper invoices may be mailed via U.S. Post to the following address:

Indiana University
IU AP Billing
PO Box 4527
Scranton, PA 18505

Invoice Requirements

Ensure your invoice meets the following criteria to ensure prompt and accurate payment:

1. IU Purchase Order number clearly stated, preferably typed, on the invoice. Purchase Order numbers start with “PO”, which should be included.
2. Sufficient itemization, matching the IU Purchase Order, stating what goods and/or services were provided.
3. Billing amount/amount due.
4. Invoice attachment document size must be less than 10MB/10,000KB. Files exceeding this size are undeliverable and will be returned.
5. Supplier name which matches the name on the PO.
6. Supplier invoice number and invoice date indicated on the invoice.
7. Billing name, Indiana University, and name of Campus (e.g. Indiana University - Kokomo).
8. The Requestor, or IU contact, department name, and ship to address for the order.
9. “Remit to” address clearly indicated.

Questions? Contact Accounts Payable

Phone: (877) 481-0007 Email: iuaphelp@iu.edu



INDIANA UNIVERSITY

PURCHASING DEPARTMENT