

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-27
SUBJECT:	Supplier Invoices
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	01/07/2021
DATE OF LAST REVISION:	N/A
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide guidance on this procedure. Purchasing reserves the right to determine on a case by case basis if an SOP should be adjusted for a particular situation. This SOP is not intended to cover every situation nor can it anticipate specific circumstances.
RATIONALE:	Financial controls require that Suppliers create all invoices submitted for payment. IU will not issue payment until an invoice is received. This applies to <u>all</u> payments including deposits, advanced payments, and final bills
PROCEDURES:	<p>Suppliers shall create and submit an invoice using one of the methods below:</p> <p><u>Supplier Portal</u> 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.</p> <p><u>Email</u> Invoices for all campuses must be sent to invoice@iu.edu. Before an invoice is sent, ensure the Purchase Order (PO) 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.</p> <p><u>U. S. Mail</u> 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:</p> <p>Indiana University IU AP Billing PO Box 4527 Scranton, PA 18505</p>

	<p>Notes:</p> <ul style="list-style-type: none"> • Departmental staff should <i>never</i> create an invoice on behalf of a Supplier. Invoices created and submitted by departments on behalf of a supplier will be disapproved, and the department will be notified to instruct the supplier to submit an invoice for payment. • Departments can request that Suppliers copy them on all invoice submission. • At times, AP will instruct Departments to resubmit a Supplier-created invoice. <p>Invoice Requirements:</p> <ol style="list-style-type: none"> 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 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. IU - Kokomo). 8. The Requestor, or IU contact, department name, and ship to address for the order. 9. "Remit to" address clearly indicated.
DEFINITIONS:	
CROSS REFERENCE:	