

## **ACCOUNTS PAYABLE INVOICE REQUIREMENTS**

For timely payment processing, invoices require the following information

1. Company name and address
2. Contact information
3. School, region and/or individual that received your goods and/or services
4. Invoice number/credit memo number
5. Purchase order number
6. Invoice date
7. Invoice amount/taxes and itemized list of goods/services

### **1. Company name and address**

Acceptable invoices should include invoices with a corporate logo including the name and address; or a computer generated invoice with company name and address; or a handwritten invoice (please ensure it is legible) with company name and address. The company name and address including the postal code are required to ensure that each payment is remitted to the correct vendor at the correct address.

### **2. Contact information**

Include a telephone number and email address with your invoice so if there is a problem encountered we have the contact information to deal with it immediately.

### **3. School, region and/or individual that received your goods and/or services**

This information is vital to prevent internal processing delays.

### **4. Invoice number/credit memo number**

All Invoices (including credit memos) from vendors require an invoice number to ensure uniqueness and an audit trail for processing.

### **5. Purchase order number**

All departments are required to issue a purchase order and provide the purchase order number to the vendor when ordering goods and/or services for NLESD. Quote the current purchase order number on the invoice or attach a copy of the purchase order to the invoice prior to scanning or mailing it for payment.

### **6. Invoice date**

The date the invoice is issued to NLESD (typically when goods have been shipped or services rendered).

### **7. Invoice amount/taxes and itemized list of goods/services**

Each invoice must include an itemized list of the goods and/or services billed, be subtotaled, detail applicable taxes, and include a final total. If taxes are charged, the invoice must state your company's HST registration number.