Accounts Payable: Buyer's Invoice Guide

Invoice Checklist

All criteria must be met before submission; Accounts Payable (AP) will send incomplete invoices back to the supplier.

- The document submitted must be an invoice. Quotes, statements, contracts, estimates, purchase orders (POs), acknowledgments, and Proforma invoices are not valid and will not be processed.
- PDF format is required. If you receive an invoice in any other format, please save as a PDF prior to submitting the invoice.
  - Invoices should not be in a fillable format (meaning the information on the form cannot be altered).
- All attachments within a single email need to be in PDF format. If they are not all submitted as PDFs, the invoice submission will fail, and you will be asked to resubmit with all the documents in PDF format.
- Only include o

- Include PO Number (and invoice number if more than one invoice with the same PO number) in the email subject line.
- If possible, remove all pictures from email and signature. This includes social media icons, mascots, etc.
- Submit invoices to ap-cmu-poinv@andrew.cmu.edu
     - This email must be the only email address on the "To" line
     - Additional email addresses must go on the "Cc" or "Bcc"

AP Forms and Submission Emails

- [PayDocs](#) are payment forms required to be completed and submitted to AP to generate a payment without a PO and should be submitted to ap-payform@andrew.cmu.edu.
- [Supplier forms](#) are required to be completed and submitted to AP to setup a new supplier and/or change supplier information and should be submitted to ap-supplier-doc@andrew.cmu.edu. Supplier invoices should not be submitted to this email address.
- All invoices with a PO number should be submitted to ap-cmu-poinv@andrew.cmu.edu.

Questions? Please contact AP by emailing us at ap-help@andrew.cmu.edu.