

## What should be included in a Standard Invoice?

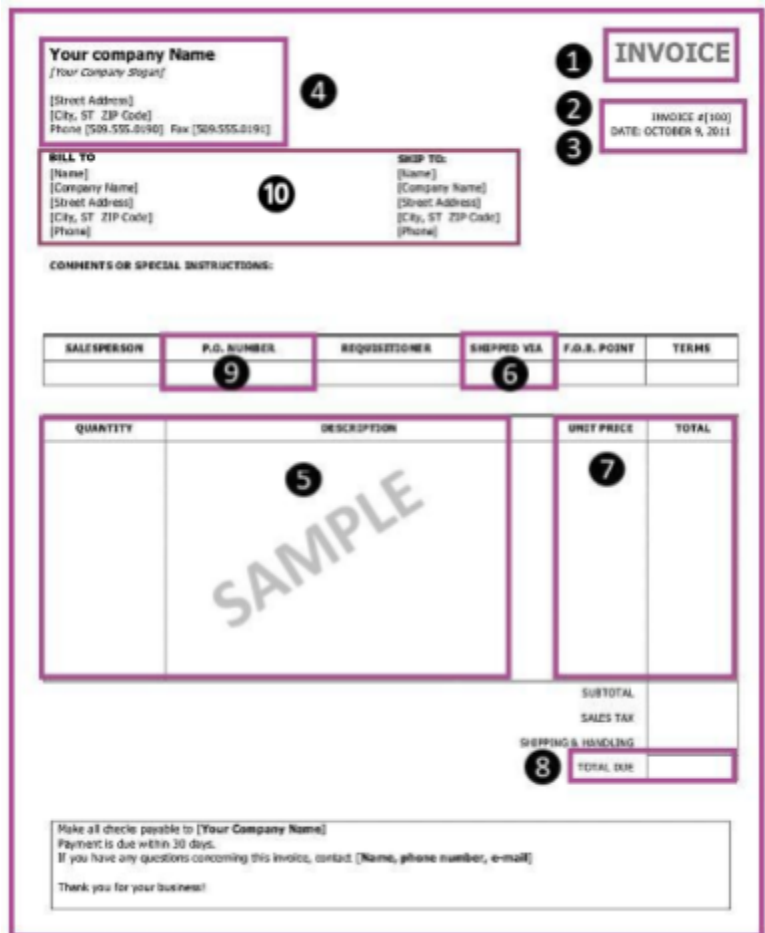
Invoices must include the following key elements to allow for timely processing.

### Check for:

Click a label for more details. 

1	The word "Invoice"
2	Invoice Number
3	Date of the Invoice
4	Company Name and Address of Supplier
5	Clear Summary Description of Services
6	Date of Supply/Shipped
7	Amount of the Individual Goods to be Paid
8	Total Amount Payable
9	Purchase Order Number (If applicable)
10	Non-P.O. Information

\*Only PDF and .TIF files are accepted. Other file types (such as .rpt, dat, prnx, zip, etc.) will not import.



The image shows a sample invoice form with various fields and sections. Numbered callouts (1-10) point to specific areas: 1. 'INVOICE' header; 2. 'INVOICE # [100] DATE: OCTOBER 9, 2011'; 3. 'Your company Name' and address; 4. 'BILL TO' and 'SHIP TO' information; 5. 'COMMENTS OR SPECIAL INSTRUCTIONS'; 6. 'SHEPRED VIA' field; 7. 'UNIT PRICE' and 'TOTAL' columns in the table; 8. 'TOTAL DUE' field; 9. 'P.O. NUMBER' field; 10. 'Non-P.O. Information' field.

**NOTE:** Invoices without a valid PO reference will not be processed and will be returned via email by the CommonSpirit Health Accounts Payable (CSH AP) team.

### What is no longer acceptable?

- **Handwritten invoices** – Suppliers must submit either an electronic or typed copy of the invoice.
- **Supplier Statements** – Will not be processed for payment.

## 1. Invoice (Document Description)

Identifies the document to differentiate from a quote, purchase order, statement, or receipt.

## 2. Invoice Number

The number should be unique for every invoice submitted to CommonSpirit for payment. Duplicate invoice numbers will be rejected and will not be processed for payment.

## 3. Date of the invoice

Date of when the invoice was generated and not necessarily when the goods were supplied.

## 4. Company Name and Address of Supplier

Complete business name, business address, email address, and phone number.

## 5. Clear Summary Description of Goods/Services

A clear description of the goods and services being invoiced for, with each service or item on a separate line for clear identification.

## 6. Date of Supply/Shipped

Known as the 'supply date', this is when the goods or services were issued or shipped. The supply date may be different from the invoice date, but it should be within 30 days of the invoice date. Note: CommonSpirit will only pay for goods/services received.

## 7. Amount of the individual Goods/Services to be paid.

When there is a list of items in the description, each one should be marked with an individual amount.

## 8. Total Amount payable

The sum of all goods/services listed on the invoice.

## 9. Purchase Order number

The Purchase Order number is the purchase authorization reference for the item(s) billed on the invoice.

## 10. Non-PO

Non-P.O. suppliers must provide the Company/Department number in the "Ship To" or "Bill To" section of the invoice. These can be obtained from your CommonSpirit Health facility point of contact.