

## **VENDOR BILLING REQUIREMENTS**

In an effort to provide efficient payments to our vendors, Geisinger Health uses an automated accounts payable system that is dependent upon complete and accurate billing information. In order for Geisinger Health Accounts Payable to accurately process invoices received from your company, there are critical pieces of information to be included on all Geisinger Health invoices.

Geisinger Health requires that all invoices submitted for payment contain the following elements:

- 1) Unique invoice number. *Note: We do not accept proforma invoices.*
- 2) Invoice date issued and anticipated due date, based upon contractual payment terms. *Standard terms are Net 45 days.*
- 3) Complete and accurate **purchase order number**
  - a. If there is no purchase order number associated with the transaction, the full name (first, last) of the Geisinger employee placing the order is required.
- 4) Description of goods or service provided.
- 5) Detailed purchase order line information, including quantity of goods or services and pricing (both unit cost and extended) amount.
- 6) Total invoice amount due.

Adhering to these requirements will enable more efficient processing of invoices, improve promptness of payment, and reduce the number of open invoices on your account. Invoices not meeting the above requirements will be returned for non-compliance. A corrected invoice will be required for resubmission to receive payment. Any delay in payment due to returned invoices because of non-compliance to the above requirements will not be eligible for late fees.

Thank you for your cooperation in partnering with us to align our account information to best support this important initiative. Should you have any questions on the above, please do not hesitate to reach out to Accounts Payable via email to [apquestions@geisinger.edu](mailto:apquestions@geisinger.edu).