



USP Supplier Invoicing Guidelines

The following are USP guidelines for suppliers submitting invoices for payment, as well as relevant USP contact information for invoice inquiry. These requirements must be complied with to ensure timely processing and payment of invoices. Noncompliance with these guidelines may result in the rejection of an invoice and/or delay in payment.

Invoice Format (Required Information): The following fields are required to be on your invoice, regardless of transmission method (i.e. PDF, EDI), to ensure timely and efficient processing. Failure to provide this information may result in a returned invoice or significant delay in payment.

- Company Name
- Remittance Address
- Invoice Number
- Invoice Date
- USP PO Number
 - **If you do not have this number, request it from your USP contact.** To avoid this situation, request a Purchase Order at the time a purchase request is received from any USP employee.
 - Any exceptions to this process will need to be approved by the Assistant Controller, USP, or designee.
- Name of USP Requestor or Purchasing Specialist (from purchase order)
- Description of goods or services with associated pricing and quantities
- Full Payment Amount Due
- Currency
- Ship Date (goods) or Service Date (services)
- Payment Terms (Note: if terms differ from contracted terms or USP payment terms the terms memorialized in USP's vendor ERP record will take precedence)
- If invoice is for prepayment of services to be performed in the future or over a defined period of time, please indicate the expected service start date and duration (As a general guideline, invoices should not be submitted to USP until goods have been shipped or services have been provided unless otherwise agreed upon)

Invoice Requirements:

- Each invoice may reference only **ONE** USP PO Number. Those referencing multiple PO numbers will not be accepted or processed.
- Do not send duplicates of invoices as this may cause delays in payment.

Invoice Submission: It is the responsibility of the supplier to ensure all invoices are sent directly to the USP Accounts Payable team via email to APInvoices@usp.org. Global Public Health (GPH)/donor funded program invoices may be sent to GPHaccountspayable@usp.org.

- Invoices that are sent anywhere other than the designated inboxes will not be forwarded to the right location nor will the date count as USP's invoice receipt date. Any exceptions to this process will need to be approved by the Assistant Controller, USP, or designee.
- Invoices should be emailed as an attachment (no screenshots will be accepted).
- Acceptable invoice formats are: .pdf, .jpg
- Invoices submitted via EDI may also be acceptable. Contact AP_Inquiry@usp.org for this option.
- Multiple invoices can be included in one email, however, only one invoice per attachment will be accepted (i.e. One pdf cannot contain 2 or more invoices)

Rejected Invoices: Noncompliant invoices will be returned to the sender with an explanation for the rejection. It is the responsibility of the vendor to correct and re-submit the invoice to APInvoices@usp.org.

Payment Date Determination: USP will calculate the payment date for invoices using the agreed upon payment terms and the date that a *compliant* invoice was received by USP to the Accounts Payable email address. If the invoice does not contain the required information, the payment clock will not start until a corrected invoice is received by AP.

Contact Information: For questions regarding invoice status or other related inquiries, email the AP team at AP_Inquiry@usp.org. Please include your company name, invoice number, USP PO number, and invoice date along with your request.