



Financial Services

Supplier Invoice Submission Quick Guide

Departments must follow the processes outlined in this guide when submitting purchase orders and supplier contract-related invoices to Accounts Payable.

Invoice preparation

Follow these guidelines when preparing an invoice:

- Check that goods and services are itemized and reference the ASU purchase order number.
- Confirm applicable taxes and fees are included.
- Confirm the unique invoice number, individual's name, and department that placed the order listed on the invoice.
- Ensure the language is English and prices are in U.S. dollars unless otherwise specified.
- Make sure that the remittance address on the invoice is the same as what ASU has on record.
- Verify that the invoice is billed to ASU or the appropriate ASU entity. **AP cannot process invoices billed to individuals or other outside entities.**

Format and supporting documentation

Follow these guidelines when the invoice is ready to be processed:

- Include all invoice pages and supporting documentation in the same PDF file.
- Submit the invoice in a PDF format with the file name as the invoice number, followed by the ASU PO number for easy identification and processing.

Note: It is crucial to submit the invoice as a PDF for the successful implementation of artificial intelligence and optical character recognition technologies, which require standardized document formats to function optimally.

Considerations before submission

- ASU typically pays a net of 30 days after receiving an acceptable invoice.
- Ensure the invoice has not been submitted or paid to avoid delays.
- [Register with ASU through PaymentWorks](#) for streamlined onboarding and supplier information management.

Submission to Accounts Payable

[Email invoices to Accounts Payable](#). Please **ensure your email body includes the invoice number, amount, date and supplier name** so we can respond quickly and accurately.

No more than 20 invoices can be attached to a single email submission. After submission, Workday will automatically generate a draft supplier invoice as part of the processing payment workflow.