Supplier Invoice Instructions

To expedite payment of invoices, please adhere to the following policy guidelines:

1. Suppliers must send **original** invoices to the invoices@vanderbilt.edu email address.

2. Invoice must be legible, submitted in portrait orientation and include the following key control elements (i.e., printed – not handwritten – on the document):
   - Supplier name and address;
   - Invoice date;
   - Invoice number;
   - Purchase order number; and
   - Description of the goods and/or services provided.

3. Emails sent to the invoices@vanderbilt.edu email address may contain multiple attachments, but each attachment must include **only one, unique invoice**.

4. All customer service inquiries should be submitted to PaymentServices@vanderbilt.edu

*The Payment Services Team will return emails and invoices not adhering to these policy guidelines to the supplier or department for rework.*