



AP BEST PRACTICES



General Guidelines

- Include U-M Purchase Order number
- Unique invoice number is visible on each invoice



U-M Contact Person

- Suppliers should include a U-M contact name on the invoice
- Preferred format is a U-M email address
- If not available, a first and last name will help locate the proper U-M contact



Multiple Page Invoices

- Attach invoices in a single PDF file. **multiple attachments that add up to more than 17mb will result in cut off pdf pages
- Clearly number email attachments with multiple pages (page 1 of 2, etc)



What Not to Send

- Statements and past-due notices
- Proforma invoices, visibly altered invoices, paid invoices, estimates, quotes, order acknowledgements, order confirmations, zero-dollar invoices, sales/service orders, packing slips or shipping orders
- HIPAA protected information