



Accounts Payable -- Basics

AP Email Addresses

- Invoice Submission:
 - apinvoices@osu.edu
- Customer Service/Questions:
 - apcustomerservice@osu.edu
- Banking/ACH/Stop Payment:
 - apbanking@osu.edu

Data requirements for a "good" supplier invoice

- Invoice Number (Supplier)
- Valid Purchase Order Number (OSU)
- Date
- Total Dollar Amount
- Data lines that match Purchase Order



Accounts Payable -- Basics

Invoicing Requirements

- 1
 - **INVOICE NUMBER**
 - Invoice number must be clearly designated
- 2
 - **INVOICE DATE**
 - Invoice date must be clearly designated and should not be a future date
- 3
 - **INVOICE AMOUNT**
 - Invoice amount must be clearly designated and in USD
- 4
 - **PURCHASE ORDER NUMBER**
 - 10 character purchase order must be present
 - 123456XX78
- 5
 - **LINE DETAILS**
 - Line details must match the Purchase Order exactly

ABC UNIFORMS

Remit to:
100 W 1st Ave
New York, NY 44444
888-888-8888

TO:
Email Preferred: apinvoices@osu.edu
OSU Central Accounts Payable
2650 Kenny Road
Room 120
Columbus, OH 43210

1 INVOICE # 5002

2 **INVOICE**
INVOICE DATE 12/01/2016

SHIP TO:
Brutus Buckeye
Ohio State University
The Shoe
Columbus, OH 43210

COMMENTS OR SPECIAL INSTRUCTIONS:

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Emma	54874AA01	Olly	Fed Ex	Destination	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
10	Polo Shirts	25.00	250.00
3	Full Zip Jackets	50.00	150.00

SUBTOTAL	400.00
SALES TAX	0.00
SHIPPING & HANDLING	0.00
TOTAL DUE	400.00

Make payable to ABC UNIFORMS

THANK YOU FOR YOUR BUSINESS!