

## Invoice Requirements

Due to significant growth over the last several years, VU Manufacturing will be implementing a new ERP system. As a result, all documentation involved in the shipping, receiving and invoicing process must conform to specific guidelines and practices. In order for VU Manufacturing to effectively and efficiently process supplier invoices, your assistance and cooperation is greatly appreciated. Accounts payable will no longer be able to accept nonconforming invoices, as has sometimes been allowed in the past. **All invoices must be emailed to [vumapus@vumfg.com](mailto:vumapus@vumfg.com) and include the following information:**

- The Purchase Order number
- Shipping document number (i.e., bill of lading number, shipper number)
- Ship date
- Unit of measure consistent with unit of measure reflected on the Purchase Order
- Part number must be exactly the same as stated on Purchase Order, including spaces, hyphens, etc.
- Piece price must be exactly the same as stated on the Purchase Order

If any of these requirements are not followed, your invoice may be rejected or at least delayed in processing. Should any invoice need to be resubmitted as a result of non-compliance to one of these requirements, the date on the invoice must reflect the date of resubmission, not the original invoice date. The subsequent payment timing will be based on the date of the resubmitted invoice, not the incorrect original invoice. All payment terms on your Purchase Order begin when the material is received not shipped.

We greatly appreciate your cooperation in this effort and look forward to continuing a positive relationship with you as VU Manufacturing continues to enhance our capabilities and better serve our customers.

If you have any questions or concern regarding Purchase Orders, please contact your Buyer. If you have any concerns or questions regarding invoicing, please contact Accounts Payable at 248-269-0517, Ext. 117.