



Supplier Invoice Instructions

IMPORTANT INVOICING INSTRUCTIONS FROM IAP - HILL

IAP - HILL (IAP-H) wants to be *responsible* and *responsive* to each of its valued suppliers. By following the procedures and guidelines listed below, you can help us achieve this goal.

Be sure the following information is on the invoice:

Purchase Order Number: Any individual committing IAP - HILL to a purchase must provide an IAP-H purchase order, issued by the Company's automated purchasing system, to verify their authority to make the purchase.

Invoices received without a valid purchase order number will not be processed for payment

Payment Terms: Invoice payment terms should be clearly stated on the face of each invoice, including any early payment discounts available. If no payment terms are printed on an invoice, it will be scheduled for payment in accordance with the industry standard of net 30 days.

Invoice Date: While this may seem obvious, a surprising number of invoices are not dated. Providing an invoice date is key to assuring timely payment.

Invoice Number: Invoices without unique numbers require research to assure payments are not duplicated, which may result in a delay of your payment.

Quantities/Pricing: Quantities invoiced need to agree with quantities received, and prices need to agree with the purchase order. Any discrepancies may result in a delay of your payment.

Freight: Freight must be invoiced in accordance with the IAP-H purchase order.

Sales Tax: IAP – HILL is not a tax-exempt entity. Please make sure all applicable taxes are included in your invoice.

Discount pay terms: Include if applicable

Remit to: Include the name and address where check should be sent.

Mailing your invoice

- Mail invoices promptly after they are generated.
- Mail your invoice to:
 - IAP – Hill
 - PO Box 77 – Building 105
 - NAS Jacksonville, FL 32212
 - Attn: Accounts Payable
- ***Do not*** include the invoice with shipped goods.

Thank you in advance for your assistance. If you have any questions, please contact Accounts Payable at (904) 779-6938, Accounting Supervisor at (904) 779-6938 or the Finance Manager at (904) 778-0896.