

## **Submitting Invoices**

The Procurement Services Smart Source Digital Mail Room (DMR) is maintained by edmamericas to receive invoices from vendors to match Drexel University Purchase Orders (example format U00248XXX) in order to process for payment. Edmamericas has recently changed requirements for submitting an invoice to [drexel\\_university@edmamericas.com](mailto:drexel_university@edmamericas.com).

Some reasons for how this process is set up this way:

- Edmamericas and the Smart Source system assumes *Vendors* are submitting invoices.
- The submitted invoice should have the Drexel Purchase Order (example format U00248XXX) referenced on that attached invoice.
- A subject line may reference that PO but is not what links to the Smart Source PO. Only an invoice with the referenced Drexel Purchase Order, printed or written on that document, will match for payment. Edmamericas email is not read by a person, information is stripped out for Invoices to match a Purchase Order. A reply will not be sent from edmamericas to confirm receipt of an Invoice or to answer any related questions.
- One attachment per email to edmamericas is allowed per this recent change.
- There are four acceptable attachment file types. They are: .PDF, .DOC / .DOCX, .TIF / .TIFF, and .JPEG / .JPG.
- The size of attachments must not exceed 5 MB.
- Edmamericas and the Smart Source systems assume one invoice per email as Vendors typically send only one invoice for goods and services rendered. If multiple invoices are being sent for one Purchase Order, these systems assume individual invoices sent on different days.
- Until Vendors understand that they need to submit invoices in this fashion there will be delays in their payments.
- Edmamericas processes Invoices in 3 full business days, excluding Holidays, for Invoices received before 4:00 p.m. EST.

## **If Drexel Departments are submitting invoices on behalf of vendors**

- You may reference the Purchase Order in the email subject line but remember that the Drexel Purchase Order number (example format U00248XXX) must actually be on the Invoice for that to process for payment.
- Only submit one attachment per email to [drexel\\_university@edmamericas.com](mailto:drexel_university@edmamericas.com)
- Copy your CRCM (Client Relations Category Manager) on any emails where you are submitting invoices for vendors.
- If you happen to have multiple invoices, please send as individual emails or combine into one attachment, all invoices referencing the Drexel Purchase order number (example format U00248XXX).

A goal for processing all Invoices for payment within terms is to move to vendors, not departments, submitting invoices for payment.

- Departments submit requisitions for goods or services.
- Drexel Procurement creates a Purchase Order and sends to the vendor.
- The vendor submits an invoice to [drexel\\_university@edmamericas.com](mailto:drexel_university@edmamericas.com)
- Invoice and Purchase order match for payment within terms.