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.

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

- The submitted invoice should have the Drexel Purchase Order referenced on that attached invoice.
- A subject line on an email may reference that Drexel PO but is not what links to the Smart Source PO. Only an invoice with the referenced Drexel Purchase Order, (example format U00248XXX) printed or written on that document, will match for payment.
- 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.

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
- Invoice and Purchase order match for payment within terms.