

## **iFlow/Service Invoices..Do's and Don'ts**

- Invoices are only required for Services POs and are NOT required for Goods POs- please follow the instructions on the "Bill to:" section of your Purchase Order.
- Goods POs utilize ERS invoicing and an invoice from the supplier is not required in order to pay.
- Invoices for Services POs must be sent to [crdap@research.ge.com](mailto:crdap@research.ge.com) ( or now also [crdap@ge.com](mailto:crdap@ge.com) will forward to that address)
- Only [crdap@research.ge.com](mailto:crdap@research.ge.com) can be listed in the "to" field. Can have other emails on "cc" or "bcc" field. Will reject otherwise
- Invoice should be pdf format
- No instructions in email body will be input into AP system
- One invoice per pdf attachment..pdf name cannot exceed 25 characters w/no special characters
- Five attachments per email max and cannot exceed 5 MB size (not a hard and fast rule....in place to prevent email from being too large as the AP email inbox will time out and invoice email will be rejected by inbox system)
- Invoice must reference an open PO, the date, supplier info, invoice amount...
- Must be an invoice NOT a statement
- Can reference multiple POs on one invoice but must be clear what \$ are applied to which PO
- Supplier name on invoice must match name on PO in SSS or be listed as a DBA on W9 in SCx
- Invoice value cannot exceed PO available value