

PurHeart Vendor Invoice Process

Payment may be delayed if invoices do not meet the following criteria as they may not be acceptable in our Vendor Invoice Management (VIM) system.

How to submit invoices (sample below)

<p>If PurHeart has NOT submitted a Purchase Order:</p> <p>ALL invoices must be submitted as PDF attachments via email to: Accounting@purheartcenter.com.</p> <ul style="list-style-type: none">• Each PDF can contain only one (1) invoice.• Multiple invoice PDFs with a resolution of 300dpi or greater can be attached to a single email.	<p>If PurHeart has submitted a Purchase Order:</p> <p>ALL invoices must be submitted as PDF attachments via email to: Accounting@purheartcenter.com.</p> <ul style="list-style-type: none">• Each PDF can contain only one (1) invoice.• Multiple invoice PDFs with a resolution of 300dpi or greater can be attached to a single email.• Purchase Order number must be provided on the invoice to PurHeart.
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*** Please send an email to Accounting@purheartcenter.com with any queries or to inquire about the progress of invoice payments.

Your Invoice(s) must include:

Standard invoice information (date, invoice number, item number, quantity, price, total value, invoice currency, etc.), invoices must contain the following additional information/data:

- PurHeart Vendor Number (see above)
- Acceptable "bill to" entities include:
 - PurHeart, LLC
 - PurHeart
- The PurHeart PO number (if applicable)
- The email address of your PurHeart business contact who coordinated the purchase of goods or services

Your cooperation in adhering to our vendor invoicing guidelines is greatly appreciated. If you have any inquiries about these prerequisites, please contact Accounting@purheartcenter.com .

Sample Invoice Below:

Products, LLC
8910 Maat Circle
Egypt, Cairo 90210
Phone 888-888-8888 Fax 999-999-9999

INVOICE 123456		DATE MM/DD/YYYY	
BILL TO	SHIP TO	PURCHASE ORDER	TERMS
PurHeart, LLC 1875 Mission St. San Francisco, CA USA 94103 Requestor: mybuyer@purheartcenter.com		PurHeart, LLC 9542354	Due upon receipt
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
3	Gel Pack - Cleopatra	538.00	1614.00
SUBTOTAL			1614.00
SALES TAX			47.08
SHIPPING & HANDLING			0.00
TOTAL DUE – CURRENCY (USD/CAD)			1661.08

Remit to:
Products, LLC
8910 Maat Circle
Egypt, Cairo 90210

Thank you for your business!

ACH Payment:
Products, LLC
Acct# 951753125
ABA# 4652135 (ACH)