



## ***NOTIFICATION OF PURCHASE ORDER POLICY AND INVOICE REQUIREMENTS***

### **PURCHASE ORDER POLICY**

iMFLUX company policy requires our Purchasing Manager to send a written Purchase Order for all goods or services purchased (see exception below). Your company must include the iMFLUX Purchase Order number on your invoice. Our Accounts Payable department will reject invoices that do not meet this requirement.

**EXCEPTION:** If an iMFLUX employee gives credit card information when the order is placed, a Purchase Order is not required. The supplier should send the credit card receipt to the credit card holder and note on the packing slip that the order was paid via credit card.

### **INVOICE REQUIREMENTS**

To ensure timely payment, invoices must meet our legal and quality standards. We will return to our vendors all invoices with incorrect or missing information and explain the reason why the invoice cannot be processed.

#### **Information that must appear on your invoice:**

1. Your full company name and remit-to address. Remit-to must be labeled as such.
2. Accounts Receivable contact name, phone number and email address.
3. Invoice Number and Invoice Date, both labeled as such.
4. Date shipped or Date of service and the exact address to which you delivered goods or performed services.
5. Complete details of the goods shipped including quantity, unit price, total amount, freight and taxes (if applicable). For services, a copy of the service work order, signed by an authorized iMFLUX employee, must accompany the invoice when it is submitted. For professional services, include the name of the consultant and detail of work completed. Include hours billed and hourly rate if Purchase Order is based on hours worked.
6. iMFLUX Purchase Order number (format is PO-#####). Do not reference "TBD", invalid PO numbers, or Purchase Orders that are closed. The item or service must be on our purchase order and our PO must have the dollars remaining to cover the amount of the invoice.
7. The same payment terms as noted on our Purchase Order.
8. The following "Bill to" address:

iMFLUX, Inc.  
Attention: Accounts Payable  
3550 Symmes Road  
Hamilton, OH 45015

#### **Note:**

If additional items or services are requested, the supplier must receive a new or revised purchase order from iMFLUX in order to send an invoice to our Accounts Payable department. Accounts Payable is unable to pay invoices when the PO is insufficient to cover the invoice.

#### **Invoice Submission Requirements**

We prefer that electronic copies of invoices be emailed to: AP@imflux.com. However, if you submit a paper invoice, please mail to the address listed above.