

Supplier Digital Invoicing Guidelines

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Digital Invoicing Guidelines

Dear [Supplier Name],

We are pleased to inform you that our company is transitioning to a digital invoicing system. This change aims to streamline the invoicing process, improve efficiency, and reduce paper waste. Below are the guidelines to follow for submitting digital invoices:

1. Invoice Format

All invoices must be submitted in PDF format.

2. Invoice Details

Invoices must include the following details:

- Invoice Number
- Invoice Date
- Supplier Name and Contact Information
- Purchase Order Number
- Description of Goods/Services
- Total Amount Due

3. Submission Process

Please email your invoices to invoices@yourcompany.com with the subject line: "Invoice - [Invoice Number]".

4. Payment Terms

Payment will be processed within [insert payment terms] days after the invoice approval.

We appreciate your cooperation in this transition. Should you have any questions, please do not hesitate to contact us at [Your Company Contact Information].

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]