

# Nexus Services

## Invoice Separator Sheet

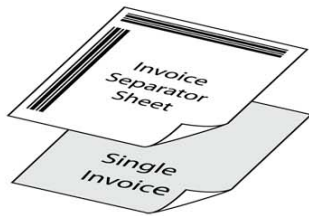
\*\*\*ONLY USE IF SUBMITTING TO NEXUS SERVICES FOR INDEXING\*\*\*

\*\*\*NOT to be used for self-indexing\*\*\*

### How to Prepare Invoices for Scanning:

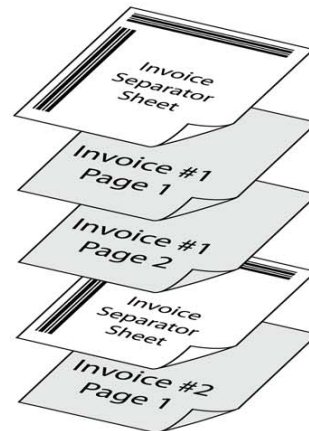
1. Stamp/write **VENDOR ID** and **PROPERTY NUMBER (NXS#)** on the first page of each invoice (*Do not write on this Invoice Separator Sheet*).
2. Place a copy of this **INVOICE SEPARATOR SHEET IN FRONT OF EACH INVOICE**. See diagram examples below.

#### Single Invoice per File Example:



This Invoice Separator **MUST** be included before each single invoice, even if there is only one invoice per file. A single invoice can be made up of one or many pages.

#### Multiple Invoices per File Example:



To save time, you may scan multiple invoices in one file. Be sure to place this Invoice Separator in front of the first invoice and a copy before each additional invoice to indicate a separation between the multiple invoices.

### To avoid processing delays and exception handling fees, the following is advised:

1. We only accept PDF file format.
2. Scan only in **BLACK & WHITE**. DO NOT scan in color or gray-scale.
3. Only use clean, printed (from computer file) versions of this Invoice Separator Sheet, do not make and/or use photocopies.
4. Limit email or batch size to 50 invoices or 4 MB.