

NEXUS965000000000

# NexusPayables Invoice Separator Sheet

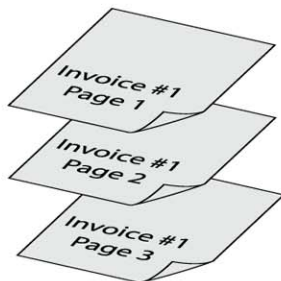
**\*\*\*ONLY USE IF SELF-INDEXING\*\*\***

**\*\*\*NOT for Nexus Services use\*\*\***

How to Prepare Invoices for Scanning:

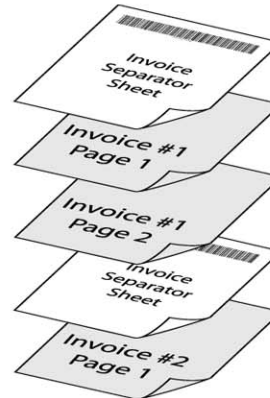
1. When scanning multiple invoices together as one file for upload, place a copy of this **INVOICE SEPARATOR IN FRONT OF EACH** invoice. See *diagram examples below*.
2. Disregard use of this invoice separator sheet when scanning a single invoice to a single file for upload. See *diagram examples below*.

## Single Invoice per File Example:



This Invoice Separator Sheet is NOT needed if only a single invoice is being scanned per file to be uploaded. 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 batch. Be sure to place this Invoice Separator in front of the first invoice and a copy before each additional invoice.

Be sure to select "Multi-Page" in your scanner setting.

**To avoid processing delays, the following is advised:**

1. We recommend saving scans in Tiff file format.
2. Scan only in **BLACK & WHITE**. DO NOT scan in color or gray-scale.
3. Only use clean, printed versions of this invoice separator sheet, do not make and/or use photocopies.