Invoice Processing Business Rules

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# Section 1: Invoice Submission

- Vendors must submit invoices in PDF or DOCX format.

- Invoices must include: Invoice ID, Date, Vendor Name, Line Items, Total Amount.

- Invoices should be emailed to: invoices@company.com

- Duplicate invoice submissions will be rejected.

# Section 2: Invoice Validation

- The system will validate that the invoice includes:

- A valid purchase order reference.

- Correct vendor code and company ID.

- Invoice total must not exceed PO amount by more than 5%.

- Invoices without valid PO reference will be flagged for manual review.

# Section 3: Approval Routing

- Invoices under $1,000 are auto-approved if all validation rules pass.

- Invoices between $1,000 and $5,000 require line manager approval.

- Invoices above $5,000 require director-level approval.

- Approval status is updated in the Finance Dashboard.

# Section 4: Payment Processing

- Payment terms default to Net 30 unless otherwise specified.

- Payment will be made via bank transfer on the 15th and 30th of each month.

- Vendors must ensure bank details are correct in their profile.