



Invoicing Standard Requirements

Vigor strives to pay our suppliers in a timely fashion, this is intended to improve the efficiency at getting your invoice into our system without issue. **Inadequate, inaccurate, or missing information will result in delays or rejection of invoice until items have been corrected.**

All Vigor entities prefer invoices, statements, and correspondence to be submitted electronically. Based on your PO number please submit invoices to one of the following email addresses. Invoices sent to an email address other than one below, will not be processed for payment:

PO starts with:	Email address for submission:
30XXX	apvigorworks@vigor.net
15XXX	acctpay@vigor.net
All Other	apallco@vigor.net

Physical invoices may be mailed to:

Vigor
Attn: Accounts Payable
P.O. Box 4367
Portland, Or 97208

Invoicing Requirements:

- **General guidance:**
 - Vigor requires a valid PO number for most purchases, if you are not provided a PO number at the time of purchase request, it is your responsibility to ask the requestor for a PO number.
 - If a PO number is not provided and product or services are still provided, this may result in severe delay or non-payment of your invoice.
 - Only current Vigor employees are allowed to request material or services on behalf of any Vigor entity. If there is a question as to whom is authorized to make a purchase or schedule a service, please reach out to the appropriate Supply Chain Team:
 - Portland: allportlandbuyers@vigor.net
 - Seattle: seattlepurchasing@vigor.net
 - Clackamas/Vancouver: allvwxpurchasing@vigor.net
 - Ketchikan: ketchikanbuyers@vigor.net
- **Invoices related to a purchase order**
 - ***Each invoice must include the following, failure to do so may result in a rejected invoice or delayed payment:***
 - Supplier company name, address, phone number, and email address.
 - Supplier Invoice Number, duplicate invoices will be rejected.
 - Purchase Order Number(s), only one PO per invoice.

- Verbiage (product number, unit of measure, product description, etc.) as is shown on the original quote, confirmation, and purchase order.
 - Tax, Freight, and Handling Fees must be broken out appropriately on the quotations, confirmations, and invoices.
 - PO Line number and Release number.
 - Clearly identify base scope or scope change.
 - Requestor's first & last name. This does not constitute a valid PO number, and may cause a delay in payment if this is the only information provided.
 - Vigor's Purchase Order Terms and Conditions require purchase orders for all purchased products and services. Invoices may be rejected or payment may be delayed if any purchase order information is missing.
 - If your cumulative invoice amount is greater than the value of the latest PO revision in your possession, you must work with the requestor and receive approval for the change order in advance of invoicing Vigor. Invoices may be rejected or payment may be delayed if there is a discrepancy.
- **Other Requirements**
 - Packing slips are required for all shipments and must have a valid PO number.
 - If a drop shipment is being sent, the packing slip must have:
 - The supplier/distributor's name and address that requested the shipment.
 - Vigor PO number.
 - A legibly signed proof of delivery notice must be available to us upon request.
 - Quotations, confirmations, PO's, and invoices, must have consistent verbiage, and pricing, if there are any variances from these documents it can delay invoice processing.
 - Any Credit Memo's must clearly state Credit Memo, these must reference the original invoice number, original PO, and total amount must be a negative value. If a credit is being sent, Vigor requires a unique credit memo per invoice, per PO. Multiple PO's, or invoices, cannot be on the same Credit Memo, must be one for one.
 - If your invoice exceeds the latest PO value, this will delay payment and possibly result in rejection of the invoice.
 - Invoices determined to contain Supplier errors will not be processed, the Supplier will be notified and a new invoice will need to be sent to Accounts Payable with the required updates
 - Any revised invoices require a new invoice number, duplicates are not permitted.
 - All products being delivered to Vigor must have the Vigor PO clearly marked on the packaging.

Invoices not related to a purchase order, for authorized suppliers only (if you do not have authorization for invoices not requiring a PO, this section does not pertain to you).

- If a proper PO is not presented at the time of order the information below is required to process the invoice:
 - Supplier company name, address, phone number, and email address.
 - Supplier Invoice Number, duplicate invoices will be rejected.
- Full project coding. This can be provided by your requestor. Includes Project & activity, example of full coding may look like: 1598101234-12345.
- Requestors first and last name.
- Signed POD/packing slip with legible signature.

We would welcome any feedback you may have where we can improve achieving efficient support in paying you, feedback can be sent to SupplierFeedback@vigor.net.