



## **San Diego Community College Accounts Payable**

### **Invoice submission guidelines**

The San Diego Community College District's Accounts Payable has converted to Optical Character Recognition (OCR) software and the Perceptive Content document management system. To ensure that the OCR system could complete the process, key data points must be present on invoices such as supplier/vendor name and address, invoice number and date, Purchase order (PO) number, line-item details, freight, taxes, tariffs and total amount due.

#### **New invoice submission guidelines**

- Send invoice to [APinvoice@sdccd.edu](mailto:APinvoice@sdccd.edu).
  - One invoice per e-mail
  - PDF format
  - Current PO must be listed in the invoice
  - Combine the invoice and supporting document in a single PDF file with the invoice as the first page
  - Do not send the same invoice multiple times
  - Do not copy the Accounts Payable team
- Do not send the following documents to [APinvoice@sdccd.edu](mailto:APinvoice@sdccd.edu) e-mail address
  - Statements
  - Quotes
  - Receipts
  - Copies of Purchase Orders (PO)
  - Inquiries or other types of communications

- **Send your questions or inquiries to [APinquiry@sdccd.edu](mailto:APinquiry@sdccd.edu)**

For questions regarding HH project invoices, please contact your OESF representative or call 619-388-6546