**Invoice Submission**

* Email invoices to [apinvoices@bcm.edu](mailto:apinvoices@bcm.edu) as attachments in .**pdf** format. Each attachment must only contain **one** invoice.
* If you cannot email the invoice, invoice must be mailed to:

Baylor College of Medicine

Accounts Payable and Disbursements

One Baylor Plaza MS: BCM201

Houston TX 77030

**To expedite payment: Invoices should always:**

* Include a valid 10-digit BCM Purchase Order number which must be printed on the invoice
* Include a unique invoice number. Duplicate invoice numbers will delay payment.
* Contain the word “invoice” on the document
* Contain the “invoice date” on the document
* Provide a “Remit to” pay address on the document
* Include the description of the goods provided or services rendered
* Include the current amount due (not a balance forward)
* Include discount options (if applicable)
* Enroll in ACH payment processing to realize payments faster. Please fill out the attached ACH request form; and send the request to send the request to [purchasing@bcm.edu](mailto:purchasing@bcm.edu) in official letterhead and/or company email.



* Please make sure that your contact information is kept up to date. Please contact [purchasing@bcm.edu](mailto:purchasing@bcm.edu) to verify.
* Please include the department’s name who ordered the merchandise/service and the date.
* Please include the person who ordered the merchandise / service

**Please do not do the following:**

* DO NOT attach web links to download invoices. These will not be accepted
* DO NOT send statements, confirmations, inquiries or other non-invoice - correspondence to [apinvoices@bcm.edu](mailto:apinvoices@bcm.edu).
* DO NOT send invoices to [purchasing@bcm.edu](mailto:purchasing@bcm.edu).

**Contact Information**

If you have invoice or payment related questions, please contact Accounts Payable at [acctpay@bcm.edu](mailto:acctpay@bcm.edu) or (713) 798-4177.

If you have purchasing or vendor related questions, please contact Supply Chain Management at: [purchasing@bcm.edu](mailto:purchasing@bcm.edu) or (713) 798-4812