Dear Villanova University Vendor,

Villanova University would like to thank you for being an important supplier to our University. In order to help streamline the payment process of your invoices, Villanova Procurement Office uses an invoice processing system. This software will require all invoices to be scanned and imaged. Villanova University will require the following in order to process your invoice:

1. All invoices must be sent to the following email address: procurement@villanova.edu
   • Please Note: Original hard copies of the invoice should not be sent directly to the department. This will only slow up the payment process due to duplicate invoices being created and rejected in our system.
2. Invoice should be scanned with a minimal DPI scanner of 300 and the invoice should be in Adobe or Microsoft Word format.
3. Only one copy of the invoice should be sent to the University. If an invoice remains unpaid after our agreed payment terms, please contact the Procurement Office at procurement@villanova.edu for assistance.
4. All Invoices must contain the following information:
   a. Supplier name.
   b. Supplier remittance address.
   c. Invoice number (each invoice number must be unique).
   d. Invoice date.
   e. PO number (if applicable).
   f. Villanova University department name and contact for the order.
   g. Authorized Villanova employee who placed the order for the item/service.
   h. Description of product or service, including quantity, unit price, and shipping if applicable.
   i. Total amount due.
   j. PO invoices must match line for line to the PO you received from Villanova University.
   k. Contractors submitting an AIA form must also supply a coversheet which contains items in sections a-g listed above.

NOTE to New Vendors: All new vendors must complete our onboarding vendor information which is done through our partner – PaymentWorks. Find out more information about this here.