

GCU SUPPLIER INVOICING REQUIREMENTS

1. Introduction

As a valued partner, we look forward to a mutually positive and productive business relationship. We have created these requirements to better assist you in working with Grand Canyon University (“Company”) and reduce the risks of late payments or invoice rejections.

Suppliers, along with their employees, agents, and subcontractors that supply products and/or services to the Company (“Suppliers”) are expected to adhere to these requirements for all billing dealings with the Company. Any invoices not complying with these requirements will be returned to the Supplier and the Supplier shall be obliged to cancel the non-compliant invoice, issue a new invoice with the required details, and reset the “due by” date to be net 30 from the date of receipt of invoice. The Supplier can contact the Company’s Accounts Payable Department at 602-639-6105 or gcuaccountspayable@gcu.edu for any payment or invoicing issues.

2. Billing Practices

The Supplier shall:

- Invoice the Company monthly.
- Bill in arrears for services provided.
- Cancel any non-compliant invoice that is returned by the Company.
- Reissue a new invoice with the required details for any cancelled invoices.
- Reset the “due by” date for all reissued invoices to be net 30 from the date of receipt of invoice.
- Send a monthly statement of outstanding invoices to the Company at gcuaccountspayable@gcu.edu
- Notify the Company of any Supplier company name changes (due to merger or acquisition, etc.) to procurement@gce.com
- Know that invoices submitted to a Company contact rather than the Company’s Accounts Payable department is not considered a submittal and could nullify the invoice.
- Know that any invoice submitted to the Company ninety (90) days following the date of service (or products rendered) is null and void.
- Know the Company shall have no liability for invoices submitted following the expiration of such ninety (90)-day period.
- Know that payment terms are net 30 unless otherwise specified in a fully executed agreement.

The Company shall:

- Return non-compliant invoices to the Supplier.
- Not be responsible for any bank charges arising from payments.
- Not be liable for invoices submitted ninety (90) days following the date the products or services were provided or rendered complete.
- Treat a Supplier with several sites as one Supplier; this means the Company shall have the right to offset credits from one site against invoices from another site.

3. Invoice Requirements

When applicable, invoices must be accompanied by all relevant supporting documentation to enable the Company to verify that the charges appearing on such invoices are correct. Unless otherwise expressly agreed to in a fully executed agreement, a Supplier invoice must include the required details below. Invoices must be written in the English language and the requirements must be visible by the Company’s representative processing the invoice.

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The following requirements must be visible on the **first page** of the invoice:

- The Company's purchase order number or budget account number
- The Supplier's invoice date
- The Supplier's company name (as it appears on the company's certificate of incorporation or the full name of the entity that is issuing the invoice, and details of any applicable business or trading name)
- The Supplier's address
- The Supplier's contact name, phone number and email address.

The following requirements must be visible somewhere on the invoice:

- A unique identifying invoice number
- The amount being invoiced
- A valid Supplier email address which the Company can use to send remittance advices
- A valid Supplier telephone contact number
- A clear description of goods and/or services that enables the Company to identify what was provided
- The quantity, price per unit, and total price per line for goods and/or services that correspond to the purchase order provided by the Company- excluding value added tax (VAT) and goods and services tax (GST)
- The date the goods and/or services were supplied to Company

4. Credit Memo Requirements

Unless otherwise expressly agreed to in a fully executed agreement, any Supplier issued credit memo will follow the same format and submission requirements as for invoices.

5. Invoice Submission Requirements

- Submit invoices in pdf format, directly to the Company's Accounts Payable Department at gcuaccountspayable@gcu.edu
- Submit invoices within seven (7) business days from shipment or service completion.

It is preferred that invoices are submitted electronically in pdf format. When a paper invoice must be mailed, mail the invoice to:

Grand Canyon University, 3300 West Camelback Rd., Phoenix, AZ 85017, Attn: AP, Bldg. 71, 4th floor. Invoices submitted to a Company contact rather than the Company's Accounts Payable Department are not considered submitted. Invoices submitted after ninety (90) days from date of services or product rendered are considered null and void and the Company will not be held liable.

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