



Invoice Processing

1. Purchase Order (PO) Information Requirements:

A purchase order number is required for all services or merchandise ordered. The purchase order numbers may be obtained from an authorized employee of Price Brothers Management. This includes The Property Manager or Lead Maintenance personnel.

2. Billing Instructions:

The Accounts Payable Department handles supplier invoice payments that are paid by check or by electronic funds transfer. Price Brothers Management Accounts Payable department will match the invoice submitted to the assigned purchase order. If the purchase order does not match the invoice, your payment may be delayed. If both match, the invoice is entered into the agreed upon payment cycle. A perfect match is the best way to ensure timely payment.

2.1 Payment delays

There are several reasons why invoice payments may be delayed. They include, but are not limited to:

- Price/Quantity Discrepancy Invoice
- Substitution on an invoice
- Merchandise returned to vendor
- Advertising or Promotional allowances or discounts
- Improper documentation

If you have questions regarding your invoice or payment please contact the Accounts Payable Representative at (913) 563-4100.

2.2 Paper Invoices

Paper invoices must include but are not limited to the following information:

- Vendor name, address and contact number
- Purchase Order number. If multiple page invoice, must be on the total page
- Invoice number and invoice date
- Unit cost and total cost – including tax
- Terms agreed upon
- Apartment unit number, if applicable

2.3 Back Orders

Back orders are required to be invoiced separately or apart from the original invoice. **When a back orders are shipped each shipment will require a separate invoice (with a different invoice number. The invoice must contain the original purchase order number).** Deviation from this will cause a delay in payment.

3. Steps to Insure Timely Payment

- Be sure all the information listed in the previous Invoicing Instructions appears on the Invoice.
- Only one Purchase Order per invoice is acceptable.
- Send original invoices to the correct location.
- Do not send duplicate invoices.
- Make certain prices are the same as on the Purchase Order and the quantity shipped matches the invoice.
- Make certain the correct Purchase Order Number is clearly indicated on each shipment documents.
- A Packing Slip is to be sent to the correct delivery location with the shipment.
- Submit invoices according to terms and time table outlined below

4. Dates of Payment

Checks are cut on the 2nd and 3rd Friday, and EOM. Invoices need to be approved and submitted to the Accounts Payable Department no later than Tuesday of the same week. You should receive your check no later than 7 days from the date the check was cut.

5. Cash Discounts

- In the event payment of an invoice subject to cash discount is due on a weekend or holiday, the check will be issued on the next business day and the discount will be deemed to have been earned.

6. Mailing Addresses

Contract Vendors are to send their invoices to the respective property unless instructed otherwise by the Contracts Administrator.

Supply Vendors are to send their invoices to the Corporate Office located at 12721 Metcalf Avenue, Suite 200 Overland Park, KS 66213 Attn: Account Payable

Vendor Setup Forms are to be sent to the respective Property Manager PRIOR to the services being rendered or items shipped

Tax Exempt Certificates and Information should be sent to: Corporate Office located at 12721 Metcalf Avenue, Suite 200 Overland Park, KS 66213 Attn: Account Payable