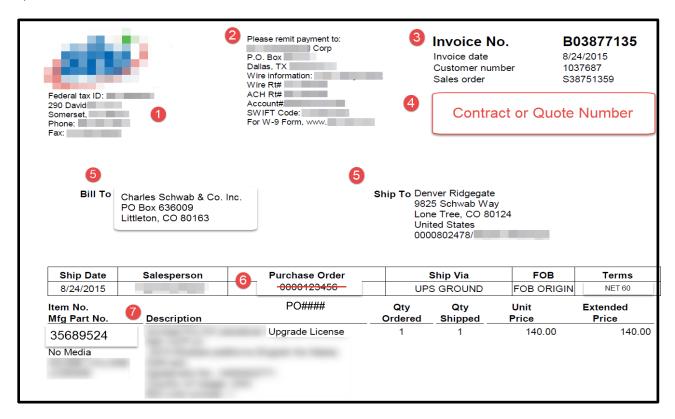## *Important information when submitting invoices to Charles Schwab & Co. Inc.:*

To confirm invoices are processed and paid on time please make certain the below information is on **ALL** invoices upon submission:

1. <u>Vendor Contact Information</u> - Please include Tax ID # on invoice
   a. It is important to include the Vendor address, Phone number, as well as email address on the invoice for easy contact in case there are any issues.
2. Remit information – This information allows payment to be made quickly and correctly
   a. Must show payable name and remittance address
3. Invoice Number and Date
4. Contract or Quote Number
   a. It's important to reference any Contract or Quote that was prepared so the work can be verified against the agreement.
5. Bill and Ship to information
   a. This will help ensure the goods are delivered and billed to the correct address
6. **Purchase Order Number**
   a. **Without the PO number the invoice cannot be matched for payment.**
   b. **If there is no PO number then work with the employee that ordered the goods/services to obtain a PO.** OR
   c. **Provide the GL account/Cost center given to you by the Schwab employee who ordered the goods/services.**
7. Description of Service/Goods invoiced
   a. The description will help AP match the invoice to the PO easier as well as ensure the invoice is referencing the correct PO.