



**Association of
American Medical Colleges**
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To: All AAMC Suppliers
Subject: Proper Invoicing

To help in the preparation of accurate invoices and assist in prompt payment, we are sending this letter to remind suppliers of their responsibility to submit a correct and complete invoice. Pursuant to that goal we are requiring that our suppliers comply with the following requirements when submitting invoices to AAMC:

- Each invoice must refer to one, and only one purchase order.
- Each invoiced must contain the following data elements;
 - Name of supplier
 - AAMC purchase order number
 - Invoice date
 - Supplier invoice number
 - AAMC account number where applicable
 - Description, price and quantity of goods and/or services rendered
 - Shipping and payment terms
 - Supplier contact name, title and telephone number
 - AAMC's time tracking documents (Contingent Worker)
 - Other substantiating documentation or information required by the contract

Submit your invoice via email to accountspayable@aamc.org. Invoices should be submitted in electronic form unless an exception applies. In the event of an exception, please send invoices to Association of American Medical Colleges, Attn: Accounts Payable, 655 K Street, N.W., Suite 100, Washington, D.C. 20001-2399. For questions regarding payments, please contact accountspayable@aamc.org.

If your invoice does not comply with the above required information and is deemed "improper," AAMC will return the invoice within two days after receipt, with a statement of the reasons why it is not a proper invoice. Suppliers will need to correct and resubmit a proper invoice, which restarts the payment process and due date for payment.

Supplier recognizes that AAMC will be treated as a tax exempt entity. All invoices of a supplier to AAMC shall exclude taxes that are excludable under Purchaser's tax exempt status. AAMC will provide to Supplier its exemption certificate, if needed.

For questions related to this memo, please contact the procurement office at procurement@aamc.org.