

# COMPASS

## Compass Invoice Requirements

Please provide the following information when submitting your invoice to Compass:

- Supplier Name
- Supplier contact details
- Compass Contact Name / Requester Name
- Compass address where goods / services were delivered or performed
- Invoice Date - date invoice is submitted to Compass
- Invoice Due Date
- PO number (if applicable)
- Full description of items / service
- Quantity and Amount
- \*\* Note - taxes, shipping, handling and/or miscellaneous fees are not to be bundled into the line item total. They must be placed on the specific lines on at the end of the invoice