UPP / PRODUCTION RESOURCES

Vendor invoice submission checklist

Help vendors and coordinators send an invoice package that can be matched, reviewed, and routed without avoidable follow-up.

Mark completed items. Record an owner or reference; carry unresolved items into the action record.

Project / production: **Vendor / invoice number:**

Invoice date / currency: **Prepared by / reviewer:**

01 Check the invoice details

Done	Review item	Owner or reference
☐	Confirm vendor and billed-company names, invoice number, and invoice date.	
☐	Describe the work or goods, service dates, quantities, and agreed charges.	
☐	Show currency, tax detail where applicable, and the invoice total clearly.	

02 Match the supporting record

Done	Review item	Owner or reference
☐	Reference the project, department, and purchase order or agreement.	
☐	Attach delivery or service-acceptance evidence and approved changes.	
☐	Check for duplicate submissions and explain any credit or replacement invoice.	

03 Route and follow up

Done	Review item	Owner or reference
☐	Confirm the approver and agreed submission channel with the production.	
☐	Complete requested vendor or tax setup through the approved secure workflow.	
☐	Keep the submission reference and route payment questions to the named contact.	

Open action and handoff

Action / reference:

Owner: Due: Reviewed by / date:

An invoice checklist does not establish worker classification or approve payment. Share tax and bank records only through the approved secure workflow.

Official sources, where applicable: Form W-9