



Vendor Invoice Requirements

Vendors must submit invoices upon the completion of services listed on the Purchase Order. Invoices must be accompanied by a Purchase Order and submitted through the appropriate Active Vendor Invoice Inbox.

Pacific Charter Institute (PCI) will not pay invoices without a copy of the Purchase Order.

Invoices may have more than one student if the students are all from the same School or Resource Location. Invoices must include ALL of the following:

- Vendor Information
 - Name
 - Address
 - Phone number
- Name of School and/or Resource Location
- Invoice number

Note: This number must be sequential and may not be repeated. Any invoice with duplicate invoice numbers for a different school location or service will not be processed and will be returned by the PCI Business Department.
- Student's Full Name(s)
- Description(s) of Service/Activity provided
- Date(s) of Service/Activity
- Amount charged per student per Service/Activity
(this amount must match the amount on the Purchase Order)
- Total Amount Owed (may not be more than the sum of all Purchase Orders)

Disclaimer: PCI does not prepay for any service/activity. All invoices sent to PCI must be for services/activities that have previously taken place with a Purchase Order.

Final invoices for the 2017-2018 school year must be turned in no later than Friday, June 1st, 2018.

PCI pays invoices on a NET 30

Please send all invoices with Purchase Orders to the corresponding Active Vendors Invoice Inbox or to the corresponding school's email address listed on the Purchase Order.



Accessing the Active Vendors Invoice Inbox

Vendors:

- 1) Open a web browser and go to www.pacificcharters.org
- 2) In the navigation pane on top, locate our Business Vendor Portal.
- 3) Scroll down to "Current Vendors"
- 4) Click on the name of the School/Resource Location.
- 5) A new window will open the website to the inbox.

Submitting Invoices through the Active Vendors Invoice Inbox

- 1) On the inbox page, click "Add File" to attach the Invoice(s) and Purchase Order(s). Note: Files may not be larger than 10 MB. Acceptable file formats include .pdf, .doc, .docx, .xls, .xlsx, or .zip.
- 2) Enter your information in the remaining fields:
 - a. Name of Active Vendor
 - b. Email Address (optional to receive confirmation of submission)
 - c. Invoice #
 - d. Total Balance
- 3) Click "Submit" to submit the Invoices and Purchase Orders for processing.