

# **Invoice Submission Guidelines for Suppliers**

To ensure timely processing and payment of your invoice, please follow these guidelines:

1. Email invoices in PDF format to [APInvoices@Cordis.com](mailto:APInvoices@Cordis.com)
  - a. Note: **Other file formats will fail**
  - b. If you cannot email your invoices, please reach out to your Cordis representative for further instructions

**Please note:** The [AccountsPayable@Cordis.com](mailto:AccountsPayable@Cordis.com) mailbox has been redirected to [APInvoices@Cordis.com](mailto:APInvoices@Cordis.com). Please share this with your billing team to ensure you are using [APInvoices@Cordis.com](mailto:APInvoices@Cordis.com) for future billing. We will continue to monitor both mailboxes through December 31, 2024.

2. Each PDF must contain only 1 invoice and all supporting documentation
  - a. Multiple PDF document attachments may be attached to a single email; however, each attachment is treated as a separate invoice
  - b. The total email size limit is 30MB
3. Include your Purchase Order (“PO”) number or Cordis Cost Center (for non-PO orders) on the invoice
  - a. Each invoice may only contain one (1) Purchase Order.
  - b. You can obtain a Cost Center from your Cordis representative
  - c. Note: **Invoices received without either a PO or Cost Center are subject to payment delays**
4. You may confirm your invoice has been received by logging into your Raindrop supplier portal account by navigating to [Cordis.com/transact](https://Cordis.com/transact).
  - a. If you aren’t yet registered on our Raindrop supplier portal, then please reach out to your Cordis representative for more information

If you have any questions or need support, please reach out to your Cordis representative