**Policy: Special Invoice Check Procedure**

**Purpose**

Certain clients have specific billing requirements that must be met to ensure compliance and accuracy. The following procedures outline the necessary steps for checking invoice accuracy for high profile clients.

**Client-Specific Requirements**

**Dorma**

* **Purchase Order:** Is the client PO number in the Client PO field?
* **Product Number:** Is the client’s product number at the beginning of the Project Name and Line-Item Description?
* **Pricing:** Does the ticket price match the Purchase Order?

**Procter & Gamble**

* **Purchase Order:** Is the client PO number in the Client PO field?
* **Pricing:** Does the ticket price match the Purchase Order?

**SEMO**

* **Purchase Order:** Is the client PO or index number in the Client PO field?
* **Pricing:** Does the ticket price match the Purchase Order or client quote?

**MiTek Web Orders**

* **Purchase Order:** Is the web order number in the Client PO field?
* **Project Description:** Is the web order number in the Project Name?
* **Line-Item Description:** Is the web order number at the end of the description?
* **Phone Number:** Does the order contact phone number match the web order? Is the phone number listed in the Ship To section?
* **Shipping:** Does the Ship To information match the web order?
* **Customer Contact:** Is the individual who placed the order listed as the Customer Contact?

**Daniels Health Web Orders**

* **Purchase Order:** Is the web order number in the Client PO field?
* **Project Description:** Is the web order number in the Project Name?
* **Line-Item Description:** Is the web order number at the end of the description?
* **Phone Number:** Does the order contact phone number match the web order? Is the phone number listed in the Ship To section?
* **Shipping:** Does the Ship To information match the web order?
* **Customer Contact:** Is the individual who placed the order listed as the Customer Contact?

**Next Steps:**

* **Discrepancies:** Discuss with the Policy & Purchasing Manager
* **Invoice Meets Requirements:** Reply to the email from Production stating that the ticket is approved to close.