The specific criteria suppliers will need to adhere to email invoices to Weyerhaeuser for payment are below. Failure to comply with the specific criteria will delay payments.

**GENERAL:**

* If emailing invoices to Weyerhaeuser, duplicate copies of the invoice must not be sent through any other method. Do not fax or mail any copies. The preference is to have the emailed file created directly from an electronic version (i.e., not printed and then scanned / digitized into a file attachment.)

**EMAIL:**

* Keyword in Subject Line of the email:

|  |  |
| --- | --- |
| **IF** this type of invoice | **THEN** use this within the subject line |
| **Utility** Ex: Electricity, Telecom, Waste, or Water | **Utility** |
| **Non-Utility** Ex: Freight, material, Service invoices | No standard subject line required for these types of invoices (Do not use the word “Utility” in subject line) |

* One invoice per attachment; attachments cannot be zipped or compressed
* Do not include a cover sheet with your invoice
* Do not include pertinent information in the body of the email; i.e. Logos/auto-signatures, invoice queries, and invoice processing information
* Information relevant to ensure proper payment and avoid delays must be included **on** the attached invoice file:
	+ **Contact Name**
	+ **Unique Invoice Number**
	+ **Remit to Address**
	+ **Supporting Backup Documentation**
	+ **Purchase Order Number (if applicable)**
* If you are a service provider, it is still a requirement that you provide a detailed statement of work to the location where services are performed, and only a summary invoice is required to be sent to Accounts Payable

**ACCEPTABLE FILE FORMATS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Extension | Name | Extension |
| Portable Document Format | PDF | Microsoft Word | DOC & DOCX |
| Tagged Image File Format | TIF, TIFF | Microsoft Excel | XLS & XLSX |

**EMAIL ADDRESS for Invoices only:** apinvoices@wy.com

Payment inquiries and notifications of address, bank, and name changes, etc. should never be sent to this unmonitored email box.

If the supplier is unable to meet the criteria for emailing invoices and is not offering a discount or enforcing a significant late fee on short terms,the supplier should mail invoices directly to Accounts Payable:

|  |  |
| --- | --- |
| **IF** this type of invoice | **THEN** mail to: |
| **Utility** Examples: Telecom, Water, Electricity, Waste | Weyerhaeuser Accounts PayableAttn: Site Contact Name and Location220 Occidental Avenue SouthCall #14972Seattle, WA 98104 |
| **Non-Utility** Examples: Freight, Material/Service invoices | Weyerhaeuser Accounts PayableAttn: Site Contact name and Location220 Occidental Avenue SouthCall #14973Seattle, WA 98104 |

**If the supplier is unable to meet the criteria including file format for emailing invoices or if you have any questions, contact Weyerhaeuser AP Customer Service Department at** apcs@wy.com **or** **1-888-387-2267**