

Valid invoice requirements

As part of the American Express AccessLine® payment process, you are required to upload a valid invoice issued by your payee that contains all the necessary details required to approve and verify the payment and business. This enables faster processing times and avoids delays in either shipping or payment.

As a handy reference, here are the minimum requirements for a valid invoice based on American Express requirements.

A valid invoice - what's required by American Express?

A valid tax invoice, pro forma invoice or purchase order, must include the following details:

1. Invoice issue date must not be older than 13 months.
2. Your full business name and address.
3. The receiver/receiving party's business name.
4. The receiver/receiving party's physical address including Post Code (no PO Box number).
5. The receiver/receiving party's contact number.
6. A description of the goods and services that have been purchased.
7. Invoice amount must not be zero.
8. The receiver/receiving party's complete bank account details (this must match the entity name that is issuing the invoice).
9. In certain circumstances additional information may be required to verify the payee. American Express will be in touch in this case.

Example Invoice

1	Date: 1 August 2019	Fabrics Warehouse Pty Ltd	3																																		
2	To: Fred's Furniture Pty Ltd ABN: 32 222 555 777 333 Sample Road Suburb NSW 2229	222 Sample Road City, State, Area Code	4																																		
		Ph: +44 20 7742 4000	5																																		
6	<table><thead><tr><th>Qty</th><th>Description</th><th>Unit price</th><th>VAT</th><th>Total</th></tr></thead><tbody><tr><td>50</td><td>Product 1</td><td>£150</td><td>£15</td><td>£8,250</td></tr><tr><td>10</td><td>Product 2</td><td>£40</td><td>£4</td><td>£440</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>TOTAL AMOUNT PAYABLE</td><td></td><td></td><td>£8,690</td></tr></tbody></table>	Qty	Description	Unit price	VAT	Total	50	Product 1	£150	£15	£8,250	10	Product 2	£40	£4	£440																	TOTAL AMOUNT PAYABLE			£8,690	7
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