McKinsey & Company – Accounts Payable

Invoice requirements

Important guidelines for submitting invoices are listed below. Please note that not following these guidelines will result in delayed payment or the invoice being returned.

Guideline for submitting invoice for payment:

- Vendors should submit invoices for payment in a timely manner to the requestors (**Invoice should reach McKinsey within a week from the invoice date/invoice issuance date)**

- **Invoice copy requirements:**

- Clear display of the word 'Invoice' must be on the document in English or other native languages e.g. Factura (Note: Quote / Statement etc., are not accepted)
- Unique identification number (invoice number)
- Invoice date
- Bill to information – McKinsey & Company (legal entity name) with complete office address
- McKinsey contact name (requestor of good/services)
- Purchase Order number/Charge code (mandatory to process an invoice for payment, vendor should get this information from requestor and have it updated on the invoice)
- Vendor name, address and contact information (i.e. phone number & email id)
- Tax/VAT registration number of the vendor
- Bank account information for payment (account number, routing number, SWIFT address, Bank name, Beneficiary name)
- Clear description of product/services rendered
- Date the goods or services are provided (supply date)
- The amount(s) per product/service
- Tax/VAT amount if applicable
- Total invoice amount along with currency

Note: Firm standard vendor payment term is Net30.