

In a constant effort to improve and simplify the way we work, we offer Crowley's Supplier Portal to support our e-invoicing options with Crowley.

E-invoicing brings several advantages:

- Faster Invoice process and more secure delivery of invoices;
- Reduced environmental impact;
- Reduced cost for enveloping, postage, and mailing.

The preferred invoicing format for Crowley purchase invoices is through our **Supplier Portal** or using Oracle Business Network's data interchange framework for **e invoices**. For more information, please check our web page [Sustainable Procurement - Invoices and Payments ~ Crowley](#)

However, if you are currently unable to submit invoices electronically, it is possible to send the invoices in PDF format via e-mail.

For questions on this process, see the Training Resources [located here](#) or send an email to APIquiries@crowley.com.

Invoice Requirements

- The following should be included in the invoice header:
 - Invoice Number
 - Invoice Date
 - Supplier Name
 - Supplier Address
 - Supplier Remit To Address
 - Name of Crowley Contact that Requested Good(s) and/or Services(s)
- Invoice lines in tabular format:
 - Invoice Line Item Number
 - Purchase Order Number
 - Purchase Order Line Item Number
 - Item Description
 - Invoiced Quantity
 - Unit of Measure
 - Unit Price
 - Line Amount
- Invoice footer:
 - Total Invoice Amount
 - Invoice Currency
 - Freight Amount (if applicable)
 - Tax Amount (if applicable)

Other Items to Note for Invoicing:

- Avoid handwritten contents and stamp marks
- Remit to addresses should be within the top 25% or bottom 20% of the invoice.
- Always reference the PO number(s) that corresponds to the Invoice.
- Do not include “PO” in the PO number string.
- Do not send duplicate invoices.

Invoice Submission Requirements

- Please make sure that your invoices include a PO Number and Line Number.
- All invoices should be submitted via email attachments to apinvoices@crowley.com
 - The subject line of the email CANNOT contain the underscore symbol.
 - E-mails cannot exceed 10MB and individual attachments cannot exceed 5MB.
- Do not send invoices to Crowley locations and/or employees directly.
- Please send statements and questions regarding account balances to our special inquiry email address: apvendorinquiries@crowley.com.

- Invoices will be accepted in the following formats:
 - .TIF
 - .TIFF
 - .PNG
 - .JPG
 - .DOC
 - .DOCX
 - .PDF

- Invoice images can be included in e-mail in the following ways:
 - Single page invoice in one attachment
 - Multiple page invoice in one attachment
 - Multiple invoices in one attachment
 - Single and multiple page invoices in multiple attachments
 - A single invoice cannot be represented by multiple attachments

- Invoices within e-mail attachments should be organized in the following ways:
 - Multiple single page invoices in an attachment – Insert a blank, separator page in between invoices.
 - One multiple page invoice in an attachment – Place a blank, separator page at the end or beginning of the attachment to prevent processing each page as a separate invoice.
 - More than one multiple page invoice in an attachment – Insert a blank, separator page between invoices.
 - Both single and multiple page invoices in an attachment – Insert a blank, separator page between invoices.

- If you would like to include supporting page(s) with the invoice, place the supporting page(s) behind the invoice and separate with a blank, separator page.

- Credit Memo’s should also be sent via e-mail attachments. The credit memo image must contain either the words “Credit Note” or “Credit Memo.”



- Invoice lines should be in tabular format (example included at the end of this document).

The following is a sample format of an acceptable invoice:

<p>SAMPLE SUPPLIER INC. 123 Main Street. City, State ZIP</p>	<p>Invoice #: SSINC SAMPLEINV Date: MM/DD/YYYY</p>
<p>Ship To: Crowley Maritime Corporation 9487 REGENCY SQUARE BLVD. N Jacksonville, FL 32225</p>	<p>Bill To: Crowley Maritime Corporation 9487 REGENCY SQUARE BLVD. N Jacksonville, FL 32225</p>

Sold By	PO #	Shipped On	Shipped By	Terms
John Doe	@@@#####	MMDD/YY	UPS	Immediate

Item Description	Qty	UOM	Unit Price	Amount
Test Invoice Scenario 1.01	4	BX	\$5.50	\$22.00

Subtotal	Freight	Handling	Sales Tax	Total Due
\$22.00	\$3.00			\$25.00