

Minimum Required Information for Invoice Submission

Invoice Category	Field and Description	Required
Supplier Details	Supplier Name and Address: Based on tax registration	1
	Account Manager: Supplier contact name	1
	Account Manager Email: Supplier's Account Manager email address	1
Invoice Details	Invoice No: Number excludes special characters (@, -, #)	
	Invoice Date: Invoices are processed based upon date of receipt	
	PO / Purchase Order Number: 8-digit alphanumeric number, effective January 2024	2
	Contract ID: Alphanumeric number	
	Customer ID: Alphanumeric number	
Billing and Shipping Details	Bill To: BNY Mellon legal entity name and address	3
	Invoice Point of Contact (IPOC) Name: BNY Mellon contact name	3
	Invoice Point of Contact (IPOC) Email: BNY Mellon contact email address	3
	Line of Business (LOB): BNY Mellon service LOB	3
	Ship To: BNY Mellon legal entity (US suppliers only)	3
Payment Details	Payment Terms, Description, Quantity, Unit of Measure (UOM)	
	Price Per Unit: Include currency symbol relevant to supplier country	4
	Total: Quantity multiplied by Price Per Unit (include currency symbol)	
	Tax Percentage and Tax Amount: Based on the value of goods / services and supplier location	
	Gross Amount: total payable amount including tax	5
Tax ID	Supplier Tax ID: Tax identification number	6
Bank Details	Bank Name, Branch Address, Account Number	7
	Additional Info (Optional), Tax Disclaimer (US only)	
	Remittance Instructions: Specific remittance instructions, if any	8

Sample Invoice

ABC Company

SUPPLIER DETAILS:

ABC Company Inc. 101 Wall Street New York, NY 10005 ABC Company Account Manager: Jane Doe ABC Company Account Manager Email: JaneDoe@ABC.com	INVOICE NO: 10123 INVOICE DATE: 01/01/2024 PO NUMBER: PO123456 CONTRACT ID: ENG-XXXXXX CUSTOMER ID: ABC12345
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BILL TO: The Bank of New York Mellon Corporation 500 Grant Street Pittsburgh, PA 15249 Invoice Point of Contact (IPOC) Name: Joseph Williams Invoice Point of Contact (IPOC) Email: joseph.williams@bnymellon.com Line of Business (LOB): Wealth Management	SHIP TO: The Bank of New York Mellon Corporation 240 Greenwich Street New York, NY 10007 United States Attn: apinvoices@bnymellon.com
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PAYMENT TERMS: Net 30 Days

DESCRIPTION	QUANTITY	UOM	PRICE PER UNIT	TOTAL	TAX PERCENTAGE	TAX AMOUNT	GROSS AMOUNT
Software User License	500	EA	\$1,000.00	\$500,000.00	6%	\$30,000.00	\$530,000.00
Software Annual Maintenance	1	LOT	\$10,000.00	\$10,000.00	6%	\$600.00	\$10,600.00
						\$510,000.00	\$30,600.00
						TOTAL AMOUNT PAYABLE: \$540,600.00	

SUPPLIER TAX ID: 123456789

BANK DETAILS:

BANK NAME: XYZ Bank BRANCH ADDRESS: Branch Address ACCOUNT NUMBER: XXXXXXXXXXX-XXXXXXX ADDITIONAL INFO.: (Optional)	TAX DISCLAIMER: (US only) Please indicate the City, State, and Country where above goods / services were provided.
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REMITTANCE INSTRUCTIONS: (Optional)