



BUSINESS PARTNER INVOICE STANDARD REQUIREMENTS

Effective immediately all invoices submitted to Clark Group must adhere to the below standards:

1. Clark utilizes an electronic procurement system (Coupa) for all purchases and invoices. It is required that suppliers commit to utilizing our system to deter fraud and ensure invoices are paid in a timely manner. (*Once Linked to the Coupa Supplier Portal (CSP), invoices must be submitted electronically only.*)
2. Invoices must reference the following:
 - a. A valid PO number (“PO Number” field)
 - 8 digits long and start with the letter "C"
 - i.e. C*****
 - b. A valid Project Number (“Location Code” field, once labeled as “Job #”)
 - 7 digits long and include a letter
 - i.e. 160**A*, 130**B*, 001**C*, 190**F*, 140**M* or 180**N*, 190**S*

or

A valid Cost Center Number (Location Code field, once labeled as “Job #”)

 - 8 digits long and start with the number 2
 - i.e. 2*****
 - c. Clark Point of Contact
 - d. Ship To Address
3. Clark requires a PO for all purchases (***Failure to present a PO number upon invoicing will result in the invoice not being accepted for payment.***)
 - a. All invoices must contain a valid PO number. Non-PO invoices will be rejected.
(List of exemptions found under Purchase Order Policy, Appendix A [Purchase Order Policy](#))
 - b. Clark may issue an “After the Fact PO” to allow for the Business Partner to Invoice us in cases of emergency only. These PO’s will clearly state they are After the Fact and not a new order.
4. Items which were not originally included on a Purchase Order must be invoiced separately. **Do not** combine PO backed and Non-PO backed lines on a single invoice.
 - a. Once a PO has been issued only the items on that PO can be invoiced against that PO number.
 - b. If additional items are needed, best practices require a new PO.

Additionally, live training (via teleconference) for the Coupa Business Partner Portal is available to existing suppliers on the first Thursday of each month. To register for training and/or any questions about this process please email: thomas.anderson@clarkconstruction.com

All payment-related inquiries should be directed to Clark Accounts Payable at: accounts.payable@clarkconstruction.com or call 301-272-8105

BUSINESS PARTNER SIGNATURE:

I have read and understand Clark’s Business Partner Invoice Standard Requirements and failure to adhere to our policies will result in payment delays and invoice rejection/disputes