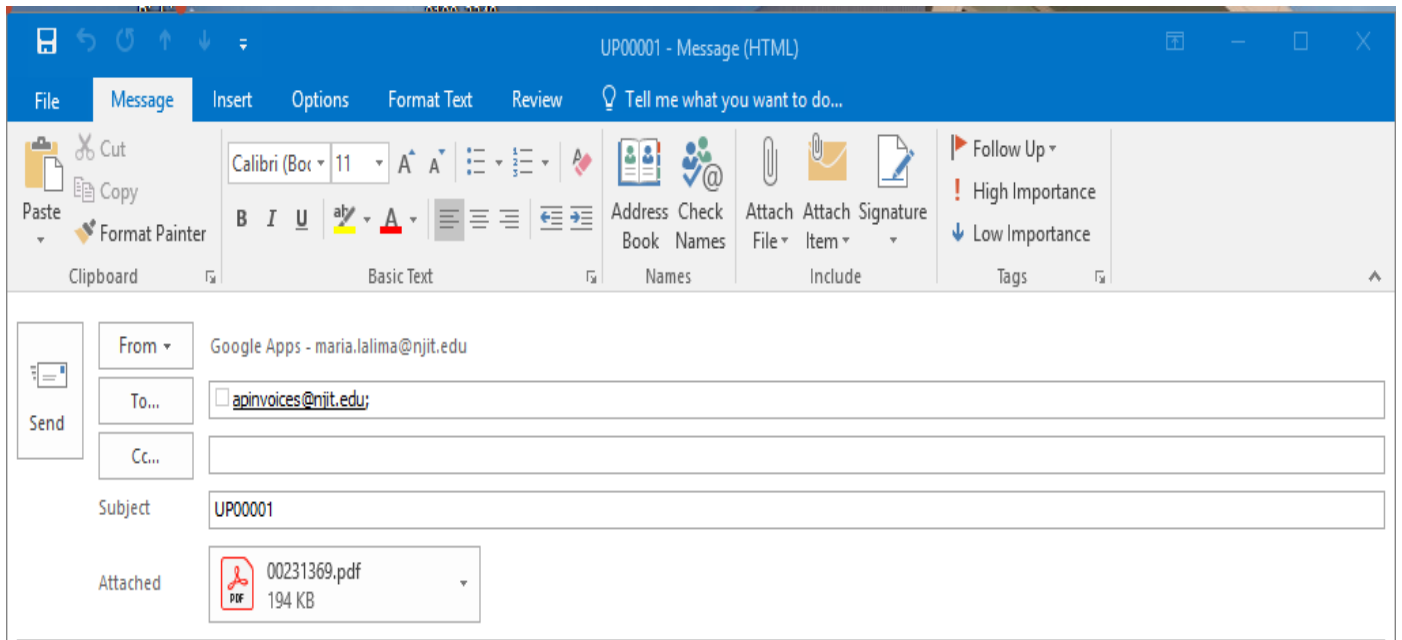


## HOW TO SUBMIT AN INVOICE TO ACCOUNTS PAYABLE THAT YOU RECEIVED DIRECTLY FROM THE SUPPLIER

If you receive an invoice directly from the vendor that relates to Highlander eMerchant please submit as follows:

- Send to [apinvoices@njit.edu](mailto:apinvoices@njit.edu)
- Email may contain only 1 Invoice per submission
- The Order Number (UP000001) must be listed in the subject line of the email



**NOTE:** Accounts Payable does not see invoices that are attached to your requisition in eMerchant. In order for your invoice to be processed it must be submitted in the format listed above.