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INVOICE PACKAGE AND DELIVERY OPTIONS

IF YOU'RE LOOKING TO invoice at the **Department ID** level, this package is for you.

YOU LIKELY HAVE:

✓ A single Customer ID *with one or more Departments and/or Divisions/Departments*

OR

✓ Multiple Customer IDs *with one or more Departments and/or Divisions/Departments*

✓ A discreet delivery address per Department ID

YOU WILL RECEIVE:

✓ A single Invoice per Department ID delivered to the Department ID Address

If you require each department per Customer ID to receive its own invoice, select this package to receive the following:

INVOICE DESCRIPTION

- Single Customer ID, unique invoice number for each unique division/department, single physical delivery address per invoice with divisions/departments enabled.
- Each department invoice will have its own "Bill To" mailing address (option for email delivery to multiple contacts).
- All division-/department-level billing activity for each unique division/department is included on a single invoice.
- Mailed invoices will be grouped ONLY by identical address. No summarization or grouping together of invoices with a different (physical) address.
- If a customer requires all department-level invoices be delivered to the same physical address, the department "Bill To" addresses need to be exactly the same for each department.
- Each email address will receive ALL division/department invoices within a Customer ID.

INVOICE GATEWAY

- One centralized admin
- Ability to add multiple users
- Print and data export capabilities can be restricted by user
- Ability to make or view payments can be restricted by user
- Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards
- Ability to restrict user access to view, print and download invoices and invoice reports by Department ID

OPTIONAL REPORTS

- Department-level reporting (Totals Report)
- Division-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Division)
- Customer-level reporting (Customer Activity Report: billing activity summarized for the Customer ID)
- Detailed Transaction Report for each division/department (fee may apply)

➤ **CLICK HERE** to view a sample invoice and report.



PACKAGE DELIVERY OPTIONS

- Print/Mail Delivery (PRT)
- PDF/Email (EML)
- Email Notification (NTC)

PORTAL AND PAYMENT OPTIONS

(Invoice Gateway)

- Can restrict user access by Department ID.
- Data export capabilities can be restricted by user.
- Ability to make or view payments can be restricted by user.
- Payment Management: ability to create multiple payment accounts, checking (ACH) and/or credit cards.
- **Please note:** access to payment account creation and use cannot be restricted by Department ID.

INVOICE DATA FILE OPTIONS

- Iron Mountain Invoice Data Download – electronic invoice data file in a standard Iron Mountain formatted CSV file (no fee)
- Custom Invoice Data Download – electronic invoice data file customized to meet a customer's formatted data specifications and delivered electronically directly to the customer or via third-party-payment service provider (fees apply)
- Custom Manual Data Entry - manual invoice data entry service to enter or upload invoice data to the customer's choice of Web portal (fees apply)

