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INVOICE PACKAGE AND DELIVERY OPTIONS

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

YOU LIKELY HAVE:

- ✓ A single Customer ID *with one or more Divisions and/or Divisions/Departments*
 - ✓ One address for invoice per Division ID
- OR**
- ✓ Several Customer IDs *with one or more Divisions and/or Divisions/Departments*
 - ✓ Invoicing by Division ID

YOU WILL RECEIVE:

- ✓ Reporting by Customer ID – which groups your Division IDs
- ✓ A single invoice per Division ID delivered to the Division ID address

If you require each division 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 ID, single physical delivery address per division invoice (option for email delivery to multiple contacts) with divisions/departments enabled.
- There is a unique invoice number for each unique division within one Customer ID.
- Each division 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 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 division-level invoicing to be delivered to the same physical address, the division "Bill To" addresses need to be exactly the same for all divisions.
- Each email address will receive all division 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 Division ID

OPTIONAL REPORTS

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

