

Invoice Process and Formatting Guidelines

Invoice Submission Guidelines



Invoices must be emailed to the Bay Center Accounts Payable inbox at: accounts payable@baycenterfoods.com

Note: This is an unattended mailbox for invoice submissions only. Please see instructions below for submitting information about an invoice status.



If this is the first time an invoice is submitted, we require completed and signed W-9 and ACH information. Please provide these documents to your business relationship prior to invoice submittal.



The required invoice format is shown below.

Invoices that do not follow the required format will not be processed.



Multiple invoices can be submitted together in one email by attaching each invoice as a separate PDF.

Invoice Format

Invoices should be submitted in the following format, including all information requested below. Invoices from statements, orders, estimates, or proformas will **not** be accepted.

DOCUMENT LAYOUT

Layout	Portrait layout
Page size	Standard 8.5" x 11" or smaller
File format	PDF (Excel spreadsheets are not accepted)
File size	10MB or less
No handwritten content	

Invoice Header

BILL TO :

Bay Center Foods
29125 Avenue Valley View
Valencia, CA 91355



SHIP TO :

Address receiving goods or services (typically the same as Bill To address)



Requestor Name

Name of Bay Center contact who requested the purchase

PO Number

BCF1POXXXXXX (Note: The BCF1PO prefix is required as part of the PO number).

Unique Invoice Number

3-character minimum

Invoice Date

Supplier Remit Address

Invoice Process and Formatting Guidelines, *cont.*

Invoice Lines

Line Number

Detailed description of service/product being billed

Line Amount (less tax)

Quantity Billed

Item/SKU Number

Unit Price

Separate billing line for items, freight, and tax (if applicable)

Total that sums all charges of the invoice



For questions or invoice status requests, please contact us at InvoiceSupport@baycenterfood.com.

Supplier portal available for invoice or PO inquiries. Please contact Josh Oliver (joshua.oliver@cfa-supply.com) for setup assistance.