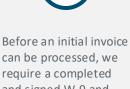# Chick-fil-A SUPPLY™

Invoice Process and Formatting Guidelines

Invoice Submission Guidelines

Invoices should be emailed directly to your business contact for review. Upon confirmation of accuracy and adherence to these guidelines, your business contact will submit the invoice to our Accounts Payable group for processing.

Before an initial invoice can be processed, we require a completed and signed W-9 and ACH form. Please provide these documents to your business relationship prior to invoice submittal.

The required invoice format is described 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 or Word (Excel spreadsheets are not accepted)
File size	10MB or less
No handwritten content	

Invoice Header

BILL TO:

Chick-fil-A Supply, LLC
5200 Buffington Road
Atlanta, GA 30349

SHIP TO:

Use above address for Support Center or DC name and address receiving goods or services.

Requestor Name
Name of the Chick-fil-A Supply Contact that requested the purchase

PO Number
CFASPOXXXXXX (Note: The CFASPO prefix is required as part of the PO number).

Unique Invoice Number
3-character minimum

Invoice Date

Supplier Remit Address

![Chick-fil-A SUPPLY logo]

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
invoicestatus@cfa-supply.com.

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