



**Newport News
Shipbuilding**

Attention NNS Suppliers:

Accounts Payable is excited to announce that effective September 4, 2018 the AP automation project is going live. **Next Tuesday**, vendors should email their invoices, along with the appropriate back up documentation, to invoices@hii-nns.com. Below is a reminder of the criteria that the invoices must meet in order to be accepted and avoid rejection.

Please note, invoices that do not meet the criteria below, will be rejected until they are submitted correctly.

- ✓ Quantity and pricing must match what is on the purchase order.
- ✓ Invoices containing **freight charges of \$200 or more** will need to also **include the freight bill** from the carrier.
- ✓ The ten-digit purchase order number must clearly be identified on the invoice (if applicable).
- ✓ There should be no additional characters included within the PO number; a space or break is required.
- ✓ The **unit of measure** on the invoice **MUST** be the same as displayed on the purchase order.
- ✓ All line items and line amounts must be clearly identified on the invoice *and* must correspond with the PO.
- ✓ Invoices must be submitted as a PDF. Each PDF should contain 1 invoice and its corresponding backup documents.
- ✓ Ensure all documents are submitted with the invoice (i.e. travel receipts, waivers, insurance papers)
- ✓ The remit address should be clearly identified on the invoice.
- ✓ **Non-purchase order** invoices must list the **email address of their NNS point of contact**.

Please ensure that only invoices with corresponding backup documents are submitted to the mailbox. If you have any questions, please feel free to email Adriana Walden (Adriana.B.Walden@hii-nns.com) or Renee Bilodeau (Renee.Bilodeau@hii-nns.com).

A DIVISION OF HUNTINGTON INGALLS INDUSTRIES

4101 Washington Avenue • Newport News, VA 23607 • Telephone (757) 380-2000 • www.huntingtoningalls.com

NN 20 (REV 7)
NNPN 3321060