Supply Invoicing

Last modified: 04/18/23

INVOICING SPECIFICATIONS

1. Failure to perform Invoicing Specifications will result in a $100 violation assessment per packing list and per invoice.
2. All packing lists and invoices are to be completed with the Neiman Marcus Release Purchase Order Number, Neiman Marcus item number, unit of measure, quantity and invoice date and number. Every shipment is to be invoiced *separately.* The *packing* list is to accompany the shipment and the invoice is to be e-mailed to the address stipulated below.
3. All vendor invoices are paid by our NM Financial Accounts Payable Office in Dallas, TX. Do not send invoices to the SDC, (Supply Distribution Department).This will delay payment.

   Send all supply invoices for payment to the following e-mail address:

   Expense@NeimanMarcus.com

   Questions regarding unpaid or past due supply invoices need to be directed to:

   Expense@NeimanMarcus.com

   Note: Non-EDI **merchandise** invoices should be sent to:

   NMGAPInvoices@NeimanMarcus.com

4. All prompt payment terms will be taken based on the date of receipt of the invoice and the merchandise. Invoices sent to the incorrect e-mail address will not be considered received for prompt payment terms until they are received at the above outlined e-mail address.

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