**TAP Vendor Invoice Submission Requirements – Appendix A**

TAP will ONLY accept your Purchase Order invoices electronically as a PDF attachment, sent to: [**APInvoices-TAP@polaris.com**](mailto:APInvoicest-TAP@polaris.com)**.**

**Note this is a new email address and is the only one to use for TAP email submission.**

Invoices that are sent to stores and/or regular mail will no longer be accepted.

**Invoice Submission Requirements:**

* **ABBYY Flexicapture**, an automated invoice capture tool will be used to capture invoice data to be processed within our system.
* **Attachments must be a PDF** format to be read by the electronic capture tool
* **One invoice per PDF**, however multiple PDFs are accepted per email.
* Best practice is that each invoice only **includes only one PO**.
* **Remit to addresses** must be included on all invoices.
* Use a **plain background format** on invoices (do not format with shadings or other distracting backgrounds) that will make it difficult to read invoice details.
* When submitting invoices or inquiries add your **vendor name and ID in the subject line**.

**Please also note new Inquires Email Address:** [**APHelpdesk-TAP@polaris.com**](mailto:APHelpdesk-TAP@polaris.com)**. This address should be used for all PO related questions.**

**Not following the above invoice submission requirements will impact the timeliness of payment.**