Invoice for Funding

To facilitate timely invoicing and funding, the contracting/payee entity will need to be set up as a supplier in the Google payment system. Please reach out to your YTO Production Finance/Payments contact to begin the setup process, which is done online. Once setup is complete in the Google payment system, and there is a fully-executed legal agreement, the YTO Production Finance/Payments Manager will open a Purchase Order (PO) and then contact Producer to submit an invoice. The Finance/Payments Manager will also need the information required on the invoice in order to process payment.

 1. In order for an invoice to be processed, the following information must be included, complete, and accurate, on every invoice:

- Invoice number
- Invoice date (may not pre-date the PO date and may not be post-dated)
- PO number
- Project Name
- Milestone / Description
- Total Amount
- Billing company/payee must match the name in the contract
- Bill to (the name and address of the Google entity, which will be provided in contract and prior to invoicing)

 2. Invoices should be uploaded via [Google Invoice - Submission Portal](#)

 3. After uploading each invoice you will receive an email confirmation. Please forward that to your YTO Production Finance/Payments contact for tracking.