

225 N Michigan Avenue
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Chicago, Illinois 60601
USA

Telephone 312-944-6780
Toll Free 800-545-2433
accountspayable@ala.org
<https://www.ala.org>

ALA American Library Association

Dear ALA Payee:

This message advises you of a critical change in our accounts payable process affecting your company. As a valued ALA vendor, we seek your cooperation proactively to ensure payments are issued to your company promptly and accurately.

ALA will soon be using a new invoice validation and processing platform. This platform requires specific minimum components for all invoices. Please review the list below to ensure your invoices are issued with the fields necessary to ensure prompt and accurate processing.

ALA will only accept and pay from a valid invoice prepared by the payee that includes all the elements required by the system:

Invoice Requirements

- The word **Invoice** must appear on the form
- A unique invoice number
- Invoice date
- Vendor Contact information, including name, address, and **email address**
 - **Please Note: Without an active vendor email account listed on the invoice, the invoice will not be processed.**
- Payment due date or terms.
- Description: quantity, cost per unit, total item cost, period for services rendered
- Total Amount charged
- Vendor's complete remittance information:
 - ALA department receiving the goods and services
- All Invoices must be issued to the American Library Association. The ALA Division name or department name can be listed as a reference only and not as the payor.
- ALA's address must be reflected accurately as:

**American Library Association
225 North Michigan Avenue, Suite 1300
Chicago, Illinois 60601**

Please note: An Attn: line with ALA employee contact First and Last Name is an essential requirement to ensure your invoice is processed correctly

Example:

**American Library Association
C/O ACRL
225 North Michigan Avenue, Suite 1300
Chicago, Illinois 60601
Attn: Jane Doe**

Payment to International vendors

- International vendor invoices must adhere to the requirements above and be issued in U.S. Dollars.
- ALA's partner company, Transfermate Global Payments, will issue payment via international ACH.

We recommend making necessary adjustments to adhere to these requirements as soon as possible to ensure uninterrupted service. Questions may be directed to accountspayable@ala.org.

Sincerely,

The Accounts Payable Team at ALA
accountspayable@ala.org