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INVOICE PACKAGE AND DELIVERY OPTIONS

IF YOU HAVE multiple Customer IDs and you require reporting which aggregates all Customer IDs, this package is for you.

YOU LIKELY HAVE:

- ✓ Multiple Customer IDs *with or without Departments and/or Divisions/Departments*
- ✓ Comprehensive invoice reporting requirements

YOU WILL RECEIVE:

- ✓ A designated Enterprise Billing ID – which groups your Customer IDs for reporting purposes only
- ✓ A separate invoice per Customer ID

If you have multiple Customer IDs and require a single invoice package (with an invoice for each Customer ID) to be delivered to a single address, select this package to receive the following:

INVOICE DESCRIPTION

- Multiple Customer IDs, a unique invoice number for each Customer ID, invoices delivered to a single address (option for email delivery to multiple contacts), with or without divisions/departments enabled.
- A unique Enterprise Billing ID (always starting with ENT) referenced on the enterprise invoice page. Enterprise Billing ID provided to group Customer IDs for invoice package delivery and Invoice Gateway access.
- All invoices delivered to the Enterprise Billing ID “Bill To” address (option for email delivery to multiple contacts).

INVOICE GATEWAY

- One centralized admin
- Ability to add multiple users
- Print and data export capabilities can be restricted by user
- Ability to make or view payments can be restricted by user
- Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards
- Ability to restrict user access to view, print and download invoices and invoice reports by Customer ID
- Ability to view multiple Customer ID invoices and invoice reports within a single view

INCLUDED REPORTS

- Enterprise level reporting (Totals Report, Billing Activity Report: billing activity across all Customer IDs)

OPTIONAL REPORTS

- Department-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Department)
- Division-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Division)
- Detailed Transaction Report for each division/department (fees may apply)

> **CLICK HERE** to view a sample invoice and report.



PACKAGE DELIVERY OPTIONS

- Print/Mail Delivery (PRT)
- PDF/Email (EML)
- Email Notification (NTC)

PORTAL AND PAYMENT OPTIONS

(Invoice Gateway)

- Includes multiple Customer IDs within a single view.
- Can restrict user access by Customer ID.
- Data export capabilities can be restricted by user.
- Ability to make or view payments can be restricted by user.
- Payment Management: ability to create multiple payment accounts, checking (ACH) and/or credit cards.
- **Please note:** access to payment account creation and use cannot be restricted by Customer ID.

INVOICE DATA FILE OPTIONS

- Iron Mountain Invoice Data Download – electronic invoice data file in a standard Iron Mountain formatted CSV file (no fee)
- Custom Invoice Data Download – electronic invoice data file customized to meet a customer’s formatted data specifications and delivered electronically directly to the customer or via third-party-payment service provider (fees apply)
- Custom Manual Data Entry - manual invoice data entry service to enter or upload invoice data to the customer’s choice of Web portal (fees apply)

