Invoice Process Requirements

DFW International Airport Supplier Community

Invoice Process Requirements

Dallas Fort Worth International Airport (DFW) is pleased to extend a welcome to you as a valued member of the DFW supplier community. We appreciate your decision to collaborate with us and we look forward to fostering a successful and mutually beneficial partnership.

Invoicing Requirements

The Oracle Fusion Cloud Enterprise Resource Planning tool offers Intelligent Document Recognition (IDR), a fully integrated invoice recognition solution. It extracts invoice information from the emailed documents to create invoices and imports them into Payables. IDR provides a smooth and secure user experience and supports all stages of the invoice lifecycle.

To further enhance the efficiency of our processes and to prevent any delays in payments, we request that you adhere to the following guidelines when submitting invoices:

→ All invoices must be submitted to imaging@dfwairport.com.

→ Invoices should be sent against the Purchase Order number. It is mandatory to include the Purchase Order Number.

→ Please ensure your invoice meets the following requirements:

1. Invoice Number or Inv# or Invoice No
2. Invoice Date
3. Purchase Order Number or PO Number or PO# or PO
4. Invoice Amount or Invoice Amt
5. Freight Amount

→ Send only 1 (one) attachment per email. Do not send multiple attachments.

→ If sending supporting documentation, please put the supporting documentation page(s) after invoice page(s). The actual invoice page(s) need to be on top or come first in the order. One attachment only!

→ Please do NOT add/insert any blank pages to the invoice package that includes the supporting documentation. Please send one attachment that includes the invoice pages on top and then the supporting documentation immediately following the invoice page(s) with no blank paper in between.

→ Please ensure your company name is spelled listed on your invoice.

→ Please type out all invoice information.

→ Provide credit memos with the title Credit Memo and/or a negative total amount is displayed.

→ Submit your invoice and all subsequent documents in one document as a PDF.

→ Ensure your file is 10 MB or less.

→ Do not send files that are password protected.

→ Do not send URL links to get to the invoice.

As part of the Oracle Fusion roll out, we are also Introducing the Innovative Marketplace solution. The marketplace team will reach out to you with further details. Be sure to check your spam/junk folder for any communications from dfwfusion@dfwairport.com / suppliers@equallevel.com / noreply@equallevel.com.

Adhering to these guidelines will expedite our ability to issue payments and reduce the likelihood of discrepancies. We understand the importance of cash flow for your business, and we are dedicated to maintaining a transparent and efficient payment process.

Should you have any questions or require clarification regarding the invoice submission guidelines, please do not hesitate to reach out to our dedicated support team at dfwfusion@dfwairport.com. We are here to assist you every step of the way.

Thank you for your attention to this matter, and for your continued collaboration. We look forward to a productive partnership ahead.

Best Regards,

DFW Procurement & Materials Management