Canteen Kitchens

		Standard Operating Procedures
	Title: Amazon Hot Food Invoicing SOP	**Element: Invoicing**
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Amazon Hot Food Invoicing

Regular Service

1. Invoice Submission:

- Caterers must use the provided invoice form for anything out of scope for the week
- Send invoices weekly on Tuesday night or Wednesday morning to Kunjan Rai at share.amazoninvoices@compass-usa.com
- Ensure all invoices are sent before the month ends.
- Vendors do not have to send us weekly invoices. Only waste invoice if covering.
- Kunjan runs Sales report from 365 on Wednesday for Past week. Week runs Wed to Tues
- Invoice is created based on sales from POS, take 5 or 10% fee, and sent to Vendors.

2. Invoice Processing:

- Kunjan uploads the invoices for payment on Wednesday each week
- Vendors will be paid by check or ACH*, net 14 days.
- Checks are issued every Thursday
- ACH is Issued on Wednesday

Catering

1. Separate Invoices:

- Catering event invoices must be separate from regular weekly invoices.

2. Notification:

- Notify Canteen One Representative of the catering request by Amazon and copy Kunjan Rai at Kunjan.Rai@compass-usa.com as soon as the Caterer and Amazon have agreed on the date, food, price, etc.

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3. Quote Submission:

- The caterer must provide the quote sent to Amazon along with the Canteen invoice and email it to the Director of Catering Services and shared.amazoninvoices@compass-usa.com

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4. Purchase Order:

- Director of Catering Services will request a Purchase Order for the catering event from Amazon.
- **All catering event POs must be issued to supplier record: CANTEEN ONE LLC: CORPORATE AP: GOODS (ER48U) (link: 15394276-US-USD000-101).**
  Payee Address: Canteen One - Canteen One (ending in 630).

5. Payment:

- Compass will pay the caterer.
- Compass will then invoice Canteen One for reimbursement.

Revision History:

Revision	Date	Changes	Requested By