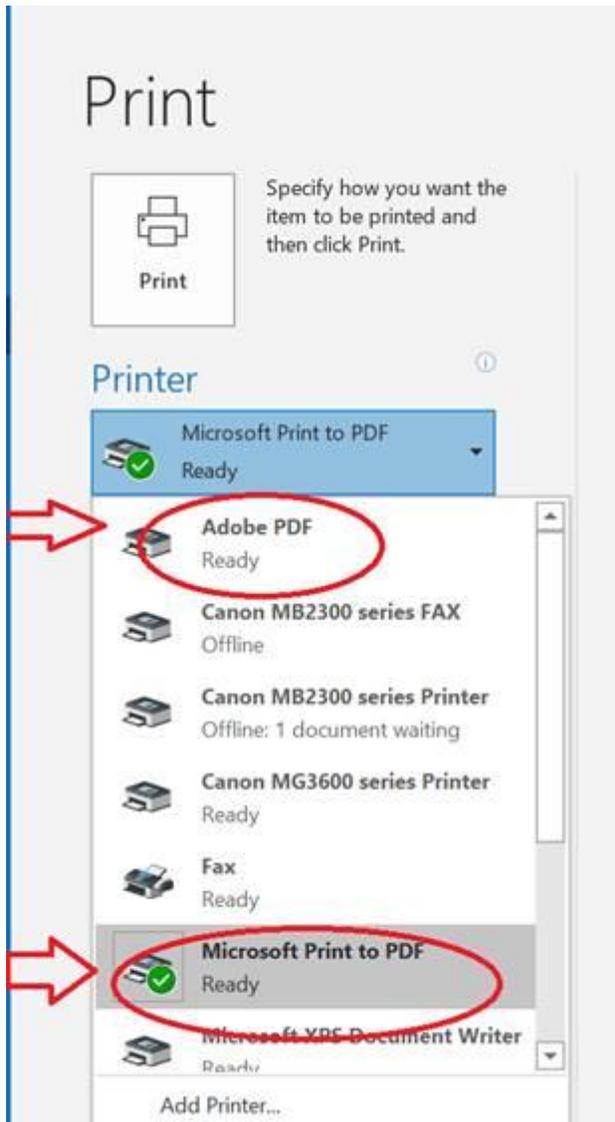


Open a New Haven invoice in whatever software package you use to create invoices for the City of New Haven.

FIRST OPTION

1. GO TO PRINT: See if you have a printer option “print to PDF” or you see a printer named PDF
 - a. Example is below



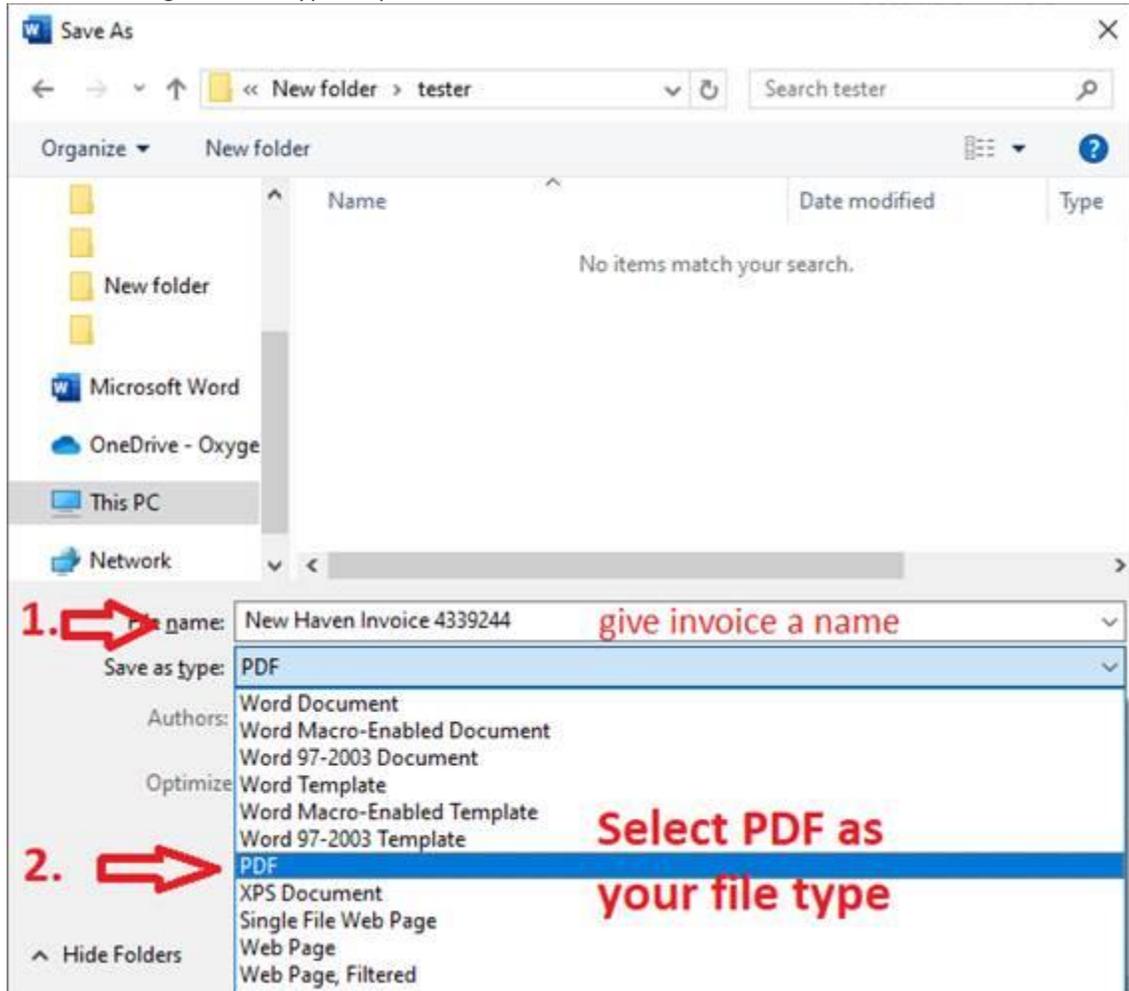
If you do, select that and then print. It will ask you the file name and where you want to save it, THAT'S A READABLE PDF.

1. Open an email
2. Attached the pdf file you just saved to the email.

SECOND OPTION

1. Try to save the invoice to your local machine

- Select a location
 1. Name the invoice file
 2. Change the file type to pdf see below



3. Open an email
4. Attached the pdf file you just saved to the email.

THIRD OPTION

If neither of the two options above are possible, speak to someone in IT and ask them to load a print driver. There are a lot of free PDF printer drivers, there are several listed below. Once you load the print driver, you should have the PDF printer as an option when you go to print the invoice.

We don't 'recommend' any driver as there are a number out on the market but here is a selection:

<https://www.cutepdf.com/Products/CutePDF/writer.asp>

<http://www.bullzip.com/products/pdf/info.php>

<https://helpx.adobe.com/acrobat/using/print-to-pdf.html>

<https://pdf.wondershare.com/top-pdf-software/free-pdf-printer.html> - This lists the top 10 free **PDF Printer**

1. Open an email
2. Attached the pdf file you just saved to the email.

How to Submit your Invoice

- **Single Email Per Invoice** that you submit to the City of New Haven. Email Must include the Invoice and any supporting documentation the City requires per your contract.
 - Invoice must be submitted as a Word Document, Excel File or a Readable PDF (see readable PDF below)
 - If supporting documents are required, please scan all supporting documents into one PDF and attach that as a second attachment on the same email.

NOTES: If supporting documents are required for the invoice you're submitting for payment, they must be included in the same email as the invoice, if not, the invoice will be rejected and you will be required to resubmit the invoice with any required documentation in a single email before the approval process can begin. Every time your invoice is rejected, the City's payment term "Net 45" will reset and begin when the corrected invoice and/or missing associated documentation has been correctly resubmitted together in a single email.

FULL INVOICE POLICY BELOW

https://www.newhavenct.gov/gov/depts/purchasing_division/e_invoicing_policy.htm