



Invoicing Guidelines

Invoice submission overview

- Email invoice to submit.invoices@markel.com (this email is for submission of invoices only and is an unmonitored mailbox).
- Mandatory fields:
 - invoice number
 - supplier name
 - address
 - date
 - amount (with currency symbol).
- Purchase order number (if applicable).
- Name of person requesting product or service.
- Single, electronic file (including attachments).
- File format: PDF, TIFF, or JPEG (no notifications are sent if incorrect format is used).
- No handwritten invoices or notations are accepted.
- Standard payment terms are 30 days
- Payment terms commence once invoices has been received into payments system.

Additional invoice content standards and requirements

Invoices must include the following required information. Failure to include complete information may result in delayed processing or invoice rejection.

- Invoice should include:- item description, quantity per item, unit price and total amount.
- A unique invoice number.
- Invoice should be submitted on company letterhead including supplier name, address, telephone number and the remit address.
- The full name and address of Markel Group entity.
- Either the ship-to address or the address where services or product is being provided.

Invoice format requirements

- Adobe Acrobat (.pdf), TIFF format or JPEG.
- Excel is not an accepted format.
- Invoice cannot be password protected.
- Invoice cannot be in a zipped file.
- Attachment or overall email size must not exceed 10MB.