**IF YOU'RE LOOKING TO** invoice at the **Customer ID level and you have Departments and/or Divisions/Departments,** this package is for you.

## YOU LIKELY HAVE:

✓ A single Customer ID *for all Departments and/or Divisions/Departments*

✓ One address for the invoice

   **OR**

✓ Multiple Customer IDs *with Departments and/or Divisions/Departments*

✓ Invoicing by Customer ID *for all Departments and/or Divisions/Departments*

## YOU WILL RECEIVE:

✓ Reporting by Customer ID – which groups your *Departments and/or Divisions/Departments*

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**If you require a single invoice per Customer ID with multiple divisions/departments to be delivered to a single address, select this package to receive the following:**

### INVOICE DESCRIPTION

- Single Customer ID, single invoice number, single physical delivery address (option for email delivery to multiple contacts) with divisions/departments enabled.
- All department-level billing for the Customer ID is included on a single invoice.
- If multiple divisions/departments are enabled, the invoice and reporting will be delivered to a single physical 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 Department ID

### 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)

## PACKAGE DELIVERY OPTIONS

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

## PORTAL AND PAYMENT OPTIONS
**(Invoice Gateway)**

- Can restrict user access by Department 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.

## 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)

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

**IRON MOUNTAIN®**