

# Best practice guidelines for submission of invoices to Markel Corporation and Markel International

We are continually looking for ways to improve the way we processed invoice related payments. To help introduce more efficient processing of your invoices, please see the following guidance.

## Invoice submission instructions

- Submit an original, electronic image invoice directly to [submit.invoices@markel.com](mailto:submit.invoices@markel.com). Please do not email additional copies of the same invoice - doing so will increase the chance of your invoice triggering a processing error and will delay payment.
- Do not submit an additional hard copy of an invoice by mail or post that has also been emailed electronically.
- Do not submit multiple invoices in a single document (unless there is a blank page separator between each invoice in the attachment).
- We do not accept faxed invoices; faxed invoices cannot be paid.

## Invoice content standards and requirements

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

- Purchase order number (if applicable).
- Reference one purchase order per invoice (if applicable).
- Key Markel contact name (e.g. the person who requested the product or service).
- For all invoices; item description, quantity per item, unit price and total amount are required.
- A unique, pre-printed invoice number (i.e., do not duplicate invoice numbers).
- No handwritten invoices or handwritten notations.
- Use vendor letterhead stationery including vendor name, address, phone number, and the remit-to address.
- The full name and address of Markel Corporation or Markel International entity.
- The currency designation code and symbol (USD \$, GBP £, etc.).
- Either the ship-to address or the address where services were provided.
- Invoice date.

## Invoice format requirements

- Adobe Acrobat (.pdf) or TIFF format
- Invoice at a resolution of exactly 300 dpi.
- Invoice cannot be password protected
- Invoice cannot be in a zipped file
- Attachment or overall email size must not exceed 10MB.

Thank you for your help as we continually improve our remittance processes. If you have any questions please email [global.disbursements@markel.com](mailto:global.disbursements@markel.com).