



Vendor Invoice Submission Policy

Creating and Submitting PDF Files

July 2025

To ensure a smooth invoice submission and payment process, we require all vendors to submit their invoices in a PDF file. Below, you will find several methods for creating PDF files that our system can accept.

Send invoices to: invoices@excelhoa.com

Creating a PDF

(all other formats will be rejected by our system)

- 1) On your computer -Go to print- instead of choosing a printer, click on PDF, choose where you would like to save it
- 2) On your phone- Download the Adobe Scan App- Open app-choose document -take picture-crop and save pdf- click share- share a copy. You will need to do this for each invoice separately, they cannot be combined.
- 3) Use Adobe Pro - upload file-Convert to a PDF

Combine up to 25 PDF Invoices into one PDF File

(no more than 10 PDF's per email)

- 1) Use Paid Adobe Pro and combine PDF files
- 2) Use Free Adobe at <https://www.adobe.com/acrobat/pdf-reader.html> -go to online tools

Compress PDF's that are greater than 10MB

- 1) Use Paid Adobe Pro to compress PDF file (we cannot accept links)
- 2) Use another reliable PDF compressor tool
- 3) <https://www.adobe.com/acrobat/pdf-reader.html> -go to online tools

Send Questions to ap@excelhoa.com

