

Invoicing with SAP Concur

Please submit invoices one attachment at a time for faster turnaround. The subject line of the email should contain the **Job Number**. You will receive an email confirmation when the invoice has been received. To check the status of your invoices, please log into your Concur account.

SUBMITTING INVOICES

- We support common file types, such as: .tif; .jpeg; .png; .pdf; .doc; .xlsx; .csv
- One invoice per attachment
- One attachment per email
- We do not accept ZIP files
- File size must not exceed 10 MB

Please submit invoices to:
partnerinvoices@xometry.com

VIEWING SUBMITTED INVOICES

Concur is a view-only platform. Invoices cannot be submitted via Concur; they must be submitted via the email instructions above. To check the status of an invoice, use the Search function in the middle of the page on your dashboard. Search for “Invoice Amount is Greater Than Zero” to view the status of any open or paid invoices.

