

How to Submit an Invoice to American Express

When you need to submit an invoice to American Express, you should do so in Stream Invoice at <https://stream.americanexpress.com/stream/>.

With Stream, suppliers submit their invoices online and American Express requestors approve them online. This will help reduce handling of paper invoice, speed up approvals and increase visibility.

Stream is quick and easy to use. American Express will send you updates throughout the process so you always know the status of your invoice, such as when the invoice is received and when it has been approved for payment.

How It Works

To submit an invoice in Stream, follow these simple steps:

1. Go to <https://stream.americanexpress.com/stream/>
2. Enter **your email address** and your American Express **contact's email address**
3. **Upload a PDF** of your invoice

After you submit an invoice, American Express Payments Operations will review the submission and then send it to your American Express contact for approval.

Note: Invoices that are paid for with an American Express card product are excluded and should not be submitted through Stream.

If you have any additional questions or need help using Stream :

For AEXP Users Only:

Please submit your query through the [GSM Care Portal](#) or

Raise a Ticket using the [Ask GSM Chatbot](#) on Square

For Non AEXP Users Only:

Please send your query to us at AmexP2PSupplierQueries@aexp.com or

Raise a Ticket using the [Ask GSM Chatbot](#) on Stream