

Procurement or Purchase Order Based Invoices

INVOICE SUBMISSION:

Purchase order-based invoices are to be emailed to 69180@pa.gov per the E-Invoicing Program Terms & Conditions.

If email is not possible, invoices should be mailed to:

Commonwealth of Pennsylvania
PO Box 69180
Harrisburg, PA 17106

INVOICE REQUIREMENTS:

The following information **must** be listed on the invoice. Missing information can result in your submission being deleted without notification.

- Supplier name and remit address
- Purchase order (PO) number
- Invoice date
- Invoice number
- Gross/Total invoice amount

USE THE PURCHASE ORDER (PO) AS A GUIDE:

- Itemize the invoice matching the PO line items including unit price, extended price, and line item total.
- Delivery date (for services, indicate service period begin and end dates)
- Quantity per delivery by line item on the invoice
- Do **not** combine multiple day deliveries
- Round to the nearest hundredth (2 decimal places)

OPTIONAL INFORMATION:

- SAP vendor number (available on the Supplier/Vendor Number Lookup Tool - <https://www.budget.pa.gov/Services/ForVendors/Documents/supplier-lookup-tool.pdf>)
- Email address and fax number of supplier contact person
- Purchase order line item information (i.e., purchase order line item number, description, material number)

ADDITIONAL INFORMATION:

- Only invoices and credit memos should be submitted to the email and mailing address.
- Correspondence, such as statements, order confirmations, and goods receipts should be sent to the agency to which goods or services were provided.
- Do not submit any confidential data with your invoices to the mailing address. Continue to send confidential data required to process the invoice to the agency to which goods or services were provided.