

# MAILING INVOICES TO THE COMMONWEALTH OF PENNSYLVANIA

## Non-Procurement or Utility or Grant Based Invoices

Invoices are mailed depending on type to:

Non-Procurement Invoices	Utility Invoices	Grant Invoices
[Insert Commonwealth agency name] [Insert location code] PO Box 69181 Harrisburg, PA 17106	[Insert Commonwealth agency name] [Insert location code] PO Box 69182 Harrisburg, PA 17106	[Insert Commonwealth agency name] [Insert location code] PO Box 69183 Harrisburg, PA 17106

### INVOICE REQUIREMENTS

The following information **must** be listed on the invoice:

- Supplier name and remit address
- Location code (XLS) (as provided by agency)
- Invoice date
- Invoice number
- Gross/Total invoice amount

### OPTIONAL INFORMATION

- SAP vendor number (if available)
- Email address and fax number of contact person
- Description of invoiced items

### ADDITIONAL INFORMATION

- Location code **MUST** be included on every invoice.
- Mail only one (1) copy of each invoice.
- Only invoices and credit memos should be submitted to the mailing address.
- Correspondence such as statements or confirmations should be sent to the agency to which goods or services were provided.
- Do not submit confidential data with 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.