



MAILING INVOICES TO THE COMMONWEALTH OF PENNSYLVANIA

Procurement or Purchase Order Based Invoices

Purchase order based invoices are mailed to:

Commonwealth of Pennsylvania – PO Invoice
PO Box 69180
Harrisburg, PA 17106

INVOICE REQUIREMENTS

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

- 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 (if available)
- 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 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.