

COMMONWEALTH OF PENNSYLVANIA

E-Invoicing Program Terms & Requirements

The E-Invoicing Terms and email invoice submission requirements are as follows:

1. Invoices must be submitted in portable document format (.pdf) only.
2. Email invoice as .pdf attachment including required backup documentation.
3. Each invoice .pdf **MUST** include only one (1) invoice per attachment.
4. Each .pdf attachment **MUST** be saved using a unique name. For example: Name the .pdf "Invoice #xxxxxx". Xxxxx=invoice number as printed on the invoice.
5. Invoices must not exceed 150KB per page.
6. Individual emails must not exceed 10MB.
7. Invoices exceeding five (5) pages must be made searchable (allow for text searches within Adobe Acrobat or in third party search tools).

Note: The Commonwealth of Pennsylvania has the right to refuse files that are not accepted by the commonwealth's information technology systems.

To avoid delays do NOT:

1. Do NOT send invoices in Microsoft Word or Microsoft Excel formats.
2. Do NOT list any other email in the "To" field. Use the "CC" email field for copies.
3. Do NOT email delivery documents, accounting documents, statements, packing slips, bills of lading, purchase orders, correspondence, surveys, requests for payment status, address change requests, change requests for banking information or any master data requests.
4. Do NOT mail any invoices submitted via email; duplicate submissions will delay payments.
5. Do NOT include instructions or information in the body of the email. List all relevant information on the invoice.
6. Do NOT use stationery, pictures, company logos, graphics or watermarks in the body of the email. These graphics may interfere with the scanning software.

**For specific E-Invoicing Program system related issues, contact ra-obpa_invsubmitiss@pa.gov
Please note: This email resource account cannot answer questions about invoice payment status.**