

# Comptroller Operations

## Payment Remittance E-mail Notification Sign-up Form

**\*\* ATTENTION \*\***

**Payment remittance e-mail notifications are available for Purchase Order invoices only.**

**For online access to payment information (Purchase Order and non-Purchase Order) from the PA Supplier Portal, visit <https://www.budget.pa.gov/Services/ForVendors/Pages/Self-Service-Payment-Lookup.aspx>.**

**Please complete this form to receive e-mail messages for payment remittance.  
Please allow 1-3 business days for this request to be processed and to take effect.**

**PLEASE NOTE:**

By submitting this form, the requestor understands the following:

- 1) One (1) e-mail remittance notification will be sent to the e-mail address provided for each payment made by the Commonwealth;
- 2) Vendors should receive an e-mail remittance notification on or before the actual payment date as established by the Pennsylvania Treasury and is subject to change.
- 3) Remittance notification e-mails are sent to a single e-mail address per vendor:
  - a. If invoices are e-mailed to the Commonwealth for payment, the origin e-mail address will be used for the remittance notifications unless an alternate e-mail address is submitted via this form;
  - b. Submitting this form will replace the previous e-mail address used for the remittance notification e-mails.

### PLEASE PROVIDE THE FOLLOWING INFORMATION

**Vendor Identification Number:**

**Vendor Name:**

**E-mail Address for Notifications:**

**Requester Name:**

**Requester Phone #:**

**Requester E-mail:**