

## Non-Procurement or Utility or Grant Based Invoices

### INVOICE SUBMISSION:

Invoices are submitted depending on type to:

Non-Procurement Invoices	Utility Invoices	Grant Invoices
<a href="mailto:69181@pa.gov">69181@pa.gov</a>	<a href="mailto:69182@pa.gov">69182@pa.gov</a>	<a href="mailto:69183@pa.gov">69183@pa.gov</a>

If email is not possible, invoices should be mailed 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. Missing information can result in your submission being deleted without notification.

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

### 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 contact person
- Description of invoiced items

### ADDITIONAL INFORMATION:

- Location code **MUST** be included on every invoice.
- Send only one (1) copy of each invoice.
- Only invoices and credit memos should be submitted to the email and 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.