

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. Invoice and required backup documentation must be combined and attached as one file.
3. Each attachment MUST include only one (1) invoice and required backup documentation.
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).
8. Invoices submitted to 69180@pa.gov must have the following information on the invoice:
 - Purchase Order (PO) Number
 - Supplier name and remit address
 - Invoice Number
 - Invoice Date
 - Gross/Total invoice amount
9. Invoices submitted to the other three RAs must have the following information on the invoice:
 - Location Code
 - Supplier name and remit address
 - Invoice Number
 - Invoice Date
 - Gross/Total invoice amount

Invoices not submitted per the above requirements can result in your submission being deleted without notification.

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.

Please note: The four resource accounts for invoice submissions cannot answer questions about invoice payment status.