

Vendor Payment

Invoice Checklist

2020

August

Vendor Payment Project

[INVOICE CHECKLIST]

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VENDOR PRE-INVOICE SUBMISSION TASKS

Please complete the steps below and email this completed form, your invoice and related materials to the appropriate City inbox. All steps are necessary to ensure that the City considers your invoice complete.

Step 1: Check your tax status by visiting <https://secure.phila.gov/revenue/TaxCompliance>.

- Pay any outstanding fees.
- Save a copy of your receipt of tax clearance or your receipt of payment of overdue taxes.

Step 2: Check status of payments by visiting <https://vendor-payments.phila.gov/login?redirected=yes>

- Enroll in ACH (direct deposit).

Step 3: Prepare an invoice with the following information:

- Vendor Name
- Vendor Remittance Address (**Ensure the invoices have correct remittance & match what is on record**)
- Invoice Number
- Invoice date (month/day/year format)
- Requesting Department
- Requestor's Name
- Ship-to location
- Purchase Order (PO) number
- Only one PO per invoice
- PO number match PO from ordering department
- Complete Description of goods/services provided. All goods/services must be included in PO
- Quantity (as on PO)
- Unit Price (equal or less than unit price on PO)
- Freight (only when this charge is specifically itemized on Purchase Order)
- Discounts/allowances/credits/mark-ups (only as on PO) must be listed as a separate line/column
- Partial Shipments-If partial shipments are shipped, invoices should only reflect the quantity shipped.
- Sales taxes should not be included on invoice
- Total Amount
- Order date for material and supplies
- Shipping date for materials and supplies.
- Verify total quantity on listed purchase order is not exceeded by the quantity on invoice (not the just price)

Step 4: Submit the following documents to the department holding the contract:

- Original Invoice.** Include all pages conforming the invoice. (Statements, quotes, confirmation orders, or others like are not acceptable)
- Include other supporting documentation i.e. overhead rates, time sheets and job order sheets. Packing slips or delivery tickets with date and signature of the individual receiving the goods/services.

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- Any other document that proves that goods/services were received.
- Copy of this completed pre-invoice submission document.

Step 5: Price lists

- Has the vendor sent an updated pricelist to the Procurement Department and all the requesting departments **in the last year?** **If so, when:** Pick a date

For any questions, please contact the requesting department.

Step 6: Please email this form, your completed invoice, and any additional materials to the correct inbox.

For emailing invoices/related documents to designated department, Finance's vendor payment website includes a Department contact for each department. This website also allows monitoring of previously paid invoices, invoices in process, and ACH enrollment.

Name of the person responsible for filling out this form and sending documents:

Date: Pick a date

Phone Number: