

# Vendor Payment

## Invoice Checklist

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**2021**

February

# Vendor Payment Project

## [INVOICE CHECKLIST]

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### VENDOR PRE-INVOICE SUBMISSION TASKS

***Please complete the steps below before submitting your invoice and related materials to the appropriate City department. You must complete all of the steps before the City will consider your invoice complete.***

**Step 1:** Check your tax status on the Philadelphia Tax Center by visiting <https://tax-services.phila.gov/?Link=TaxClearance>

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

**Step 2:** Learn more about enrolling in electronic payments by visiting <https://www.phila.gov/services/payments-assistance-taxes/enroll-in-direct-deposit-as-a-vendor-or-a-foster-parent/>

- 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 and match what is on record.***)
- Invoice number
- Invoice date (month/day/year format)
- Requesting department
- Requestor's name
- Total amount

For purchase order invoices, also include:

- Ship-to location
- Purchase Order (PO) number
- Only one PO per invoice
- A PO number that matches the PO number from the ordering department
- Complete description of the goods/services provided. All goods/services must be included in PO
- Quantity (as listed on the PO)
- If partial shipments are shipped, the invoice should only reflect the quantity shipped.
- Unit price (equal to 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.
- 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 just the price)

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### VENDOR PRE-INVOICE SUBMISSION TASKS

**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 similar documents are not acceptable.)
- A copy of this completed invoice checklist.
- A current price list, if applicable.
- Other supporting documentation, i.e. overhead rates, time sheets, and job order sheets. You can also include packing slips or delivery tickets with date and signature of the individual receiving the goods/services.
- Any other document that proves that goods/services were received.

**Step 5: Log in to <https://vendor-payments.phila.gov/login> to submit your invoice and any additional materials.**

- If you have questions about submitting an invoice, email [vendorinvoice.questions@phila.gov](mailto:vendorinvoice.questions@phila.gov).

*The vendor payment website <https://vendor-payments.phila.gov/login> includes a list of contacts for each City department. This website also allows monitoring of previously paid invoices, invoices in process, and ACH enrollment.*