

Subcontractor Invoicing Instruction email

You are receiving this email to update you on our Accounts Payable process. They are kindly requesting that you follow the below rules when submitting your invoices. Please review the below:

There are other options for vendors to send their invoices directly to AP including:

1. *Vendors can register in the Supplier Portal to gain access to viewing/flipping PO's into invoices. Contact suppliersupport@upenn.edu to have the vendor invited to register.*
2. *Emailing invoices directly to AP using the instructions below:*

Vendors ONLY can email invoices directly to the University. The email address is POINV@upenn.edu. This email address should only be used to send invoices. This is not for inquiries. If you have any questions/issues you can contact our helpdesk (dofapsupp@pobox.upenn.edu / 215-898-2626).

Please see instructions below. Non-compliant submissions will be rejected.

- *Ensure PO number is included on the invoice*
 - *Provide one (pdf only) file per invoice*
 - *# of files per email is unlimited*
 - *If invoices are sent via email, they should not be mailed.*
3. *If they choose not to email their invoices they can mail them to the below address:*

**Accounts Payable, Room 440
3451 Walnut Street
Philadelphia, Pa. 19104-6281**

If your system has the ability to include a secondary email, please feel free to send me a copy. I will then be able to track your invoice and confirm payments.