

# Company Name

# INVOICE

INVOICE #[100]

Customer Account #: \_\_\_\_\_

Sales Order #: \_\_\_\_\_

Quote #: \_\_\_\_\_

Invoice Date: August 14, 2023

<b>Supplier Corporate Address:</b> Company Name Street Address City, State, Zip Phone: (123) 456-7890 Fax: (234) 567-8901 <b>SAP Vendor #: 125435-123</b>	<b>Supplier Remit Address:</b> Company Name Street Address City, State, Zip Phone: (123) 456-7890 Fax: (234) 567-8901 <b>SAP Vendor #: 125435-123</b> <i>Make all checks payable to "Company Name"</i>
<b>Bill To Address:</b> Agency/Department Name and Facility/Institution <b>Commonwealth of Pennsylvania</b> PO Box City, PA, Zip Tel #:	<b>Ship To Address:</b> Agency/Department Name and Facility/Institution <b>Commonwealth of Pennsylvania</b> PO Box City, PA, Zip Tel #:
<b>Comments or special instructions:</b>	

SAP P.O. Number	Procurement Contact	Shipped via	F.O.B. Point	Terms
				Net xx days Date of invoice receipt

SAP P.O. Line Item #	SAP Material #	Description	Quantity Shipped	Unit of Measure	Unit Price	Total Price
<b>TOTAL DUE</b>						

If you have any questions concerning this invoice, contact: Name: _____ Email: _____ Tel: _____ Fax: _____
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**Notes:**

SAP is our enterprise software system. To find out your SAP vendor numbers, please contact your procurement representative.  
 If applicable, shipping and handling must be a line item on the **purchase order and invoice**.  
 If applicable, additional documentation will be attached to this invoice as required.  
 If applicable, provide service dates within the comments and special instructions.

## **Recommendations when invoicing (not part of invoice template)**

1. Do not submit invoices on colored paper (yellow, green, blue, etc.). Please submit on only black and white. Colored paper creates issues when they are imaged and delay the payment process.
2. Please insure that invoices are legible. If paper invoices are 'barely' legible, scanning the invoices make them less so and delay the payment process.