Ohio Department of Administrative Services
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OhioDAS

June 17th, 2010

Dear Vendor,

The State of Ohio is committed to providing accurate and prompt payment to the vendors who supply various products and services. **Effective July 1, 2010, the state of Ohio will require an expanded minimum standard of information to be included on invoices requesting payment for goods or services.** Invoices must include all required elements. These new requirements are being issued and will be enforced jointly by the Office of Budget and Management (OBM) and the Department of Administrative Services (DAS).

Proper Invoicing Procedure

Acceptance of a purchase order is an agreement between a vendor and the State of Ohio for the cost of goods and services. Additionally, if the purchase is not covered by credit card, vendors must receive a purchase order prior to filling an order. A proper invoice must match the encumbering document in all respects (item description, quantity, delivery information, cost, etc.) and contain the following elements:

The State of Ohio will require vendors to reference:

1. **Purchase order numbers on all invoices**
2. **Contract Number (if used)**
3. **Agency Name**
4. **Agency Billing Address**
5. **Delivery location of goods or services**

Vendor Information that must be included:

1. **Vendor Name**
2. **Address**
3. **Unique Invoice Number**

Transaction Information:

1. **The date that services were provided or that items were shipped**
2. **Itemization of goods or services provided, including cost**
3. **Clear statement of total payment expected**

If any required elements above are not included, it may result in the invoice being returned to the vendor or a delay in payment.

Invoices must exactly follow the “bill to" physical address or “bill to” e-mail address, provided on the Purchase Order or stated when placing an order. Invoices may be sent to agencies either by traditional means (e.g. a hard/paper copy via the United States Postal Service or other carrier) or by electronic means (e.g. a soft /electronic copy via e-mail).

Invoices may now be submitted via e-mail. When submitting invoices via e-mail please ensure that each unique invoice is a separate attachment. For example, if you are going to submit three invoices via a single e-mail you will need to make sure each invoice is a separate attachment. Outside of these requirements, agencies may issue further specific guidance regarding delivery of invoices.

In the absence of a contract, stated terms and conditions, or discounts offered by a vendor, the payment terms will default to Net 30 days.

For questions over the content of this letter, you may contact the Ohio Shared Services Contact Center.

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