

Rachel Carson State Office Building
P.O. Box 2063
Harrisburg, PA 17105-2063

July 29, 2009

(717) 783-9499

To Whom It May Concern:

In February 2008, the Commonwealth of Pennsylvania began a project known as the Finance Transformation Project. As a grantee working with Department of Environmental Protection, it is important that you are aware of the project and its impact on you as it relates to grant invoice submission. A primary project goal is to improve invoice processing by the Commonwealth. You are receiving this letter because you currently invoice and receive grant funding from our Water Planning Office/Coastal Zone Management Program.

Starting on August 24, 2009, the Water Planning Office/Coastal Zone Management Program has the following new mailing location *for all grant-related invoices*. **The new address shown below must be printed in its entirety on all grant-related invoices submitted.**

Water Planning Office/Coastal Zone Management Program
35 WTRPLAN
PO Box 69183
Harrisburg, PA 17106

Mandatory Action Required

The following information must be included on your invoices. **Starting on August 24, 2009**, failure to include these elements will result in the return of the invoice and a request for a new invoice. **NOTE:** These mandatory requirements do not change standard information you currently provide.

Mandatory Elements <i>Preferred placement is top third of invoice</i>	Preferred Elements <i>These elements will assist in prompt processing of your invoice, but are not required for payment</i>
<ul style="list-style-type: none">▪ Location Code: 35 WTRPLAN▪ Invoice Date▪ Invoice Number▪ Gross/Total Amount	<ul style="list-style-type: none">▪ Grantee Name▪ Grantee Remit To Address Information▪ Grantee Fax Number▪ Email Address of Grantee Contact Person▪ Description of Invoiced Item(s)

New Supplier Call Center

As of **May 1, 2009**, the Commonwealth's new supplier call center is operational. The supplier call center provides you with a "one-stop shop" for all inquiries related to conducting business with the Commonwealth via the following phone numbers:

- **Local Phone Number: 717-346-2676**
- **Toll-Free Number: 877-HELP-363 or 877-435-7363**

New Online Service Available for Invoice Payment Status

The Office of the Budget has introduced an online service that will provide most vendors with an immediate status report on your invoice, with no need to pick up the telephone. The web address is www.budget.state.pa.us – click on "Vendor Services" on the left navigation bar and follow the instructions.

Other Important Information

- Please do not submit any confidential data with your invoice to the new mailing address. Confidential data required to process the invoice should continue to be sent to the Water Planning Office at 400 Market Street, 2nd Floor, Harrisburg, PA 17105.

- If sending a credit memo, please reference the original Invoice Number, Amount and note “*Credit Memo*” on the document. Also, given that all invoices will be subject to scanning, we request highly legible invoices, as adherence to this request will speed processing time.
- Please send one invoice per envelope and only one copy of the invoice. Please do not send multiple copies of invoices. Additionally, **the location code must be on the invoice**. Even if you put the location code on the envelope, you must also put it on the invoice document.
- The new mailing address is only for invoices and credit memos. Any other correspondence and documentation should be mailed to the appropriate agency contact.
- If you provide goods or services based on a purchase order, you should already be sending your invoices to a new mailing address for purchase order-based invoices that went into effect on May 1, 2009.
- If you currently conduct business with other agencies, departments or programs within the Commonwealth, you will receive separate communications containing specific invoice submission requirements for those particular entities.

Should you have any questions about the information contained in this letter, please visit the ***Frequently Asked Questions (FAQs)*** section on our website (www.financetransformation.state.pa.us) or email us at RA-FTVendorRelations@state.pa.us. We thank you in advance for your immediate attention to this request and look forward to better serving you in the future.

Sincerely,

Karen D. Price, Administrative Assistant 1
Water Planning Office