

What to Include on your Invoice to New York State?

Please ensure your invoices include the following information. If information is missing, your invoice may be returned unpaid or payment may be delayed.

- 1) **Vendor Identification** – your legal business name, remit-to address, NYS Vendor ID# and contact information in case there are any questions.
- 2) **Invoice Date** – the date the invoice was created. The invoice date must be later than the date the goods or services were delivered.
- 3) **Unique Invoice Number** – you create your own invoice number. Use this number to obtain information about the status of your invoice in the SFS Vendor Self Service Portal.
- 4) **Bill to** – the name of the NYS agency that ordered the goods or services. Please also provide the delivery address and/or name of your Agency's contact to help us if there are questions.
- 5) **Purchase Order (PO) Number** – if you received a purchase order, include the PO line number for each item being invoiced.
- 6) **Payment Term** – the payment discount you are offering. If no other term is provided, NYS pays all invoices NET 30 days from the date the invoice is received by the designated payment office as indicated on the purchase order or agreement. NYS will make every effort to pay invoices within a vendor's designated discount period, if provided. Invoices not paid in 30 days will have interest added to the invoice as allowed by law.
- 7) **Quantity** – of goods, property or services delivered for each invoice line item.
- 8) **Description** – of the item being billed including purchase order line #, item #, contract #, and/or dates of service if applicable and available.
- 9) **Unit of Measure** – if you received a PO, the unit of measure for each item being invoiced must be consistent with the PO and PO line number.
- 10) **Rate** – the unit price as authorized in the PO or agreement.
- 11) **Total** – the payment amount being requested for each invoice.

The invoice must be delivered to the designated payment office specified in your agreement or on the Purchase Order you received. NYS will not accept invoices for items or quantities not delivered.

Thank you for your help. We are committed to paying your invoices timely upon receipt of an invoice containing the information above.

NYS Vendor

Your Legal Address
Suite 206
Albany, NY 12205
Phone (518) 4xx - 7xxx
Fed ID # 26-1234567
Vendor ID 0100000000

Invoice

Date	Invoice #
9/17/2018	17/18543

Bill To
Office of the State Comptroller 110 State Street Albany, NY 12236

P.O. No.	Terms
18P0254	

Quantity	Description	U/M	Rate	Amount
3	A full Description of what was provided. Including dates of service if applicable September 10-11, 2018.		444.00	1,322.00
Total				\$1,332.00

Received
Sept 17 2018
Finance Office