Working With Oak Ridge National Laboratory Accounts Payable (ORNLAP)

Submitting an Invoice:

- **Invoices should be submitted electronically to ORNLAP@ornl.gov. Do not submit both an electronic and paper invoice. Please do not include more than one invoice within a single email attachment. You may submit multiple invoices as separate attachments within a single email.**
- **Payment terms begin the day the invoice is received in Accounts Payable.**
- **If an invoice is returned to the vendor as improper, the payment terms will be based on the receipt date of the revised invoice.**
- **Invoice should contain the ORNL purchase order number/ subcontract number/task order number, as appropriate. Ensure the number is accurate. It helps to include the number in email subject line.**
- **Bill only one purchase order/subcontract number/task order number per invoice.**
- **Invoice should show the billing period.**
- **If labor categories are in the payment terms of the contract, invoice by the labor category. Daily time records must also be submitted.**
- **Invoice should include the Certificate of Conformance, if required, per the Terms and Conditions of the contract. Sample invoices can be found at http://web.ornl.gov/adm/contracts/art_forms.shtml**
- **Ensure that the invoice is complete before submittal to avoid it being returned as improper.**
- **Payments can be made via electronic funds transfer. The form for enrolling is available at http://web.ornl.gov/adm/contracts/eft.shtml**
- **Questions related to invoicing should be directed to ORNLAP@ornl.gov and reference the ORNL Purchase Order Number.**

Invoices with Travel or Other Direct Costs:

- **All purchase orders/subcontracts/task orders with travel reimbursement must show the travel reimbursement information by person and travel dates. *One form per traveler/per trip*. Form should indicate whether the travel was domestic or foreign. All foreign travel must be approved by DOE and must be in compliance with the Fly America Act.**
- **Vendors should request the GSA room rate when reserving lodging. If you are denied, the denial should be documented at the time of the invoice submission. It is sufficient to write it on the hotel receipt.**
- **Lodging and M&IE is based on the location where the business is being conducted (City of Business). M&IE is 75% of the GSA rate on the first and last day of travel.**

- **Dated receipts must be supplied. (This includes Other Direct Cost). Airline tickets must show proof of purchase (i.e. either a credit card statement or receipt showing last four digits of credit card – please do not show full credit card number). Rental Car receipts must show proof of purchase and be itemized, we do not pay for insurance - only daily rate, taxes and fees. Hotel receipt must show proof of purchase and be itemized.**
- **A sample Travel Expense Statement form can be found at the sample invoice link provided above.**

The link for finding GSA rates for lodging and M&IE can be found at:
http://www.gsa.gov/portal/content/104877

Tax Information

- **All vendors must submit the appropriate IRS tax information. Forms may be found at http://web.ornl.gov/adm/ap/** .
- **If the appropriate IRS form is not received, payment may be delayed or applicable IRS percentage may be withheld from invoice payment.**
- **Forms may be emailed to aptax@ornl.gov or faxed to 865-241-9916.**