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**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 an email attachment. You may submit more than one invoice as separate attachments within one email.
- Payment terms begin the day the invoice is received in Accounts Payable.
- If invoice is rejected and returned to the vendor, the payment terms will be based on receipt of the revised invoice.
- The invoice should contain the reference to the ORNL purchase order number/subcontract number/task order number.
- Bill only one purchase order/subcontract/task order number reference 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 should also be submitted.
- Invoice should include the certificate of conformance, if required per the terms and conditions on the contract.
- Sample invoices can be found at http://web.ornl.gov/adm/contracts/art_forms.shtml
- Payments are made via electronic funds transfer. The form for enrolling is available at http://web.ornl.gov/adm/contracts/eft.shtml

**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.
- 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)
- A sample Travel Expense Statement form can be found at the sample invoice link provided above.
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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.