



# Office of Accounts and Control

One Capitol Hill | Providence, RI 02908 | (401) 222-2271

## **Existing Purchase Order (PO) Vendor Invoice Submission Update**

The State of Rhode Island Office of Accounts and Control is actively pursuing an enterprise-wide effort to better utilize technology, improve efficiency, and increase transparency across its operations and processes. One of the key components of this effort is to launch a paperless vendor invoice submission process.

To keep vendors better informed about changes to the State's invoice submission process, please take a few minutes to read and review the information below on the steps vendors will need to take to submit paperless invoices for payment starting on September 1<sup>st</sup>, 2020.

### **What if a vendor currently uses an online billing system (i.e. the RIFANS Supplier Portal or iSupplier) to submit their invoices?**

If you are a vendor who currently submits your invoice via an online billing system (i.e. the RIFANS Supplier Portal or iSupplier), please continue to do so as this is the most efficient way to process your invoice.

### **How does a vendor benefit from the paperless invoice submission process?**

Benefits include, but are not limited to the following:

- Timely receipt of invoices
- Savings on printing and mailing costs
- Environmentally friendly
- Improved security

### **Who IS impacted by the new paperless vendor invoicing requirement?**

Any State of Rhode Island vendor with an existing Purchase Order (PO) with a BILL TO address of: One Capitol Hill, Providence RI is impacted.

### **Who is NOT impacted by the request to change to a paperless vendor invoicing?**

Any State of Rhode Island vendor with an existing PO with a different BILL TO address is NOT required to submit paperless invoices. These invoices should continue to be forwarded to the BILL TO address listed on the Purchase Order.



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Vendors who are invoicing the following State of Rhode Island entities are NOT impacted:

- Department of Transportation
- Judiciary
- Legislature
- General Officers
- University of Rhode Island
- Rhode Island College
- Community College of Rhode Island
- Quasi-public agencies

## **What action is required of impacted vendors?**

As an impacted vendor with an existing Purchase Order listing a BILL TO address of One Capitol Hill, Providence RI, starting September 1<sup>st</sup>, 2020 and going forward you will be required to submit your invoices for payment in a PDF formatted invoice via email:

[DOA.INVOICES@DOA.RI.GOV](mailto:DOA.INVOICES@DOA.RI.GOV)

## **What file format will be accepted by the State of Rhode Island?**

If your current invoicing system does not support or cannot generate PDF formatted invoices, you will need to convert your invoicing system's output file into a PDF formatted file for submission.

## **What naming convention will be accepted by the State of Rhode Island?**

Due to security protocols, the State of Rhode Island will only accept invoices submitted as a PDF file with the following file name convention: VendorName\_InvoiceNumber.PDF

## **What is the maximum size of the PDF invoice that can be sent?**

The maximum size of a PDF invoice that can be submitted is 15 MB.

## **When will vendors need to comply with this new paperless invoice requirement?**

Beginning on September 1<sup>st</sup>, 2020, State of Rhode Island impacted vendors will be required to submit their paperless invoices to the following email address: [DOA.INVOICES@DOA.RI.GOV](mailto:DOA.INVOICES@DOA.RI.GOV)



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## **What information is required in the submitted PDF invoice to the State of Rhode Island?**

The following elements are REQUIRED in ALL PDF submitted invoices:

- Supplier Name
- Purchase Order Number
- Invoice Number
- Invoice Date
- Line Item Detail (Product or Service including Description, Quantity, Price)
- Contact Email & Phone, etc.
- Remittance Address

## **What if a vendor has questions about the State of Rhode Island's paperless invoice process?**

For any questions or inquiries regarding this communication or the new paperless vendor invoicing process, vendors can send an email to: [DOA.ACCTCONTROL@DOA.RI.GOV](mailto:DOA.ACCTCONTROL@DOA.RI.GOV)