



# Supplier Invoice Requirements

The following invoice requirements are in effect for all invoices submitted to Duquesne Light Company (DLC). Please ensure adherence to these invoice guidelines to enable faster payment of your invoice(s).

**No PO No Pay Policy** - All goods and services purchased from suppliers must be based on an approved Duquesne Light purchase order (PO). Duquesne Light requires that a written PO be issued to a supplier before the supplier provides the requested goods and/or services. Supplier is authorized to perform work and invoice to the amount stated on the PO. Should the supplier fail to comply with this requirement, the cost of the goods and/or services provided without a written PO shall be at the supplier's risk.

**Complete and accurate information is required for payment.** Failure to meet any of the following invoice requirements will result in the rejection of your invoice and a delay in payment until a corrected invoice is received:

- Original Document** – supplier statements, quotes, applications or proforma invoices **will not** be accepted as a valid invoice
  - **Preferred Invoice Format** - Acceptable document types are .PDF, .TIF, .TIFF, .PNG, .JPG, .DOC, .DOCX

<b>SUPPLIER NAME</b> Street Address City, ST ZIP Code Phone, Phone Fax, Fax	<b>INVOICE</b>  INVOICE # 100 DATE: 01/31/2000 PURCHASE ORDER: MFP100100
<b>BILL TO:</b> Company Name Street Address City, ST ZIP Code Phone, Phone	<b>SHIP TO:</b> Company Name Street Address City, ST ZIP Code Phone, Phone

SALESPERSON	REQUISITIONER	SHIPPED VIA	TERMS

PO LINE #	ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
<b>SUBTOTAL</b>					
<b>FREIGHT</b>					
<b>TOTAL DUE</b>					

- Correct Duquesne Light Company Legal Entity Name** – as indicated on PO
- Supplier Name and Remittance address** – must match PO
- Supplier Contact Information** - including email address
- Invoice Date**
- Invoice Number** – must be unique
- Total Amount Due**
- Only one PO# per invoice**
- Purchase Order #** – including associated PO line item number(s) indicating:
  - Quantity and Unit of Measure (UOM) – UOM as indicated on PO
  - Price (cost per item and extended cost) as outlined in the PO
  - Goods & Services must be invoiced on separate lines and must reference PO line item #
  - Line item description of goods or services; including item #
  - Additional miscellaneous charges (i.e. freight) must be a separate item on the invoice

- ❑ **Sales Tax** – should not be included on invoice. Duquesne Light has a direct pay permit with Pennsylvania for sales/use tax and will self-assess/accrue and pay use tax as appropriate.
  - ❑ **Credit/Debit Memos**
    - Must be submitted separately from invoiced charges
    - Must reference original invoice number & PO
    - Under no circumstances should the supplier use credits to reduce future invoices
  - ❑ **Clearly label “INVOICE” or “CREDIT MEMO”**
  - ❑ **Supporting Documentation** – documentation that allows the Duquesne Light Business Unit Owner to verify the amounts charged to ensure they are consistent with the PO should be submitted, as a copy, directly to your Duquesne Light contact to facilitate the timely authorization of payment.
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### **Corrected Invoices**

If an original invoice is determined to be incorrect, an associated credit or debit memo invoice should be issued against the original invoice for the difference. The adjusting memo invoice must comply with all the same outlined invoicing requirements.

### **Rejected Invoices**

Invoices which do not meet the outlined invoice requirements will be returned to the supplier with a notice stating the reason(s) for rejection. It is the supplier’s responsibility to re-submit the invoice with proper information in a timely manner.

### **Withholding Tax**

Duquesne Light may be required to deduct and withhold applicable tax from invoice amounts, based primarily on the character and source of the payment and the tax status of the supplier/payee, as determined by tax documentation provided by the supplier.

### **Submitting an Invoice**

All invoices must be submitted by email directly to Accounts Payable. DLC Business Invoices must be submitted to the designated email address below. Duquesne Light has a paperless ‘email to scan’ process; invoices submitted must adhere to the following guidelines:

- Email:** [DLCPayables@duqlight.com](mailto:DLCPayables@duqlight.com)
- Subject line must include invoice number
  - One invoice per attachment
  - Acceptable document types are .PDF, .TIF, .TIFF, .PNG, .JPG, .DOC, .DOCX
  - All required invoice details (as per the invoice requirements) must be recorded on the invoice.
  - Do not include any invoice specific information in the body of the email itself as it will not be captured in the processing
  - Include DLC Business Unit contact on above email submission of invoice and invoice details in order to expedite verification and receipt of work performed

### **Duquesne Light Key Contact Information**

Both DLC Buyer and Business Unit key contact information can be found on the PO.

### **Accounts Payable Contact Information**

For questions regarding these requirements or other correspondence:

**Phone:** (412) 393-6200

**Email:** [AccountsPayable@duqlight.com](mailto:AccountsPayable@duqlight.com)

**Mail:** Duquesne Light Company  
Attention: Accounts Payable  
P.O. Box 1920  
Pittsburgh, PA 15230-1920

### **Supplier Changes**

Changes to supplier information, W-9, banking instructions, etc. should be submitted to Duquesne Light immediately.

**Mail:** Duquesne Light Company  
Attention: Purchasing  
2515 Preble Avenue  
Pittsburgh, PA 15233

**Email:** [DLCsupplier@duquesnelight.com](mailto:DLCsupplier@duquesnelight.com)