Failure to follow these invoice submittal instructions or to furnish the required information in the proper format will result in delayed payment

INVOICE SUBMITTAL METHODS		
Process	Details	Vendor Action Required
Electronic Submittal via traditional electronic data interchange (EDI) (Constellation's preferred method of invoice submittal)	If currently registered for this submittal method, continue to submit according to this process. Vendors using electronic data interchange (EDI) must not submit invoices via U.S. Mail or email. Redundant submittal is not required nor desired by Constellation AP and will result in duplicate invoice rejection Moving to electronic invoicing shortens the invoice processing time which facilitates timely payments and improved data quality. This method supports invoice submission for both materials and services. If you would like to learn more about how to begin leveraging EDI, please contact ElectronicInvoiceTeam@constellation.com	If currently registered for this submittal method, no adjustment to current process required. Only submit invoices via Traditional Electronic Data Interchange (EDI) If you have any questions, require adjustment to your current set-up or are considering moving to this process, please contact us at: ElectronicInvoiceTeam@Constellation.Com
Invoice Email Submission Address	Successful email submission is achieved by following these rules: • Submit only one invoice per email • Only attach the accepted file attachments types of .doc, .docx, .xls, .xlsx, .jpg, .pdf, .tif, .bmp and .rtf.	Submit invoices to: InvoiceSub@constellation.com *This email account is not monitored. Inquiries to this account will not be answered.*
U.S. Mail (Note: this is NOT the preferred method)	If unable to submit an invoice via EDI or by email, invoices may be submitted via U.S. Mail. This submittal method may lengthen our processing time.	Mail invoices to this address: Constellation Accounts Payable PO Box 696988 San Antonio, TX 78269

METHODS FOR RECEIVING PAYMENTS		
Method	Details	Vendor Action Required
Virtual Credit Card (VCC) Payments	Constellation's preferred method of payment is Virtual Credit Card (VCC). With this method, payments are sent to a portal for the supplier to login to and retrieve their payments. Early payment terms are available to suppliers who qualify. Payments will not get lost in the mail and are received faster than traditional check payments.	To register and get setup for VCC, please contact: VirtualCreditCard@constellation.com

METHODS FOR RECEIVING PAYMENTS continued		
Method	Details	Vendor Action Required
ACH Payments	Constellation's preferred method of payment is ACH for those not enrolled in the VCC program. ACH payments will not get lost in the mail and are received faster than traditional check payments. Note: This process is for domestic vendors only.	To begin receiving payments via ACH, suppliers simply add this payment type to their company profile using our Supplier Portal. Suppliers then contact suppliermgmtteam@constellation.com to verify this payment method has been applied to all purchasing sites. Suppiers who have not yet logged into the Supplier Portal can contact electronicinvoiceteam@constellation.com to request a login link.

HAVE INVOICE OR PAYMENT QUESTIONS?		
Method	Details	Vendor Action Required
Invoice Inquiry Tool via our Supplier Portal	All vendors should use the Supplier Portal to check the status of invoices or payment detail. The portal can also be used to submit invoices directly against available purchase orders acknowlege purchase orders or to view documentation.	Vendors without portal access may request a login link by contacting ElectronicInvoiceTeam@constellation.com LINK TO PORTAL: https://idcs-e182b3d5e021485bb2e2887d7c9d54ab.identity.oraclecloud.com/ui/v1/signin
Contact Us	Used when invoice inquiries cannot be addressed with the Invoice Inquiry Tool / Supplier Portal mentioned above.	When contacting us, please provide details related to your invoice number including your purchase order or contract number, release number (where applicable), CPA number (where applicable) and associated Constellation company to: InvoiceInquiryTeam@constellation.com *OR* Call 1-667-218-7667 and make the selection for Accounts Payable (AP)

The minimum requirements below are mandatory for successful processing of an invoices. Invoices not including the required information will be rejected.

An invoice must clearly label or display the following:

General (all)	**Material Purchase Order specific**
• Purchase Order # or Contract # • Release # (where applicable) • CPA # (where applicable) • Unique Invoice # • Dollar Amount • Invoice Date (no backdated dates accepted)	• PO Line # (mirror the Constellation PO) • CatalogID (if applicable) • Unit of Measure as listed on the PO (For example: If the Purchase Order is setup with a unit of measure of feet (FT), it is required that the invoice be billed in FT (vs. each or EA)

REQUIREMENTS FOR A COMPLETE INVOICE		
Required	**Details**	**If Unknown:**
Include an **Invoice Number**	All invoices must have a unique number to log and track invoices in our system. Without this number, invoices are unable to be processed. Duplicate invoice numbers cannot be processed.	Work with your internal Accounts Receivable department to include a number on all submitted invoices.
Include the correct **Purchase Order** or **Contract Number** for what is being invoiced	All invoices must include a Purchase Order or Contract number for the materials or services being invoiced. Without this number, invoices cannot be matched in our system for routing and payment.	Work with your Constellation business contact for the correct number for the applicable scope of work or material.
Where applicable, include the correct **RELEASE** number for the PO or Contract	If the invoice is for a scope of work or material that is specific to a PO or Contract RELEASE, you must include the applicable release number on your invoice. Without this number, invoices cannot be matched in our system for routing and payment.	Work with your Constellation business contact for the correct release number for the scope of work or material.
Where applicable, include the correct **CPA** number	CPAs function as service receipts in Oracle. you must include the applicable CPA number on your invoice. Without this number, invoices cannot be matched in our system for routing and payment.	Work with your Constellation business contact for the correct release number for the scope of work or material.

Examples of Constellation PO numbers:
   Straight Purchase Order or Contract: 01422069
   Blanket PO with a release: 71636000-REL00260

Contract requiring a service receipt: 01383027-CPA01340688
Blanket Contract with a release: 02081643-REL00005
Blanket Contract with release and receipt required: 00793169-REL01943-CPA01340094

Include the correct **Line Number** for what is being invoiced	If the invoice is for a PO that has specific line item detail, the line number must be included on the invoice. Without this Line Number, invoices cannot be matched in our system for routing and payment.	Work with your internal Accounts Receivable department to include the applicable purchase order line number on all submitted invoices.
Sales tax amounts should be listed as a separate line item	If your PO or Contract allows for sales taxes to be charged, the amount should be listed as a separate line item and labeled as "sales tax" on the invoice.	Work with your internal Accounts Receivable department to allocate a "sales tax" line when applicable.
Freight charges should be listed as a separate line item on invoice,	If your PO or Contract allows for freight charges, the amount should be listed as a separate line item and labeled as "freight" on the invoice. Shipping, transportation, or handling charges must be consolidated and labeled as "freight."	Work with your internal Accounts Receivable department to allocate a "freight" line when applicable.
TERMS CALCULATION		
Constellation's standard payment terms are net 45 days from invoice receipt date.	Constellation's pay date is calculated by adding the terms in days to the date Constellation "received" your invoice: The date we received your invoice is dependant on how we *receive* your invoice: • Supplier Portal: the day your invoice is succesfully submitted • EDI: next business day after submission date • Emailed invoice: date processed through scanning tool • Mailed invoice: date processed through scanning tool	Work with your Accounts Receivable department to confirm method of invoice submission. Confirm net terms on your PO or Contract documentation.

updated 8/26/2024