



Regular & Luxury Merchandise Invoice Requirements

Invoices must include the PLCB Purchase Order Number, the PLCB Product Code Number and the SCC, as provided on the Purchase Order (PO). Invoices should include the following items:

- Vendor of Record Letterhead
- Vendor Invoice Number
- PLCB Purchase Order Number
- PLCB Product Code Number
- SCC number from PO
- Case Quantity Delivered
- Unit Pack
- Product Description
- Case Price
- Correct Extensions for Case Quantity times the Case Price
- Total Invoice Amount

Payment terms are as set forth in the PLCB Standard Contract Terms and Conditions for Wine, Spirits and Accessories Purchase Orders.

Incorrect or incomplete information impedes the processing of the vendor invoice and unnecessarily delays payment. The PLCB will return to the vendor all invoices that do not include the products' SCC codes as listed on the PO. The PLCB also reserves the right to return to the vendor invoices with incorrect pricing and/or quantities. Submission of a corrected invoice will be requested. The date of receipt of the corrected invoice will be used to determine the payment due date. Please note that, although not required, including the total number of units and the unit cost on the invoice will facilitate invoice processing.

All invoices submitted to PLCB must be sent directly to the PLCB Accounts Payable Division at: Comptroller Operations LCBS, PO Box 12025, Harrisburg, PA 17108-2025.

Invoices may be emailed to RA-PLCB_Invoices@pa.gov. (**Note: There is an underscore between PLCB and Invoices in this email address.**)

Invoices must have only one PO per invoice, be submitted in PDF format, and contain only one invoice per PDF attachment.

If a vendor would prefer to use the PLCB's Vendor Collaboration Portal to submit invoices, please contact the PLCB using the following resource account: RA-LBMerchPOSupport@pa.gov.

Please note: Direct Store Delivery (DSD) purchase orders are not available to invoice through the Vendor Collaboration Portal, but must be emailed to RA-OBpsplcb_le@pa.gov.

Special Liquor Order Invoice Requirements:

Special Liquor Orders do not require submission of a supplier generated invoice. The Special Liquor Order system is self-invoicing. Payment terms are based on the date the product is received in the store.

The PLCB will pay the contracted cost of the products that are purchased as set forth in the supplier's quotation and the PLCB PO. In the event that an amount on an invoice is higher than the price quoted by the supplier as set forth on the PO for that product, the PLCB will pay the lower price reflected on the PO.

Any questions, email: RA-OBpsplcb_le@pa.gov. (**Note: There is an underscore before the letters "le" in this email address.**)