

## **Invoice Submittal Instructions**

Fluor Marine Propulsion, LLC (FMP) Accounts Payable is now able to accept invoices via email. Unless otherwise directed in the Purchase Order, Suppliers shall submit invoices electronically to [upayables@unnpp.gov](mailto:upayables@unnpp.gov) or mail them to the Accounts Payable address listed in the Purchase Order.

Electronically submitted invoices **must** comply with the following:

- The e-mail subject line must include the Purchase Order number, the invoice number, and the Supplier name. It must be received by 2:30 PM EST to be considered received on that date.
- Invoices must be attached to the e-mail in a PDF file format. The PDF must be legible to be processed.
- Any supporting or related back-up information for an invoice must be included in the same PDF (i.e., do not submit invoices and supporting documentation as separate files). If multiple invoices are being submitted, each invoice, along with any corresponding documentation, is to be provided in one PDF file.
- The FMP Accounts Payable mailbox is for invoices only. Any unrelated information or documentation will be deleted.

Note that invoice or payment status will not be provided through email. Invoice inquiries may be made by calling (412) 476-6000, Option 6 and then Option 1.