



Invoice Submittal Methods & Requirements

This is applicable to all Suppliers to the Exelon family of Companies (including, but not limited to BGE, ComEd, Constellation, Exelon Generation and PECO).

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

INVOICE SUBMITTAL		
Process	Details	Supplier Action Required
EDI electronic submittal	If currently registered for this submittal method, continue to submit according to this process.	No adjustment to current process required.
Invoice Email Submission Address	<p>Exelon's preferred method of invoice receipt is via e-mail. Successful e-mail address submission will abide by the following rules:</p> <ul style="list-style-type: none"> Only one invoice can be submitted per email Accepted File attachments (.doc, .xls, .jpg, .pdf, .tif, .txt, .bmp, .rtf) Attachments to emailed invoices (e.g., zip files) will not be accepted 	<p>Submit electronic invoices to: AccountsPayableIncomingInvoices@exeloncorp.com</p> <p>PLEASE SEE "REQUIREMENTS FOR A COMPLETE INVOICE" BELOW TO SUPPORT SUCCESSFUL SUBMISSION & PROCESSING OF ALL INVOICES.</p>
US Mail (note this is not the preferred method)	If unable to submit an invoice electronically, invoice is submitted via US Mail.	<p>If using this method, ensure this is the submittal address:</p> <p>Exelon Corporation P.O. Box 17456 Baltimore, MD 21297</p>
OTHER TOOLS		
Requests to receive Payments via ACH	Exelon's preferred method of payment is via ACH, rather than check or wire.	<p>If supplier is not currently receiving payments via ACH, please submit information and updated W9 to Supply point of contact or: Exelon.Vendor.Maintenance@exeloncorp.com</p>
Invoice Inquiry Tool	<p>All suppliers can use the AP Inquiry Tool to check the status of invoices or payment detail. This tool can be used to:</p> <ul style="list-style-type: none"> Verify your invoice is in the system Verify scheduled pay dates Procure additional details on previous payments 	<p>Suppliers will need the invoice number/amount or check number for payment inquiries: https://supply.exeloncorp.com/supply/apinquiry/</p>
Additional Invoice Inquiries	For invoice questions that cannot be addressed with the Invoice Inquiry Tool (above)	<p>Please provide details related to invoice number and PO/Contract number if known: Exelon.AP.Inquiries@exeloncorp.com or 410-470-2000</p>
REQUIREMENTS FOR A COMPLETE INVOICE		
Tip	Details	If Unknown:
Include an Invoice Number	All invoices must have a documented Invoice Number; this number is used to log and track an invoice in our systems. Without this number, invoices are unable to be processed. Duplicate invoices and invoice numbers will not be processed.	Work with your internal Accounts Receivable department to include a number on all submitted invoices.
Include the correct PO or Contract Number for what is being invoiced	All invoices MUST include the applicable PO or Contract Number for the materials or services being invoiced. Without this number, invoices are unable to be processed.	Work with your Exelon business contact for the correct number for the applicable scope of work or material.

Tip	Details	If Unknown:
Include the correct PO or Contract RELEASE Number for what is being invoiced	If the invoice is for a scope of work or material that is specific to a PO or Contract RELEASE, all invoices MUST include the applicable Release Number. Without this number, invoices are unable to be processed.	Work with your Exelon business contact for the correct release number for the scope of work or material.
Include the correct Line Number for what is being invoiced	If the invoice is for a PO or Contract that has specific line item detail, the line number (from the PO or Contract) for the invoiced scope of work or material MUST be included on the invoice. Without this Line Number, invoices are unable to be processed.	Work with your internal Accounts Receivable department to include the applicable Line Number on all submitted invoices.
Be aware of contract release values	Invoices that bring the total invoiced value for a PO or Contract over the approved, released amount on the PO or Contract may be delayed in payment.	Work with your Exelon business contact if a change order is required, prior to submitting an invoice.
Tax amounts should be listed as a separate line item	If your PO or Contract allows for taxes to be charged, amount should be listed as a separate line item in 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, as allowed on the PO or Contract	If your PO or Contract allows for freight charges, they should be listed as a separate line item in the invoice. The freight charge should also reflect the PO or Contract header or specific line where charge is allowed on the agreement.	Work with your internal Accounts Receivable department to allocate a freight line when applicable.
Do not submit mail or e-mail invoices if your company is set-up for electronic payment submission	If your company is set-up for electronic submission (EDI), all requests for payment should be submitted electronically via the portal/application configured to accept the requests for payment.	Work with your internal Accounts Receivable department to verify submission method; work with your Exelon Supply contact to confirm your PO or Contract is configured correctly for EDI submission.
Do not submit mail or e-mail invoices if using BGE CTES (Time Entry)	If your company or specific agreement is set-up for the BGE CTES or Time Entry process, invoices should not be submitted to Accounts Payable.	Work with your internal Accounts Receivable department to ensure they are not sending invoices for CTES (Time Entry) related work.
Net terms awareness (Exelon's standard payment terms are net 45 days from invoice receipt)	Invoice must be valid for entry, in accordance with this communication to be officially received and begin payment processing. Exelon's net terms/pay date is calculated when: <ul style="list-style-type: none"> • EDI/CEDI request for payment: next business day after submission date • E-mailed invoice: date received in Exelon Inbox • Mailed invoice: date received in the office in Baltimore 	Work with your Accounts Receivable department to confirm method of invoice submission. Confirm net terms on your PO or Contract documentation.