

The City of Minneapolis has implemented a process to scan vendor invoices into our document imaging system before they are paid. By doing so we are able to provide better visibility of the invoices for City staff to review and approve, by electronically routing invoices. These changes will allow us to speed up the payment process which will enable quicker payments to vendors.

Send invoices by e-mail (preferred) or Send invoices by U.S. Mail

- To send by e-mail, to submitinvoices@minneapolismn.gov
 - You must attach an image of the invoice or statement to your email and the image must be in PDF format to be processed
 - You may send more than one invoice per e-mail; however each PDF document can contain only one invoice. If there are additional documents related to the invoice or statement, then they need to be included in the PDF image as subsequent pages
 - If you are submitting supplemental documentation such as timesheets, submit those in the same PDF document included with the invoice
 - Information provided in the body of your e-mail will not be reviewed
- To send by U.S. Mail, send invoices to: City of Minneapolis – Accounts Payable PO Box 211208 Eagan MN 55121

On each invoice, please include the purchase order number, if given, in the Purchase Order Box:

- Our PO numbers are **6 digits**; MPLMN0000XXXXXX
- If the PO is unknown, please provide name of requestor or contract number

Please update your invoices with this information

“Bill To” section of your invoice should include:	“Ship To” section of your invoice should Include:
City of Minneapolis Accounts Payable PO Box	City of Minneapolis department name (i.e. Fleet Services)
	Department full address (for shipment)
	City Employee Name

Failure to include proper identification on your invoices may result in:

- Delayed payment
- Rejection of an invoice that will be sent back to you for proper information

If you have questions, please contact the Accounts Payable group; Annetter Reynolds 612-673-3878 or Jean Poppen at 612 673-3264

Thank you,



Rich Perrizo, Accounts Payable Manager