



# INVOICES

Suggestions for vendors

# Invoices must include:

- Invoice date
- Invoice number
- Consumer name or case number
- Vendor name, address, phone number and FEIN (Federal tax ID number)
- Description of goods or services provided including number of units and price per unit, if appropriate
- Order number (located on Authorization for Services)
- Itemized services with dollar breakdown and invoice total

# Please send invoice to CCP

- Our address is:
  - Email [DVRVendorInv@dwd.wisconsin.gov](mailto:DVRVendorInv@dwd.wisconsin.gov)  
(track your email if you want notification CCP received your invoice)
  - Snail mail PO Box 7904, Madison WI 53707-7904



# Multiple order invoices

- Limit the number of order numbers to no more than 49 per invoice (fewer order numbers per invoice are appreciated!).



# 30 day payment policy

- The date DVR **receives** the invoice starts the clock.
- Checks are sent out approximately 23 days after the payment is entered.
- We are unable to change the scheduled payment dates.
- Please call the local field office with questions on missing/late checks



# Invoice numbers, please!

You providing an invoice number that makes sense to your business helps us provide meaningful information on the check stub. This speeds the process for us and you.

# No order, no goods/services

- Please make sure you have an order prior to delivering any goods or services to the consumer. If you do not have an order, your invoice may be returned unpaid.





Please send reports to the  
scanning unit's email  
**DVRSCAN@dwd.wisconsin.gov**

Send correspondence not related  
to invoices or reports to the  
appropriate field office

# Tax Exempt

- DVR, as a State of Wisconsin agency, is tax exempt.
- Our tax exempt number is located on the order near the bottom.



# Questions?

