



## Administrative Vendor Invoice Requirements

Invoices must be itemized and include ALL of the following:

- Vendor Information
  - Name
  - Address
  - Phone number
- Name of School and/or Resource Location that services were provided
- Invoice Number

**Note: This number must be sequential and may not be repeated. Any invoice with duplicate invoice numbers for a different school location or service will not be processed and will be returned by the PCI Business Department for clarification or request for resubmission.**
- Purchase Order Number (if applicable)
- Description(s) of Service/Activity provided
- Date(s) of Service/Activity
- Amount charged per Service/Activity
- Total Amount Owed

### PCI pays invoices on a NET 30

Vendors must submit an itemized invoice upon the completion of service(s) along with any supporting documentation. Invoices may be submitted through one of the following methods:

1. Submit an invoice through the school location's Invoice Inbox (preferred). Link to the inboxes are at the bottom of this page.
2. Submit an invoice via email to [accountspayable@pacificcharters.org](mailto:accountspayable@pacificcharters.org).
3. Submit an invoice via postal mail to the address below:

PCI Accounts Payable  
1401 El Camino Avenue, Suite 510  
Sacramento, CA 95815

Invoice Inbox: [www.pacificcharters.org/about/vendor-information/](http://www.pacificcharters.org/about/vendor-information/)



### **Accessing the Invoice Inbox**

Vendors:

- 1) Open a web browser and go to [www.pacificcharters.org](http://www.pacificcharters.org).
- 2) In the navigation pane on top, locate "About" and click on "Business Vendor Portal" from the popup.
- 3) Below the "For Current Vendors:" section, click on "Invoice Inboxes" tab.
- 4) Click on the name of the School Location listed next to the school's name.
- 5) The website to the inbox will open.

### **Submitting Invoices through the Invoice Inbox**

- 1) On the inbox page, click "Add File" to attach the Invoice(s), Purchase Order(s), and/or supporting documentation. Note: Files may not be larger than 10 MB. Acceptable file formats include .pdf, .doc, .docx, .xls, .xlsx, or .zip.
- 2) Enter your information in the remaining fields:
  - a. Name of Active Vendor
  - b. Email Address (optional to receive confirmation of submission)
  - c. Invoice #
  - d. Total Balance
  - e. Comments (if any)
- 3) Click "Submit" to submit the Invoice for processing.