This is applicable to all Vendors of the Exelon family of companies (including, but not limited to BGE, ComEd, PECO, PHI, Delmarva Power, Atlantic City Electric and Pepco)

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

| INVOICE | | |
|---|---|---|
| Process | Detail | Vendor Action Required |
| Electronic Submittal – WebCommerce, CIA or traditional EDI<br><br>(Exelon's preferred method of invoice submittal) | If currently registered for this submittal method, continue to submit according to this process.<br><br>Vendors using this submittal method – **do not** submit invoices via U.S. Mail or email. Redundant submittal is not required nor desired by Exelon AP.<br><br>**Moving to electronic invoicing shortens the invoice processing time, which facilitates timely payments and improved data quality. Our electronic invoice platform, WebCommerce, provides quick and easy setup at no cost you. This platform supports invoice submission for both materials and services. If you would like to learn more about how to begin leveraging WebCommerce, please contact your Exelon Supply representative or email:**<br><br>eBusSupport@exeloncorp.com | If currently registered for this submittal method, no adjustment to current process required.<br><br>Only submit invoices via one of the electronic invoice submission options you are utilizing today:<br>• Contract Invoicing Application (CIA)<br>• WebCommerce<br>• Traditional Electronic Data Interchange (EDI)<br><br>If you have any questions, require adjustment to current set-up or would be interested in setup information, contact us at:<br><br>eBusSupport@exeloncorp.com |
| Invoice Email Submission Address | Successful email address submission will abide by the following rules:<br>• **Only one invoice can be submitted per email**<br>• Accepted File attachments (docx, .xls, .xlsx, .jpg, .pdf, .tif, .bmp, .rtf)<br>• Attachments to emailed invoice (e.g., zip files, Outlook email attachments) will not be accepted | Submit electronic invoices to:<br><br>APInvoices@exeloncorp.com<br><br>PLEASE SEE "REQUIREMENTS FOR A COMPLETE INVOICE" BELOW TO SUPPORT SUCCESSFUL SUBMISSION & PROCESSING OF ALL INVOICES |
| U.S. Mail<br>(Note: this is <u>NOT</u> the preferred method) | If unable to submit an invoice electronically or by email, invoice is submitted via U.S. Mail. | If using this method, ensure this is the submittal address:<br><br>Exelon Accounts Payable<br>PO Box 696002<br>San Antonio, TX 78269 |

| OTHER | | |
|---|---|---|
| Process | Details | Vendor Action Required |
| Virtual Credit Card (VCC) Payments | Exelon's preferred method of payment is Virtual Credit Card (VCC) | Early payment terms may be available to vendors who are eligible and accept this payment method. To register and get setup for VCC, please contact:<br><br>APePayables@exeloncorp.com |

| OTHER TOOLS | | |
|---|---|---|
| Process | Detail | Vendor Action Required |
| Requests to Receive Payments via ACH | Exelon's preferred method of payment is ACH for those not enrolled in the VCC program. ACH payments will not get lost in the mail and are received faster than traditional check payments.<br><br>Note: This process is for domestic vendors only. | If a vendor is not currently receiving payments via ACH and would like to enroll, they MUST submit all of the following:<br>• An updated W-9 (2018 form; must be signed and dated within the current year)<br>• A copy of a recent invoice (for verification purposes only, invoice will not be processed)<br><br>And one of the following MUST also be included:<br>• Bank letterhead with ACH instructions<br>• Company letterhead with ACH instructions<br>• A copy of a voided check<br><br>Please submit information to: |
| Invoice Inquiry Tool | All vendors should use the AP Inquiry Tool to check the status of invoices or payment detail. This tool can be used to:<br>• Verify your invoice is in the system<br>• Verify scheduled pay dates<br>• Procure additional details on previous payments, including the invoice number and amount detail | Vendors will need the exact invoice number (excluding special characters) and exact invoice amount OR payment number/check number in order utilize the tool:<br><br>https://supply.exeloncorp.com/supply/apinquiry/ |
| Additional Invoice Inquiries | For invoice inquiries that cannot be addressed with the Invoice Inquiry Tool (above) | Please provide details related to invoice number including PO/Contract number, Release number (where applicable) and associated Exelon company to:<br><br>APInquiries@exeloncorp.com<br><br>OR contact:<br>312-429-9303 (External Callers) |

**The minimum requirements are *mandatory* for successful processing of an invoice (not submitted via EDI/WebCommerce). Invoices not including the required information will be rejected and returned to the vendor and will require the vendor to resubmit a corrected invoice.**

An invoice must clearly label or display the following:

| General (all) | Purchase Order specific |
|---|---|
| • Purchase Order # or Contract #<br>• Release # (where applicable)<br>• CPA # (where applicable)<br>• Unique Invoice #<br>• Dollar Amount<br>• Invoice Date (no future dates accepted) | • PO Line # (mirror the Exelon PO)<br>• CatalogID (if applicable)<br>• Unit of Measure as listed on the PO (For example: If the Purchase Order is setup with a unit of measure of feet (FT), it is required that the invoice be billed in FT (vs. each or EA) |

| REQUIREMENTS FOR A COMPLETE INVOICE (additional detail) | | |
|---|---|---|
| Required | Details | If |
| Include an Invoice Number | All invoices must have a documented invoice number; this number is used to log and track invoices in our system. Without this number, invoices are unable to be processed. Duplicate invoices and invoice numbers cannot 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 cannot be matched in our system for routing and payment. | Work with your Exelon business contact for the correct number for the applicable scope of work or material. |
| Where applicable, include the correct RELEASE number for the PO or Contract that 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 cannot be matched in our system for routing and payment. | 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 that has specific line item detail, the line number (from the PO) for the invoiced material MUST be included on the invoice. Without this Line Number, invoices cannot be matched in our system for routing and payment. | Work with your internal Accounts Receivable department to include the applicable Line Number on all submitted invoices. This number must mirror the PO Line Number from the Exelon PO documentation. |
| 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. |
| Sales tax amounts should be listed as a | If your PO or Contract allows for sales taxes to be charged, amount should be listed as a separate line item and labeled as "sales tax" on 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, if allowed on the PO | If your PO or Contract allows for freight charges, they should be listed as a separate line item and labeled as "freight" on the invoice. Shipping, transportation, or handling charges must be consolidated and labeled as "freight" | Work with your internal Accounts Receivable department to allocate a "freight" line when applicable. |
| Do not submit mail or email invoices if your company is setup for WebCommerce or EDI electronic | If your company is setup for WebCommerce or EDI electronic submission, 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 WebCommerce or EDI submission. |

| Net terms awareness<br><br>Exelon's standard payment terms are net<br>45 days from invoice receipt date | Invoices must be valid for entry, in accordance with this communication to be officially received and begin payment processing.<br><br>Exelon's net terms/pay date is calculated when:<br>• EDI/CEDI request for payment: next business day after submission date<br>• Emailed invoice: date received in Exelon inbox<br>• Mailed invoice: date received in the office in San Antonio | Work with your Accounts Receivable department to confirm method of invoice submission. Confirm net terms on your PO or Contract documentation. |
| --- | --- | --- |

*Updated 4/13/2022*