



**7. BILLING AND PAYMENT**

WMATA will accept the submittal of invoices in one of the following methods:

Email: Invoices may be submitted through email at: [apinvoice@wmata.com](mailto:apinvoice@wmata.com). Please submit one invoice and supporting documentation per PDF attachment. You may submit more than one PDF attachment per email.

Fax: Invoices may be submitted via the following number: 1-866-534-9063. Please submit one invoice and all supporting documentation for this invoice per fax.

Regular Mail: Invoices may be submitted via U.S. Postal Service to the following address:

WMATA – Accounts Payable  
PO Box 1910  
Beltsville, MD 20704-1910

This address is only for vendor invoices. Correspondence should not be sent to this address.

**Invoice Requirements:**

Invoices shall contain the vendor name, a unique invoice number for each shipment or service, invoice date, payment terms, total invoice amount, remit to address, Purchase Order Number, freight terms, description of each item being invoiced, quantity, unit item cost, extended cost by item, total freight/handling costs, and contact name and email address. Final invoices must clearly be marked "FINAL" and cite the amount of the contract, amount previously paid, and the balance due.