



Lawrence Berkeley National Laboratory
Office of the Chief Financial Officer
One Cyclotron Road, MS: 937-200
Berkeley, CA 94720

Welcome!

We are looking forward to doing business with your company. To insure a successful working relationship we would like to provide you with important information:

- **Invoices should be emailed to apinvoice@lbl.gov.** Please make sure your company's name appears in the subject line of the email. If you email us your invoice, please **do not** mail or fax us a hard copy. Vendors that are unable to email their invoices should mail them to the following billing address:

Lawrence Berkeley National Laboratory
Accounts Payable Department
PO Box 528
Berkeley, CA 94701-0528

- **Note our purchase order/subcontract number on your invoice.** LBNL's Purchase orders are 7 digits long, contain only numerical characters and are preceded by a 6. Invoices without a purchase order number will be returned to you.
- **Invoices are paid based on the terms of the subcontract from the date of receipt of the invoice in our office.**
- **LBNL is tax exempt.** A copy of our Resale Certificate is available on request.
- **We offer payments by ACH (for domestic vendors only) and wire transfer (foreign vendors only) as an alternative to paper checks.** Please send an email to vendordesk@lbl.gov or dial 510-486-6954 to request the form.
- **Payment inquiries should be directed to vendordesk@lbl.gov or 510-486-6954.**

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