

## VENDOR PAYMENTS

Please follow these instructions when requesting vendor payments through Public Partnerships, LLC (PPL).

- Ensure there is an active authorization for the specific service code.
- Once the form is complete, send it to the email address on the form.
- The form is processed within 3-5 business days and will be paid out by the date listed on the invoice payment schedule.

**Service Request:** If the request is for a company to complete work for the Participant, it is a service request.

- If the vendor is not in our system, a W-9 is required, and they must complete enrollment through MyAccount.
- Complete the [Vendor Payment Form](#).
  - Complete the sections:
    - Participant Name and PPL ID
    - Provider ID – This is the PPL ID within MyAccount.
    - Shipping
    - Service Code
    - Services Request
    - Agree and Sign
  - An invoice must be attached from the Vendor which includes the service they will be providing, the date of service, and the total amount that needs to be paid.
- The date of service must be within the dates of the active authorization.
- The CLE is responsible for ensuring the service has been completed correctly.

**Goods Request:** If the request is to purchase an item from a vendor, it is a goods request.

- Complete the [Vendor Payment Form](#).
  - Complete the sections:
    - Participant Name and PPL ID
    - Shipping
    - Service Code
    - Goods Purchase
    - Agree and Sign
  - An invoice must be attached from the Vendor which includes the service they will be providing, the date of service, and the total amount that needs to be paid.
- The CLE is responsible for the return of the item if not satisfied with the product.