



## Caesars Entertainment Invoice Submission Instructions

- Please email invoices according to the matrix below.
- Please ensure each invoice copy includes either the PO Number or the name of the Caesars Business Owner that requested the goods/services. Providing this information upfront eliminates delays in the invoice handling process.
- Invoices must be attached in PDF format, either individually as a separate attachment for each invoice or in one attachment with a blank white page inserted in between the individual invoices.

★ **Please note the system will not accept an email that is over 10MB**

Invoice Type	PO FORMAT	REQUIRED INFORMATION TO INCLUDE ON FACE OF INVOICE	Submission Point (i.e.: Portal or email)
PO Invoices- Primarily Food & Beverage	ALPHA NUMERIC 8 CHARACTERS STARTING WITH P OR Z	PO NUMBER	Tungsten Portal preferred <a href="mailto:CaesarsPOInvoice@conduent.com">CaesarsPOInvoice@conduent.com</a>
PO Invoices - Primarily Indirect purchases	STARTS WITH "CZR-" or "C"	PO NUMBER	Oracle Portal preferred <a href="mailto:edmn.fin.invoices.1@workflow.mail.us2.cloud.oracle.com">edmn.fin.invoices.1@workflow.mail.us2.cloud.oracle.com</a>
No PO Provided		CAESARS BUSINESS CONTACT FIRST AND LAST NAME	<a href="mailto:edmn.fin.invoices.1@workflow.mail.us2.cloud.oracle.com">edmn.fin.invoices.1@workflow.mail.us2.cloud.oracle.com</a>

★ For more information regarding the Oracle Portal to sign up for electronic invoicing and/or account management visibility, please reach out to [CaesarsSupplierInfo@Caesars.com](mailto:CaesarsSupplierInfo@Caesars.com)

## Caesars Entertainment Accounts Payable Helpdesks

- For invoice/payment status, short payment, or general inquiries, please email [APHD@caesars.com](mailto:APHD@caesars.com). Expect a response within 72 hours.
- For Statement Reconciliations, please send your statement in **Excel format** to [APStatements@caesars.com](mailto:APStatements@caesars.com) by the 20<sup>th</sup> of each month, and responses are sent out around the 25<sup>th</sup> of each month.
- Vendor Updates, such as changes to address, remittance emails, banking information, should be emailed to [VendorMaintenance@Caesars.com](mailto:VendorMaintenance@Caesars.com)

Please update all billing information to one of the below appropriate addresses.

Invoice Type	PO Box Address
Non PO	PO Box 982467 El Paso, TX 79998

PO

PO Box 982468 El Paso, TX 79998