

Maryland Department of Transportation (MDOT)

Vendor Quick Reference: Faster, Easier Invoice Submission

Get paid faster with MDOT's new digital invoice process. Fewer errors, quicker reviews, and timely payments—just follow these simple best practices.



1. Designated Email Addresses

Submit invoices **electronically** to **standard, specific addresses** for each Mode for prompt processing and review.

Effective September 17, 2025:

The Secretary's Office (TSO):

TSOAPInvoices@mdot.Maryland.gov

Motor Vehicle Administration (MVA):

MVAAPInvoices@mdot.Maryland.gov

Effective October 14, 2025:

Maryland Aviation Administration (MAA):

Address coming soon!

Maryland Port Administration (MPA):

Address coming soon!

Maryland Transit Administration (MTA):

Address coming soon!

State Highway Administration (SHA):

Address coming soon!

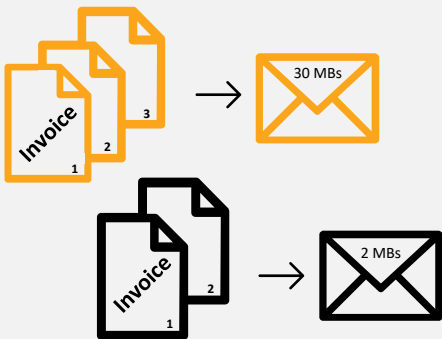


2. Invoice Package

Prioritize **the main invoice on page one** of the submitted invoice package.

Send invoices **as .PDF attachments** to your email—keeping them **below 36 MB** in size.

Attach **one invoice per email**.



3. Invoice Layout

Include **required data** for automated processing:

- Vendor Name
- Tax ID / Federal Employer Identification Number (FEIN)
- Invoice Number
- Invoice Date
- Due Date
- Total Invoice Amount
- Purchase Order / BPO / Contract Number (if applicable)

Ensure invoices are **easy to read**:

- Clear, legible layouts
- Standard fonts
- Avoid clutter

See page 2 for a sample invoice layout!

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The invoice below is provided as a sample for reference. Use it to identify the required data fields and see an example of the layout that helps ensure faster review and payment.

Vendor Name

Vendor Name

PO BOX 99999

Charlotte, NC 20273

Billing Address:

MDOT Modal Name

211 E Madison St M 201

Baltimore, MD 21202

Invoice Date: 09/09/2025

Invoice No:

Due Date: 10/09/2025

Purchase Order:

Blanket Purchase Order:

FEIN:

Invoice Date

Invoice Number

Due Date

Purchase Order / BPO / Contract Number

Tax ID / Federal Employer Identification Number (FEIN)

Description	Quantity	Unit Price	Amount
Item A	2	\$100.00	\$200.00
Item B	1	\$50.00	\$50.00
Item C	2	\$10.00	\$20.00
Item D	1	\$130.00	\$130.00
Subtotal			\$400.00
Tax Rate			0.00%
Tax			\$0.00
Other			\$0.00
Total			\$400.00

Total Invoice Amount

For questions or concerns, contact MDOT Vendor Support at: VendorSupport@mdot.Maryland.gov