



Provider Individual Training Account (ITA) Invoice and Payment Process

In order to receive payment, all State vendors must first submit an online W9 form at this web address: <https://esupplier.erp.delaware.gov>

If you encounter any technical issues with the system, you may contact the esupplier support help desk at 302 672-5000 or 302 526-5600-Option #3. You may find **helpful information** by reviewing the frequently asked questions (FAQ's) listed on the Supplier Public Home Page.

You may change your remittance address, EFT options and bank account information at any time by signing in and editing your current information under the "Change Profile" option.

Please send all invoices or anything related to billing to the following email address: DOL_DET_Billing@State.de.us

PELL Grants and Scholarships should be applied first and then our funding. In the event we should be owed a refund, please send an email to the address above with a revised invoice and note stating that reimbursement will be sent. **Please send the refund check to the address below made out to the State of Delaware.**

Department of Labor
Division of Employment & Training
Fiscal Unit-3rd Floor
4425 N Market Street
Wilmington, DE 19802

All of the following information must be on each invoice, and each invoice may only be submitted for a single client:

Invoice Date
Invoice Number
Invoice Total
Detailed List of Services and/or Goods

Client Name
Business Name
Cost of each Item
Remittance Address