

All invoices must come directly to Accounts Payable to ensure timely payments.

Invoice details required from supplier:

1. Invoices should be in the name of the company that is purchasing the good/service. This is NOT Black Hills Energy. Black Hills Energy is the branding name for our utility customers. Ie: if you are an employee of Black Hills Nebraska Gas- then the name on the invoices should be Black Hills Nebraska Gas
2. To prevent delay in processing, approving and payment of invoices, suppliers should include a department number and/or company employee name on the invoices(s).
3. Supplier should include a purchase order and/or contract number, if applicable
4. Supplier should include both the "Bill to Address" and "Ship to Address" on the invoice. The "Bill to Address" with the applicable mail stop code will ensure the invoice is processed and charged to the correct Business Unit (BU).

Mail Stop Code (MSC)	Company Name	Address	City, State, Zip
10102	WYODAK RESOURCES DEVOPMENT CORP	PO BOX 8106	RAPID CITY, SD 57709
10103	BLACK HILLS WYOMING, LLC	PO BOX 8106	RAPID CITY, SD 57709
10109	BLACK HILLS ELECTRIC GENERATION, LLC	PO BOX 8106	RAPID CITY, SD 57709
10110	BLACK HILLS NON-REGULATED HOLDINGS LLC	PO BOX 8106	RAPID CITY, SD 57709
10111	BLACK HILLS COLORADO IPP, LLC	PO BOX 8106	RAPID CITY, SD 57709
10116	NORTHERN IOWA WINDPOWER LLC	PO BOX 8106	RAPID CITY, SD 57709
50501	BLACK HILLS POWER, INC.	PO BOX 8106	RAPID CITY, SD 57709
50502	CHEYENNE LIGHT, FUEL AND POWER CO	PO BOX 8106	RAPID CITY, SD 57709
50504	BLACK HILLS KANSAS GAS UTILITY CO, LLC	PO BOX 8106	RAPID CITY, SD 57709
50505	BLACK HILLS IOWA GAS UTILITY CO, LLC	PO BOX 8106	RAPID CITY, SD 57709
50507	BLACK HILLS COLORADO ELECTRIC LLC	PO BOX 8106	RAPID CITY, SD 57709
50508	BLACK HILLS COLORADO GAS INC	PO BOX 8106	RAPID CITY, SD 57709
50510	BLACK HILLS SHOSHONE PIPELINE, LLC	PO BOX 8106	RAPID CITY, SD 57709
50511	BLACK HILLS ENERGY ARKANSAS, INC	PO BOX 8106	RAPID CITY, SD 57709
50512	BLACK HILLS COLORADO GAS INC	PO BOX 8106	RAPID CITY, SD 57709
50515	ROCKY MOUNTAIN NATURAL GAS, LLC	PO BOX 8106	RAPID CITY, SD 57709
50516	BLACK HILLS ENERGY SERVICES COMPANY	PO BOX 8106	RAPID CITY, SD 57709
50521	BLACK HILLS WYOMING GAS LLC	PO BOX 8106	RAPID CITY, SD 57709
50522	BLACK HILLS NEBRASKA GAS LLC	PO BOX 8106	RAPID CITY, SD 57709
80801	BLACK HILLS CORPORATION	PO BOX 8106	RAPID CITY, SD 57709
80802	BLACK HILLS SERVICE COMPANY, LLC	PO BOX 8106	RAPID CITY, SD 57709

Receipt of invoices:

- Supplier invoices must be in PDF format and emailed to the accounts payable department at APInvoices@blackhillscorp.com
- All other (e.g. donations, customer refunds, batch files) payment requests should be emailed to APHelpdesk@blackhillscorp.com
- Invoices sent via USPS should be mailed to Black Hills Service Company, PO Box 8106, Rapid City, SD 57709-8106