

The Perfect Invoice: Material Shipments

Any Vendor Co
123 Main Street
OurTown, OH 44483

Make your Company Name the first thing we see!

Clearly identify if Invoice or Credit Memo

Invoice

Invoice Number	12345M	Internal Contact	AR Department
Invoice Date	6/1/2020	Phone	(888) 123-4567
Ship Date	6/1/2020	Email	<u>accts@anyco.com</u>
PO Number	4510112345	invoice Currency	USD

Invoices without a PO number will be rejected

Invoice needs to state currency. Needs to match the currency on the PO you received

Include our legal entity name from your PO

Bill To
Hubbell Lighting Inc.
APHLI@Hubbell.com
Requestor: JoAnn Smith

Delivered To
701 Millennium Blvd, Greenville, SC 29607
Packing Slip: ABC123
Carrier: UPS

Include your packing slip or ASN number

Current P/N	Vendor P/N	Description	UoM	Quantity	Unit Price	Price Per	Net Price
95051234	A-1234	CU wire	FT	200	\$12.50	10	\$250.00
95152222	B-5687	Blast Kit	EA	50	\$3.20	1	\$160.00

Do not include tax on a PO number that begins with a 45 or 25. Ask for our exemption certificate.

Please notify your Sourcing contact of any changes in your banking details.

Unit of Measure is required

Clearly state price multiples (ex: \$ per 100 pieces)

Remit To
Bank Name: Main Bank, Our Town
Bank Routing Number: 123456789
Bank Account for Payment: 12345678
Payment Terms: Per PO
Tax Registration Number: 12-3456789

SUBTOTAL: \$460.00
TAX AMOUNT: \$80.50
SHIPPING & HANDLING: -
TOTAL DUE: \$540.50

Thank you for your business!

The Perfect Invoice: Services

Any Vendor Co
123 Main Street
OurTown, OH 44483

Make your Company Name the first thing we see!

Clearly identify if Invoice or Credit Memo

Invoice

Invoice Number	12345M	Internal Contact	AR Department
Invoice Date	6/1/2020	Phone	(888) 123-4567
Ship Date	6/1/2020	Email	<u>accts@anyco.com</u>
PO Number	4710012300	invoice Currency	GBP

Include our legal entity name from your PO

Invoices without a PO number will be rejected

Bill To
Hubbell Lighting Inc.
APHLI@Hubbell.com
Requestor: David Brown

Identify Requestor listed on the PO

Remit To
Bank Name: Main Bank, Our Town
Bank Routing Number: 123456789
Bank Account for Payment: 12345678
Payment Terms: Per PO
Tax Registration Number: 12-3456789

Invoice needs to state currency. Needs to match the currency on the PO you received

Please notify your Sourcing contact of any changes in your banking details.

Description	UoM	Quantity	Unit Price	Price Per	Net Price
Total Labor Hours	EA	14	\$145.00	1	\$2030.00
Travel Expenses	EA	1	\$372.49	1	\$362.49

Comments:
Marketing for Atchy Project

SUBTOTAL: \$460.00
TAX AMOUNT: \$80.50
SHIPPING & HANDLING: -
TOTAL DUE: \$540.50

Thank you for your business: *Do not include shipping or expediting fees unless authorized in advance*

Invoicing Do's and Don'ts

Failure to follow the below guidelines will result in delays in processing and payment of your invoices.

DO:

- ✓ Ask for a new PO if yours is a year old.
- ✓ Submit your invoice in PDF format. All others will be rejected.
- ✓ Have only 1 invoice per PDF.
- ✓ Include our PO number on your invoice.
- ✓ Have only 1 PO number per invoice.
- ✓ Visit our supplier information portal at <https://www.currentlighting.com/supplier>



DON'T:

- X Include tax if your PO number begins with a 45 or 25. Ask for our exemption certificate.
- X Include expediting fees or shipping charges unless included on your PO.
- X Perform work without a PO. It is required in order to get paid. NO PO, NO PAY.
- X Send a ZIP file. It will be returned to sender.

