

INVOICE

ABC Distributor Inc.
123 ABC Street
Gand City, CA 95161-9070
800-123-4567
(Rosendin Supplier #3810)

REMIT TO:
123 ABC Street
Gand City, CA 95161-9070

BILL TO:
ROSENDIN ELECTRIC, INC.
ATTN: Accounts Payable
REI-Invoices@Rosendin.com

INVOICE NUMBER	8921012233
INVOICE DATE	06/06/2018
PO #	123456-1234
PAYMENT TERM	Net 30th, PROX

SHIP TO:
ROSENDIN ELECTRIC, INC.
Jane Doe
6541 LA Blvd
Los Angeles, CA 90211

PO Line #	PO Item Number	Item Description	Qty Ordered	Qty Shipped	Unit Price	UOM	Extended Amount
1	E075	3/4 IN EMT CONDUIT	10.00	10.00	43.73	E	437.30
2	PB075	3/4 IN PLASTIC BUSHING	5.00	5.00	10.79	E	53.95
3	EPB075	3/4 IN PUSH ON EMT BUSHING	2.00	2.00	1.90	E	3.80
Subtotal							495.05
Freight / Shipping							-
Sales Tax							42.08
Invoice Total							537.13

Clearly displayed name and address (without shading in background)

Display Rosendin provided Vendor Account Number (located at top of check remittance)

Email invoices to REI-Invoices@Rosendin.com

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Clear labels for the words Invoice Number and Invoice Date (MM/DD/YYYY). Do not have shaded background or

Provide accurate PO number provided by Rosendin without additional prefix / suffixes. Use correct Rosendin PO

Provide accurate Payment term -per PO terms

Clearly displayed name and address (without shading in

Clearly displayed Ship To with contact name, address, city and zip code

Line label should be black text on white background. Do not use color, white text on black background or have shaded background

Ensure line details are accurate and match information provided on Rosendin purchase order, especially PO item #, Unit Price and Quantity, and UOM

Clear labels for the words Freight, Sales Tax, Invoice Total or Amount Due. Do not have shaded background or outline text.

Submit your invoice by emailing to: REI-INVOICES@Rosendin.com

When submitting your invoice, please ensure the required information are clear and accurate on the invoice. Supplier Name and Address must be in the upper section of the invoice, along with your Supplier Number provided by Rosendin. The document must clearly state the document Type as "INVOICE" or "CREDIT MEMO".