

# ROSENDIN ELECTRIC, INC. AUTOMATED INVOICING GUIDE FOR SUPPLIERS

## Dear valued supplier:

The following invoice requirements are in effect as of July 18, 2022, for all invoices submitted to the Rosendin Electric group of entities. (EDI and Sub-Contract Suppliers, please see section 5 below). Please ensure adherence to these invoice guidelines to enable faster payment of your invoice(s).

Complete and accurate information is required for payment. Failure to meet any of the following invoice requirements may result in the rejection of your invoice and a delay in payment. A corrected invoice will be required.

**Delayed payments due to sending invoices to an incorrect email address, or invoice matching issues due to missing or inaccurate information are the responsibility of the supplier.**

To reduce the chances of delays in the processing or payment of invoices for amounts payable by Rosendin Electric, please follow the invoice requirements below.

Thank you for your continued partnership with Rosendin Electric!

---

## This document provides information and instructions about:

1. Receiving Purchase Orders from Rosendin Electric, Payment Terms, Payment method
2. Invoicing Instructions
3. Invoicing Information
4. Invoice Submission Guidelines
5. EDI and Sub-Contracts suppliers
6. Contacting Rosendin Electric for assistance
7. Frequently Asked Questions

## 1. RECEIVING PURCHASE ORDER FROM ROSENDIN ELECTRIC, PAYMENT TERMS

Purchase Orders are used across Rosendin Electric for our transactional purchases. If Suppliers don't receive a Purchase Order from Rosendin Electric, please check with the Buyer or business contact placing the order see if one is needed **before** providing goods or services. Valid PO numbering format is described in section 3 below.

Unless otherwise pre negotiated, standard payment terms governing purchase orders shall be net 30th PROX. For purposes of invoicing and billing, the 25th day of the month shall be deemed the close of the month, and all material or invoices received after that date shall be considered as being received the following month, without loss of cash discount. **Invoices are paid based on invoice received date of an acceptable invoice.**

To be considered received, it must be received by REI AP on or before the 25th, in a manner which it can be paid against an existing valid PO. If it is received the 26th, it is next month's business. If the invoice bills for items in excess of our executed PO or is rejected due to invoicing issues, it is not considered payable, and the days do not count as received until billing error is corrected.

Any cash discount shown on supplier's invoice or other form shall apply to the sale of goods under our purchase order. Invoices not showing cash discount terms will be subject to supplier's usual discount, based on supplier's current practices, for the type of material ordered. The cash discount will date from the receipt of the goods or from the date of invoice receipt by purchasers or Accounts Payables department, whichever is later.

**Rosendin Electric does not pay late fees or finance charges, unless stated on original contract or PO.**

## Payment Method:

For efficiency and security, our preferred payment method is electronic VISA payment through Commerce Bank. We encourage you to reach out to Commerce Bank and enroll. Please provide Commerce Bank your Rosendin vendor ID number. Rosendin and Commerce Bank do not charge fees for this service. Please check with your merchant services provider. There is no ACH payment option available.

[Vendor.Enrollment@CommerceBank.com](mailto:Vendor.Enrollment@CommerceBank.com)

## 2. INVOICING INSTRUCTIONS

### General Invoice Requirements:

- Must have a unique invoice number that does not contain any spaces. Most other characters are accepted. We recommend avoiding usage of “0” and “O”, “1”, “l”(letter “i”), and (lower case letter) “l” (elle).
- Invoice Date. Preferred Invoice date format is MM/DD/YYYY for highest capture success rate.
- The supplier’s legal name and “Remit To” address must be clearly visible in the 1/3<sup>rd</sup> upper section of the invoice
- Ship to location including address city, state and zip code.
- A Rosendin Electric contact name.
- Applicable freight and/or tax in a separate line.
- Specify which item lines are subject to tax.
- Payment / Discount Terms
- Choose a simple and clear invoice layout. Please see sample invoice below.

## 3. INVOICING INFORMATION

### PO Invoicing Requirements (please refer to sample invoice below):

- Rosendin Electric’s PO number must be clearly visible on the invoice. This is an important format for the system to be able to locate the PO and associate the lines on the invoice to the PO.
  - Accepted PO number formats are as follows:

#### Legacy PO number format (POs issued before 9/8/2025)

#####-#### (6 digits–4 digits) or DIV##-#### (DIV##–4 digits).

Examples:

123456–1234 or DIV30–1234

#### New PO number format (POs issued on or after 9/8/2025)

Rosendin Electric: REIXXXXXXX (Example: REI1234567)

Modular Power Solutions: MPSXXXXXX (Example: MPS1234567)

Rosendin Meadows Joint Venture: RMMXXXXXX (Example: RMM1234567)

- Do NOT add any prefixes or suffixes to the PO number. Invoices submitted with missing or invalid PO number references will be rejected, which will result in processing and payment delays.
- Clear and visible table headings for Item Number, Description, Quantity, Unit Price, Unit of Measure, and Line Total (line total is the extended price for the line item).
- Provide Item Number, Description, Quantity, Unit Price, Unit of Measure, Line Total, and Invoice Total.

### Non-PO Invoice Requirements

- This is limited to “utility” service providers. All other procurement requires a purchase order.
- Provide a description and date of the product ordered/service being invoiced.
- Provide (Service) Account Number.
- Rosendin Electric’s general ledger account coding must be included in the body of the invoice

## 4. INVOICE SUBMISSION GUIDELINES

In addition, please ensure that the following submission guidelines are followed:

1	Invoice addressed to correct <b>Rosendin Entity and contact name</b> (person placing order) on the “Bill-To” section of the invoice	<p>The Invoice must be addressed to the correct Rosendin Electric entity.</p> <p>Rosendin Electric entities include:</p> <ul style="list-style-type: none"> <li>▪ Rosendin Electric, Inc.</li> <li>▪ Rosendin Cherry City Joint Venture</li> <li>▪ Rosendin Construction Puerto Rico, LLC</li> <li>▪ Rosendin Redwood JV</li> <li>▪ Rosendin Meadows Joint Venture</li> <li>▪ Modular Power Solutions, LLC</li> </ul>
2	Invoices are emailed	<p>Depending on the Rosendin Electric entity with which you are doing business, use email addresses assigned to each entity for invoice submission</p> <ul style="list-style-type: none"> <li>▪ Rosendin Electric, Inc. <a href="mailto:REI-invoices@rosendin.com">REI-invoices@rosendin.com</a></li> <li>▪ Rosendin Cherry City Joint Venture <a href="mailto:RCCinvoices@rosendin.com">RCCinvoices@rosendin.com</a></li> <li>▪ Rosendin Construction Puerto Rico, LLC <a href="mailto:RCPRinvoices@Rosendin.com">RCPRinvoices@Rosendin.com</a></li> <li>▪ Rosendin Redwood JV – <a href="mailto:RRJVinvoices@Rosendin.com">RRJVinvoices@Rosendin.com</a></li> <li>▪ Rosendin Meadows Joint Venture <a href="mailto:RMJVinvoices@Rosendin.com">RMJVinvoices@Rosendin.com</a></li> <li>▪ Modular Power Solutions, LLC <a href="mailto:MPSinvoices@Rosendin.com">MPSinvoices@Rosendin.com</a></li> </ul>

3	Email max size 1 MB	The email file size cannot exceed 1 MB. Please contact <a href="#">AP</a> if file size is > 1 MB.
4	One invoice to one email	<b>Each email must contain only 1 invoice.</b> Please ensure only one invoice is attached per 1 email.
5	One invoice per PDF file	<b>Do not combine more than one invoice into one PDF file.</b>
6	One PO per Invoice	Only one PO can be billed to one invoice.
7	Send each invoice only once.	Duplications will cause delays in invoice processing.
8	Invoice in pdf format	<p>Invoices are best sent in pdf format.</p> <p>Supported Formats: docx, .doc, .tiff, .tif, .txt, .pdf, .xls, .xlsx</p>
9	Position Invoice Date, Invoice Number, PO Number, “Remit To”, and vendor contact info at top third of invoice.	<ul style="list-style-type: none"> <li>▪ Place invoice date, invoice number, and PO number at the upper right corner of the invoice for optimal results.</li> <li>▪ The supplier’s legal name and “Remit To” address must be clearly visible in the 1/3<sup>rd</sup> upper section of the invoice, along with your supplier number if provided by Rosendin Electric entities.</li> </ul>

10	Label "Invoice" or "Credit"	Clearly label "INVOICE" or "CREDIT" – Credits must reference original invoice number.
11	No zipped files	Do not send invoices or supporting documentation in zipped formats (.zip, .zipx, .rar) or embedded emails, or other attachments with the invoice. These file formats will be rejected and may bounce back to you.
12	No handwriting	Handwritten invoices will not be processed in a timely manner. Invoices sent in pdf format is the preferred Rosendin Electric standard.
13	No highlighting, shading, marking and sticky notes	Do not highlight, mark or add any sticky notes to any invoices as this will also delay payment to you. Use white background with black print for your invoices. Do not use shading in the background of text.
14	No stamps	Do not place any stamps on the front of the printed invoice. If stamps are necessary, these are to be placed on the back of the invoice only.
15	No text overlap	Please ensure there is no text overlap with invoice tables and horizontal or vertical lines as this will delay payment to you.

## 5. EDI AND SUB-CONTRACTS SUPPLIERS (The following are effective as of Aug 20,2018)

EDI Suppliers: Invoices	There will be <b>NO CHANGE</b> to the EDI invoices. The EDI process will remain the same. Please continue to submit EDI <b>855 / 850 / 860</b> and EDI <b>810</b> as they are today.
EDI Suppliers: Credits	<p>There will be a <b>CHANGE</b> for how credit invoices are submitted: The only change for you will be how credit invoices are submitted. CREDIT INVOICES will now need to be <b>EMAILED</b> per the instructions in this guideline. For rejected invoices, please do NOT send us credit invoices. Please do an <u>internal credit only</u> and send us a revised new invoice, with a new unique invoice number. On credits for paid invoices, please reference the original invoice number.</p> <p><b>Please note:</b> The invoices on the rejection report may have pending resolution and has not been submitted to our system yet; thus, should not be treated as something that needs a credit.</p>
SUB-CONTRACTS Suppliers	This automated invoicing process does not affect how Sub-Contracts POs are processed today. Please continue to submit invoices by emailing <a href="mailto:SCAdmin@Rosendin.com"><u>SCAdmin@Rosendin.com</u></a> .

## 6. CONTACTING ROSENDIN ELECTRIC FOR ASSISTANCE

Purchasing	Purchasing Buyer Agent or Rosendin Electric business contact (who placed the order for the product or service)	For any Purchasing or Supplier related queries <ul style="list-style-type: none"><li>▪ need a PO number</li><li>▪ PO or rejected invoice questions.</li><li>▪ To update your records in our system</li><li>▪ need your Rosendin Electric supplier ID</li></ul>
Payment and statements	<a href="mailto:AP@Rosendin.com">AP@Rosendin.com</a>	For correspondence, payment related queries and account statements (please send in Excel list format)

## 7. FREQUENTLY ASKED QUESTIONS

### GENERAL PROCESS

#### 1. Why is it important to following Rosendin Electric' invoicing guidelines?

A failure to follow Rosendin Electric' invoicing guidelines will result in delays in invoice processing and payment. The responsibility falls on you as a Supplier to follow our invoicing guidelines.

#### 2. Can I submit an invoice that does not contain Rosendin Electric-specific information?

An invoice submitted to Rosendin Electric Accounts Payable that does not contain a Rosendin Electric PO number, a job site, project name, or a Rosendin Electric Business Contact will not be processed. This is mandatory information as per Rosendin Electric' Supplier invoicing guidelines.

If you do not know these details, it is best to contact the Rosendin Electric person that you have been communicating with to confirm this mandatory information before submitting an invoice to us.

#### 3. When should I be referring to a Rosendin Electric Purchase Order?

As a Rosendin Electric Supplier, you should only submit an invoice with a PO number after receiving a PO request. Please ensure you are referencing an accurate PO number for each purchase request.

#### 4. What if you do not receive a Purchase Order from Rosendin Electric?

If you do not receive a PO, contact your Rosendin Electric buyer or business contact to confirm when you should expect to receive one, **before** submitting invoices.

#### 5. Can I send my invoice by post or fax to Rosendin Electric?

No, you will need to send your all invoices by email for processing to occur in our centralized Accounts Payable systems. Failure to email your invoice through in the right format will result in delays in invoice processing and payment.

**6. Can I submit additional documents along with the invoice?**

Yes, additional supporting documentation (such as spend approval or a timesheet) can be submitted along with an invoice. You will be required to **combine** the invoice and supporting documentation into ONE combined (PDF) file for submission. The first page of the invoice must be the invoice with invoice data. Pages for supporting documentation must be positioned after the invoice page(s).

**7. Can I send a cover sheet along with the invoice?**

No, a cover letter is not needed and will not be processed properly by the automated system. The first page of the submitted document must be the actual invoice.

**8. Where do I send account statements?**

IF there are overdue invoices, please send account statements in Excel list format to [AP@Rosendin.com](mailto:AP@Rosendin.com).

**INVOICE SUBMISSION**

**9. Where should I send my invoice for payment?**

Note that Rosendin Electric does not accept invoices by mail or fax.

**DO NOT** email statements, inquiries, or correspondences to any of the emails listed in question below. These are reserved email addresses for **ONLY** submitting invoices to our automated system.

Please **email** your invoice per the entity table below:

Rosendin Electric, Inc	<a href="mailto:rei-invoices@rosendin.com">rei-invoices@rosendin.com</a>
Rosendin Cherry City Joint Venture	<a href="mailto:rccinvoices@rosendin.com">rccinvoices@rosendin.com</a>
Rosendin Construction Puerto Rico, LLC	<a href="mailto:rcprinvoices@rosendin.com">rcprinvoices@rosendin.com</a>
Rosendin Redwood JV	<a href="mailto:rrjvinvoices@rosendin.com">rrjvinvoices@rosendin.com</a>
Rosendin Meadows Joint Venture	<a href="mailto:rmjvinvoices@rosendin.com">rmjvinvoices@rosendin.com</a>
Modular Power Solutions, LLC	<a href="mailto:mpsinvoices@rosendin.com">mpsinvoices@rosendin.com</a>

**10. Can I send multiple invoices in the same email?**

No, please send only one invoice per email.

**11. Is there a size limit for attachments in the email?**

Attached files should be no more than 1 MB

**12. Can I attach multiple invoices in one PDF?**

No, please send only one invoice per each PDF.

**13. Can I submit multiple invoices for processing?**

Yes, you can submit multiple invoices for processing however each invoice needs to be submitted as a **separate** attachment in a single email.

For instance, if you have three invoices to send to us, please send through as three separate emails with a different invoice attached to each separate email.

**14. Can I submit invoices that contain multiple pages?**

Yes, the one invoice can consist of one page or multiple pages. Please send multiple page invoices in a single pdf in a single email and note the 1MB size limit.

**15. Can I submit a single invoice which references multiple Purchase Orders (POs)?**

No, you cannot submit one invoice that refers to multiple Purchase Orders as our system only processes one invoice with one purchase order. If you do submit one invoice that references multiple POs will result in delays in invoice processing and payment.

**16. Can I submit an invoice in other formats apart from .pdf?**

Invoices in pdf format will be processed efficiently. Invoice in other formats will cause delays in processing and payment. Invoices should never be submitted in compressed file formats such as .zip, .zipx or .rar as these formats will be rejected and returned to you. Please refer to Section 4 – item 8.

**17. Where do I email Sub-Contract invoices?**

Sub-Contracts POs are not a part of this automated invoice capture solution. Any subcontractor with a subcontract agreement number is handled by the Subcontracts Department. Please note “PO” numbering format for Sub-contract authorization is:

SC #####-Rosendin’s vendor ID-# (6 digits-Rosendin’s vendor ID-1 digits); for example, SC# 321001-456779-1.

All invoices and correspondence must be emailed directly to [SCAdmin@rosendin.com](mailto:SCAdmin@rosendin.com).

## INVOICE FORMATING

### 18. Are there guidelines to the layout of invoices?

- Invoice date, invoice number, PO number should be located at the upper right corner of the invoice.
- The supplier name and “Remit To” address must be clearly visible in the top 1/3<sup>rd</sup> upper section of the invoice, along with your supplier number if provided by Rosendin Electric.
- Please refer to sample invoice below.

**INVOICE**

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

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

**BILL TO:**  
ROSENDIN ELECTRIC, INC.  
ATTN: Accounts Payable  
[REI-Invoices@Rosendin.com](mailto:REI-Invoices@Rosendin.com)

**INVOICE NUMBER** 8.921E+09  
**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	\$\$\$	E	437.30
2	PB075	3/4 IN PLASTIC BUSHING	5.00	5.00	\$\$\$	E	53.95
3	EPB075	3/4 IN PUSH ON EMT BU	2.00	2.00	\$\$\$	E	3.80
<b>Subtotal</b>							<b>435.05</b>
<b>Freight / Shippi</b>							<b>-</b>
<b>Sales Tax</b>							<b>42.08</b>
<b>Invoice Total</b>							<b>537.13</b>

Submit your invoice by emailing to: [REI-INVOCES@Rosendin.com](mailto:REI-INVOCES@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".

### 19. What are acceptable invoice formats for emailing?

Invoices are best sent in pdf format.

Other formats that are supported: .docx, .doc, .tiff, .tif, .txt, .pdf, .xls, .xlsx, but PDF is strongly preferred. Please note the Excel format is of an invoice, not a data file for Excel upload.

### 20. Can invoices have shading in the background?

No, invoices should have no shading or highlighting in the background of the text. Use white background with black print for your invoices.

**21. Can I write additional information on the printed invoice?**

No. Please do not include any handwritten components on the printed invoice. All required invoice information should be automatically printed on the invoice.

**22. Does a credit or invoice type need to be specified?**

Please clearly label "INVOICE" or "CREDIT MEMO" on the invoice.

**23. What date formats are accepted?**

A variety of date formats may work. However, the format MM-DD-YYYY provides highest rate of success.

**More importantly:** "Invoice Date" should be present at the right top (one third) of the invoice (first page). Please **do NOT** place other dates next to the "Invoice Date", for example, sales order date, payment due date, ship date, etc.

**24. What are accepted PO number formats?**

#####-#### (6 digits-4 digits)

Or,

DIV##-#### (DIV##-4 digits)

Please do not append any prefixes or suffixes.

**WHO TO CONTACT**

**25. Who do I contact if I receive a 'Rejected Invoice' notification?**

Please contact the buyer or your business contact who placed the order.

**26. There has been a delay in the delivery of the product ordered. Who should I notify?**

Please contact the buyer or your business contact who placed the order.

**27. Can I email invoices directly to my Rosendin contact?**

No, this will delay payments.