

'Perfect' Invoice for Materials

ABC Company 123 Main St. Anytown, NY USA 12345 Internal Contact: Accounts Receivable Department Internal Contact Telephone Number: (888) 345-6789 Internal Contact eMail Address: abcreceiveables@abc.com	C Bill To:
	Arkema Inc. Accounts Payable P. O. Box 30526 Philadelphia, PA 19103-8526 (or local address identified on PO)

H Invoice Number	I Invoice Date	A PO Number	B Remit To:
123456	2/21/2005	Must match PO exactly	ABC Company PO Box 111 Anytown, NY USA 12345

K Terms	Ship Date	M Packing Slip #	Carrier	L FOB
Must match PO	2/21/2005	123Z9999999-01	UPS	Shipping Point

PO Line Item	Part Number	D Description	F Qty	G UOM	E Price/Unit	Extended Qty	N Tax
					Total		
					Tax		
				Invoice	Total	\$2,535.90	J

- A** Purchase Order Number - Must match exactly to the Arkema supplied PO number; do not truncate or alter in any way.
- B** "Remit To" Address - Where the payment should be sent.
- C** "Bill To" Address - Address must match what is on the Arkema Inc. Purchase Order
- D** Description - As stated on Purchase Order.
- E** Price / Unit - As stated on Purchase Order
- F** Quantity - As stated on Purchase Order.
- G** Unit of Measure - As stated on Purchase Order.
- H** Invoice Number. Invoice numbers should not exceed 12 characters.
- I** Invoice Date.
- J** Total Monetary Amount.
- K** Terms of Payment.
- L** Feight Terms.
- M** Bill of Lading or Packing List number as appropriate
- N** Tax - Indicate tax amount and rate