



## Waste Management-Accounts Payable Supplier Information Packet

Important guidelines for submitting invoices are listed below. *Please note that not following these guidelines will result in delayed payment or the invoice being returned.*

- **Invoice guidelines and requirements for ALL invoices**

- Payment remittance information should be clearly labeled. The company name and remit address on the invoice must be the same as the name and remit address in our internal system. If your name and/or remit address have changed, please notify your WM contact to have it updated.
- Invoice date
- invoice number
- Total amount and currency
- Waste Management “ship to” address

- **Purchase Order Invoice Guidelines**

- If a Purchase Order was provided for the order, it must be included on the invoice.
- The invoice should contain a clearly labeled order or PO field.
- Please also include a *WM contact email address* (or name) on the invoice.
- If a Purchase Order was issued, the purchase order line items should match to the invoice lines items.
- The part numbers and descriptions must be the same. Inconsistencies between the two (PO line items versus invoice line items) will cause payment delays.
- Your invoice cannot reference multiple purchase orders.

- **Non-Purchase Order Invoice Guidelines**

- If a Purchase Order was not provided by Waste Management, then a valid Waste Management contact email address (or name) must be included on the invoice. Invoices without the WM contact information will be delayed or returned.
- The contact name should be in the *Bill to or Ship to section* of the invoice
- The email address (or contact name) is required

Waste Management reserves the right to reject and/or return any invoice that is invalid, inaccurate, or incomplete.

Thank you for your cooperation.

Waste Management Accounts Payable

**YOUR LOGO  
HERE**

# INVOICE

Example Invoice

The invoice number and invoice date are complete and labeled

Invoice Date: March 28, 2016  
INVOICE # 123

The purchase order number is labeled and complete

**Bill To**  
Waste Management  
Address line 1  
Address line 2

**Ship To**  
The Ship To address is the WM Site address. The WM contact email address is provided

Waste Management  
Attn: example@wm.com  
123 Example Street  
Example, ST 12345

| PO Number | Requisitioner | Shipping Method | Shipping Terms | Delivery Date | Payment Terms | Due Date |
|-----------|---------------|-----------------|----------------|---------------|---------------|----------|
| 2130000   | Jane Doe      |                 |                |               | 60 Days       |          |

| Qty | Item # | Description | Unit Price | Discount | Line Total |
|-----|--------|-------------|------------|----------|------------|
| 1   | 123    | Widget      | \$1.00     |          | \$1.00     |
|     |        |             |            |          |            |
|     |        |             |            |          |            |
|     |        |             |            |          |            |
|     |        |             |            |          |            |
|     |        |             |            |          |            |
|     |        |             |            |          |            |
|     |        |             |            |          |            |
|     |        |             |            |          |            |

The Supplier name and remittance address are included

|                |        |
|----------------|--------|
| Total Discount |        |
| Subtotal       | \$1.00 |
| Sales Tax      |        |
| Total          | \$1.00 |

Make all checks payable to Your Company Name  
Thank you for your business!

Your Company Name Street Address, City, ST Zip Code Phone Number Fax Number Email

- Invoice Checklist:**
- o Supplier Name
  - o Remittance Address
  - o Invoice Date
  - o Unique Invoice Number
  - o Purchase Order Number (if one exists for the order)
  - o WM Contact email address (or full name)
  - o WM Ship To Address