SAMPLE PO INVOICE

Submission guidelines:

- Invoices must be in PDF file format and oriented vertically (portrait)
- 1 invoice per email
- File names for non-invoice attachments (i.e., supporting documentation) must start with "ATT_" (examples: ATT_test123.xlsx, ATT_test456.pdf, ATT_test789.docx)

Invoice ← **Labeled as an invoice**

Invoice Number: 12345657 ← **Unique invoice number**

Invoice Date: February 14, 2023 ← **Invoice date**

Company contact information:

- **Business name**
- **Address**
- **Vendor Number**
- **Phone number**
- **Email address**

XYZ Company
1000 Main St.
Anywhere, ST Zip Code
Vendor Number: XXXXXX (6-digit number)
Phone: 555-555-5555
Billing Inquiries: billingquestions@xyz.com

Business name and valid remittance address

Remit To:
XYZ Company
PO Box
Anywhere, ST Zip Code
FedID # XX-XXXXXXX

Bill To information:

- **Full legal entity name**
- **Company Code**
- **Billing address**
- **Email address and name of the approver/business contact**

Bill To:
usCellular
Company Code: XXXX (4-digit number)
8410 W Bryn Mawr
Chicago, IL 60631
Invoice Approver: Jane.Doe@uscellular.com

Business name and valid remittance address

Ship To:
usCellular
Attn: Jane Doe
8410 W Bryn Mawr
Chicago, IL 60631

Purchase Order Number # 1234567890 (10-digit number) ← **The Purchase Order Number is a 10-digit number**

PO Line #	Item #	Description	Model	Quantity Shipped	UOM	Unit Price	Extension
					Subtotal		
					Tax		
					Freight		
					Total		

Description of the goods/services

Total amount due →