

Pitney Bowes Supplier Invoicing and Payment Policy

1. All purchase commitments require a valid purchase order.
2. Total of all shipments to Pitney Bowes cannot exceed the actual quantity ordered on the purchase order and should be shipped to the Ship-To address identified on the purchase order.
3. Pitney Bowes will make payment against an invoice, in accordance with our standard payment terms of **Net 60** days, for goods and services only after completion of delivery of a quality product or service. Recipient of the goods or service must acknowledge receipt of the good and/or service by performing a goods receipt. Goods and services purchases, including but not limited to, parts, materials, equipment, tools or supplies also require proper shipping documents to complete receipt processing.
All Product Shipments to Pitney Bowes Facilities require Packing Slips or attached Shipping Documents.
These Shipping documents (e.g. packing slip) require the following data elements;
 - Unique shipping and/or packing slip document number
 - Purchase order number
 - PO line item number, Line item detail (i.e. part number, quantity, price, etc)
4. Payment will be based on the information captured on the purchase order only. If the purchase order you receive does not reflect what was agreed upon (e.g. price, amount, etc), it is the supplier's responsibility to reject the order and request a corrected purchase order.
5. All payments to suppliers require a packing slip and proper invoice with applicable line item detail and the following data elements;
 - Unique invoice number
 - Supplier name
 - Remit-to address, contact and telephone number
 - Banking information to issue electronic payment
 - Purchase order number
 - PO line item number, Line item description and/or Pitney Bowes material number
 - Shipping and/or Packing slip reference number (if applicable)
6. This information must match the information on the corresponding purchase order you received from Pitney Bowes. **Invoices or Shipments received without the required information or Packing Slips will be returned.**
7. In addition to the purchase order and packing slip information above, invoices must be sent to the bill-to address specified on the purchase order document. Invoices mailed to other addresses (such as recipients) are not consistent with policy and are typically discarded or misrouted. Correct "bill to" addresses are listed on the Supplier Connect page of www.pb.com, refer to this listing if unable to obtain from the purchase order document. To access the "bill to" listing go to www.pb.com > Supplier Connect > Shipping & Billing Addresses.
8. To access invoice and payment status go to; www.pb.com > Supplier Connect > Invoice Inquiry.