

Placemat - Invoice Submission

Purpose

The purpose of this placemat is to serve as guidance to assist you with complying with our invoice submission requirements. Following this process will enable us to efficiently pay you in a timely manner.

Audience

ABG Supplier

Process for submitting an Invoice

Invoice Content Requirements:

All invoices **must** contain the following information, or you will **not** get paid:



- **Purchase order number**, obtained from the ABG purchasing employee at time of order, which must be in one of the four formats:
 - 99(6-digit number), e.g., 99123456
 - OUS(6-digit number) or OCA(6-digit number), e.g., OUS123456
 - COL(7-digit number), e.g., COL1234567
 - FPO (4-digit number), e.g., FPO1234
- **Email address of ABG purchasing employee**
- **Supplier name and address** in text format (matching the address on file from your company's IRS W9 form)
- **Avis Budget Group purchasing employees name** (first and last)
- **Invoice number** (unique to each invoice)
- **Invoice total**
- **Invoice date**
- **Description of services or goods**, including; unit price, quantity, freight and tax
- **Avis Budget Group Ship to address**

* For inquiries and supplier profile updates, please email PayablesSupportNA@avisbudget.com

1

Format Guidelines:

Invoices should meet the formal guidelines below:



- **Acceptable invoice formats: .TIFF; .TIF;.PNG;.DOC;.DOCX and .PDF (No excel)**
- Good image quality free of handwritten content and stamps.
- One invoice per file attachment.
- Attachment file size must not exceed 5 MB per attachment.

2

Invoice Submission:

Invoices must be submitted to AP for validation using the invoice submission email.



US Invoices:

usaAPinvoices@avisbudget.com

Canada Invoices:

canadaAPinvoices@avisbudget.com

Do **not** copy PayablesSupportNA@avisbudget.com when sending invoices to ABG.

3

Payment Method:



ACH is our preferred method of settlement and is the quickest way for you to receive payment.

- Switching to ACH is easy, just complete the attached form and send to PayablesSupportNA@avisbudget.com



AP Supplier ACH
Form

4

Placemat - Invoice Submission

Sample invoice for submission

Invoice must have PO#, name and email address of ABG employee

ABC INTERNATIONAL LIMITED

101 CANAL SQUARE

NEW YORK, NY 10001

BILL TO

Avis Budget Group

SHIP TO

Avis Budget Group

INVOICE #

1008

INVOICE DATE

10/25/2022

John Doe

PO #: 99101202

E-mail:

John.Doe@avisbudget.com

6 Sylvan Way

Parsippany, NJ

07054

Invoice Total

\$11.00

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	TEST Invoice	10.00	10.00
	Tax		1.00