ORIGIN DATE: 16-APR-2018
REVISION DATE: 16-APR-2018

ACCOUNTING PROCESSES AND PROCEDURES

Domestic Invoicing:

Altec utilizes an OCR platform for importing invoice information. Invoices are to be sent to:

Altec.ap@altec.com

Invoices are required to include the following information:

- Purchase order number (including release number if it's a blanket release)
- Ship to location
- Altec part number
- Shipment number
- Line number
- Correct pricing
- Quantity shipped
- Remit to address
- Invoices must be printed on white paper with black ink, nor carbon copies or color

If your invoice is for a non purchase order, the invoice must include the following:

- Ship to org
- Name of buyer

Any invoice that does not include the required information will result in a delay of payment

International Invoicing:

Invoices are to be emailed to: internationalinvoices@altec.com.

Commercial Invoices are required to include the following information:

- Purchase order number (including release number if it's a blanket release)
- Ship to location
- Altec part number
- Correct pricing
- Quantity shipped
- Remit to address

If your invoice is for a non purchase order, the invoice must include the following:

- Ship to org
- Name of buyer

Any invoice that does not include the required information will result in a delay of payment

See sample Commercial Invoice on next page.

Altec

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COMMERCIAL INVOICE

Supplier Name: ____________________

Street Address: ____________________
City, State, Zip Code: ____________________
Phone: ____________________
Fax: ____________________

Invoice Number:

Bill To: ____________________
Ship To: ____________________
Contact: ____________________

P/O Number ____________________
Invoice Date ____________________ **Shipping Date** ____________________
Port of Load ____________________ **Need by Date** ____________________
Freight Terms ____________________ **Country of Origin** ____________________

Altec Part Number	Description	Quantity	Unit Price	Total Amount

County of Origin

TOTAL	$0.00

Note: **Telex-Release BOL**. Please scan and email a copy of the "packing list", "invoice" & "BOL (without telex release stamp)" for payment. And make sure to email the BOL (with telex release stamp) for Altec to complete customs clearance.

Invoice Inquiries:

If you are inquiring about the status of an already sent invoice, please send questions to the following address:

Customerservice.ap@altec.com

Please allow 48 hours for responses.

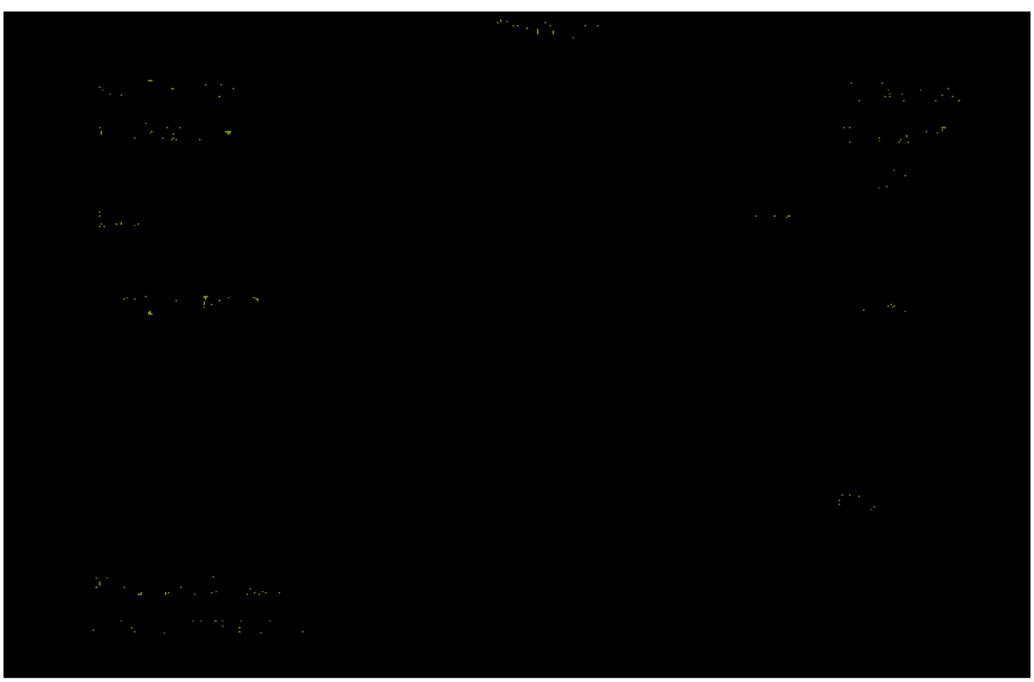
CREDITS AND DEBITS

Credit Memo:

When sending a credit to Altec AP, please make sure your credit memo has the following information in order to be processed:

- State that it is a credit memo
- Debit memo number (if there is one)
- Original invoice number
- Remit to address
- Purchase order number
- Ship to location
- Altec part number
- Quantity being credited
- Correct pricing

See sample screenshot below



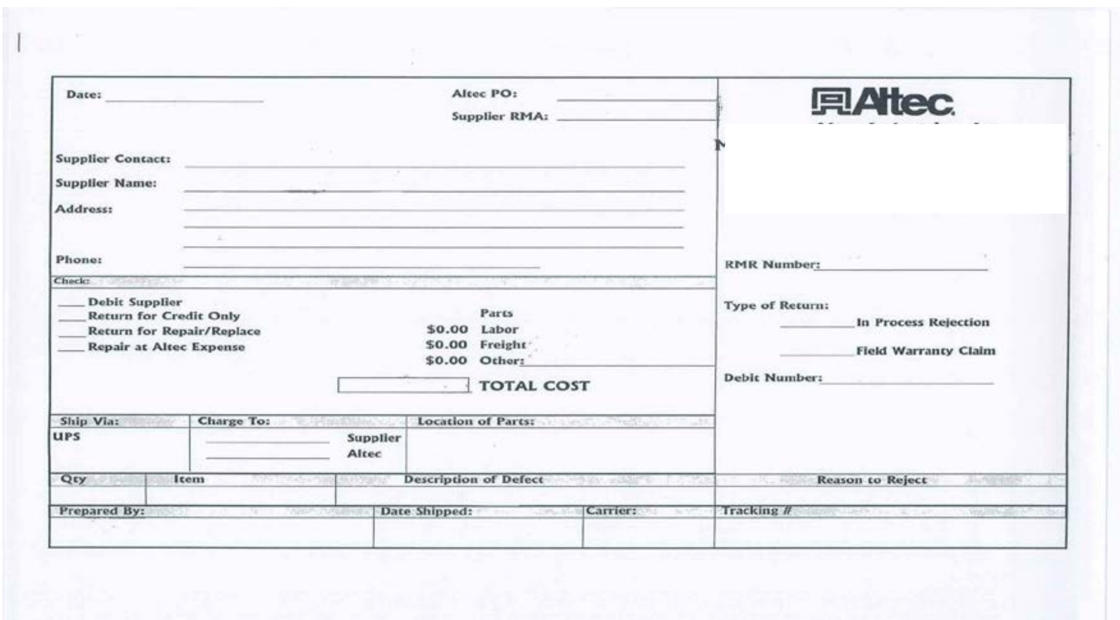
Debit Memo:

A Debit memo is a credit invoice prepared by an Altec Division when products do not meet Altec's quality standards for use in production

The debit memo includes the following:

- Explanation of items rejected is referenced on the debit memo:
  - Plant location
  - Part number
  - Quantity
  - Reason for Return

See sample screenshot below



Date:
Altec PO:
Supplier RMA:

Supplier Contact:
Supplier Name:
Address:

Phone:

RMR Number:

Check:

___ Debit Supplier
___ Return for Credit Only
___ Return for Repair/Replace
___ Repair at Altec Expense

Parts
$0.00 Labor
$0.00 Freight
$0.00 Other:

TOTAL COST

Type of Return:
___ In Process Rejection
___ Field Warranty Claim

Debit Number:

Ship Via:	Charge To:	Location of Parts:
UPS	Supplier Altec	

Qty	Item	Description of Defect	Reason to Reject

Prepared By:	Date Shipped:	Carrier:	Tracking #

- DO not send credit invoices if a debit memo has been issued by Altec.
- Debit memos should never be considered a short pay on any invoice. Placing Altec on credit hold due to a debit memo will not result in automatic reversal and payback.
- A 30 day evaluation period is allowed by the plant after the parts are returned. After this time, the debit memo will stand if no response is received from the supplier.
- Accounts Payable does not have the authority or ability to reverse a debit memo without plant approval.
- Repair requests are also initiated via the Debit Memo process. These items require a repair quote rather than a formal evaluation.