

Dear Supplier:

Please email your invoices for the following business units to the following email addresses:

plygemalencoap@cornerstone-bb.com – Alenco Windows, TX & GA
ncap@cornerstone-bb.com – Atrium Windows NC
ap.invoice@cornerstone-bb.com – Atrium Windows Texas
plygemcorporateap@cornerstone-bb.com – Headquarters, Cary
plygemglwap@cornerstone-bb.com – Great Lakes Windows OH
plygemkroyap@cornerstone-bb.com – Kroy Building Products, NE
plygemmwap@cornerstone-bb.com - MW Manufacturers Rocky Mt, VA
plygemaheap@cornerstone-bb.com – Mastic Home Exteriors- all locations
parisap@cornerstone-bb.com- Simonton, IL
plygemplankap@cornerstone-bb.com- PlyGem Plank - Durham & Rocky Mt NC
plygempwap@cornerstone-bb.com- PlyGem Pacific Windows, CA & WA
plygemvariformap@cornerstone-bb.com- Variform – all locations
silver.lineap@cornerstone-bb.com – Silver Line Building Products All Location
simexap@cornerstone-bb.com – Simex WV
trim.accountspayable@cornerstone-bb.com – Mineral Wells, WV
vacavilleap@cornerstone-bb.com – Simonton, CA
wwap@cornerstone-bb.com – Simonton, WV

These email mailboxes can be used to also send statements, inquiries, correspondence, terms and conditions communication, etc.

Email requirements:

- One PDF invoice per attachment. You can have multiple attachments per email.
- No handwritten invoices are accepted through email.
- To avoid duplication, ONLY send invoice to the boxes listed below for each entity location.

Invoice Requirements for emailing invoices:

- Supplier name, remit address, and phone number
- Unique invoice number
- Invoice date
- Purchase Order number (if applicable)
- One Purchase Order number per invoice – do not combine billing more than one PO on the same invoice
- Ship-to name and address
- Name of contact within CBB (UCC, etc.)
- CAR Number (if applicable)
- Mode of transportation and shipment/delivery tracking information
- Quantity shipped per item
- Unit cost and total cost per item
- Do not send duplicate copies of invoices – one email only – do not mail an original through post office or physical delivery

Additional information that will assist with timely payment is as follows:

- Invoice detail to include same product identifier and/or Purchase Order line number as listed on the Purchase Order.
- Invoice detail to be completed at the same detail and same sequence as Purchase Order
- Attached supporting documentation to include signed proof of delivery and/or packing slip
- For invoices related to coils – invoice must include detailed listing of individual coils with coil ID numbers, mill ID numbers, supplier tag numbers, part description, linear feet, actual weight, TMW, unit cost and total cost.
- Partial shipments require a separate invoice with a different invoice number per shipment – this will result in multiple invoices per Purchase Order, which may cause a delay in payment.
- Ensure the correct Purchase Order number is clearly indicated on each shipment documentation and invoice.
- Shipments are completed for each Purchase Order.

If you have any questions about emailing invoices, please contact, **Emily Skinner, AP Team Leader**, at Emily.Skinner@Cornerstone-bb.com

Regards,
Jason Dansby
VP of AP/AR Shared Services
Cornerstone Building Brands

Updated 1/4/2023