

Dear Shelter Solutions Supplier:

Please email your invoices and statements to: apcomm@cornerstone-bb.com

This email mailbox is for invoices and statements **ONLY**.

Please contact the AP phone line **281-897-7965** for 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 invoices to apcomm@cornerstone-bb.com.

Please include the following information in your invoice to facilitate faster invoice processing and payment:

- 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

Please do not send duplicate copies of invoices – one email only – also please do not email an invoice and also 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
- Shipment is completed on each Purchase Order

If you have any questions about emailing invoices, please AP phone line at **281-897-7965**.

Regards,
Ann M. James
AP Shared Services Manager
Shelter Solutions

updated 11/15/2022