



SUNBELT RENTALS OF THE BAHAMAS **BILLING INSTRUCTIONS**

1. Please email all **invoices** to apinvoices.bahamas@sunbeltrentals.com
2. Email **one (1)** invoice per **PDF** with up to 25 PDF attachments per email. Each attachment must have a **unique** name.
3. A **Purchase Order Number** must be obtained from the Sunbelt Employee placing the order and is **required** on all invoices.
 - PO numbers are 8 digits long, numbers only, no employee names or verbal PO permitted.
 - To confirm you have a valid PO, please request that the Sunbelt Employee provide you with a hard copy of the Purchase Order.
4. Please include the Sunbelt Store location number if different from the 'Ship to' address.
5. All Invoices must be **typed** – handwritten invoices and pictures of invoices cannot be processed.
6. Please follow Sunbelt Rentals' shipping instructions listed on the bottom of our Purchase Order
7. Questions regarding the order and/or PO number should be directed to the Sunbelt employee who placed the order.
8. Questions regarding the Supplier Information Packet and/or the need for a Credit Application should be emailed to: Supplier.Request@SunbeltRentals.com
9. Questions regarding your vendor account should be made to the Accounts Payable Department
 - Email: AP.Bahamas@SunbeltRentals.com
 - Accounts Payable: 803-578-9271
 - eFax: 803-578-6775
 - **Statements** can be emailed to: AP.Bahamas@SunbeltRentals.com
- 10. Sunbelt processes payments via ACH.** If you have received the ACH documentation with our packet, return it with the rest of the packet to facilitate payments. Any questions regarding ACH processing can be directed to: ACH.Bahamas@sunbeltrentals.com

Keep this page for your records

Sunbelt Rentals of the Bahamas, Inc.
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