



July 2, 2020

Re: **Email Billing Address**

Valued Supplier,

Rexel USA is making extensive efforts to be a paperless company. Effective immediately, **please send invoice and credit documents in a PDF format via email to the following email address:**

CapLightAPinvoices@rexelusa.com

We ask that you do **not** send invoices or credits through the US Postal Service.

The email billing address listed above will appear on our purchase orders you receive from our Capitol Light locations and should be used for sending invoices and credits only.

Email requirements for submitting invoices include the following:

- Valid format is text-based PDF. Invoice files must not be password protected.
- **Only one invoice per PDF is allowed.** Multiple PDF invoice files may be attached and submitted in a single email. Failure to send one invoice per PDF file will result in invoices not processed.
- Invoices must include Capitol Light 8-character PO number beginning with a "P" or "S" followed by 7 digits
- Invoices or credits embedded in an email will be rejected.
- Please do **not** send PO confirmations, order acknowledgments or shipping notices.

EDI

If your company is interested in sending invoices via EDI, please contact our EDI Team at EDISupport@rexelusa.com.

Inquiries and Statements

For inquiries or to send statements, please send to supplierstatements@rexelusa.com. To allow statements to be processed and reconciled efficiently:

- send in Excel format
- include invoice number, invoice date, \$ amount, PO number, Location (Bill To with branch name) and due date.

Your immediate attention to our new email billing address and email requirements is appreciated. Please contact supplierstatements@rexelusa.com if you have any questions regarding this subject.

Sincerely,

A handwritten signature in black ink that reads "Dave F. Rothacker".

Dave F. Rothacker
Vice President - Supplier Relations
Rexel USA, Inc.