



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:**

[PSCAPinvoices@rexelusa.com](mailto:PSCAPinvoices@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 PSC 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 PSC 10-character PO or WO number beginning with "P5", "S5", or "W0" followed by 8 additional 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](mailto:EDISupport@rexelusa.com).

### **Inquiries and Statements**

For inquiries or to send statements, please send to [supplierstatements@rexelusa.com](mailto: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](mailto: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.