

### 3.9 Basic Indexing-AP Invoice-PO

**Regional One**  
6750 NE 4th Court  
Miami, FL 33138  
Ph: 1 (305) 759-0670, Fax: 1 (305) 759-0411

**Invoice** Original  
Invoice #: 78872  
Invoice Date: 1/29/2020  
Page: 1

**Bill To:**  
PAE DEFENSE SUPPORT SERVICES  
1320 N. Courthouse Rd  
Suite 800  
Arlington, VA 22201  
USA  
ATTN: Loren G Hernandez  
Ph: 305-258-5550 ext323

**Ship To:**  
PAE Defense Support Services  
Bldg 303, 2090 CUSTOMS ROAD, BLDG 340  
HOMESTEAD AFS, FL 33039  
USA

**Cust. PO#:** M000041572  
**Order Date:** 1/29/2020  
**Prepared By:** PSS2  
**Customer #:** PSS2  
**Buyer:** Loren G Hernandez

**Terms:** NET 45  
**# of Items:** 2  
**Sales Order:** S61645

**Ship Via:** FEDEX PRT OVERNIGHT  
**Ship Log #:** 0  
**AWB:** 149781212885  
**FOB:**

**Ship Date:** 1/29/2020  
**Weight:** 60 LBS  
**Ship Order:** SH72757  
**Shipment:**

Item	Part Number/Description	Shipped	Back Order	Cond	Lot #	Unit Price	UOM	Total Amt
1	15PA167 RING LOCK	2.00	0.00		333	\$125.00	EA	\$250.00
2	ECCN: 9A991.d FREIGHT CHARGE	1.00	0.00			\$20.00	EA	\$20.00
	ECCN:							

#### 1. Click the Index Invoice Icon

#### 2. Enter PO number and Release number (0 is non is provided) from invoice then Hit Tab on your Keyboard-Vendor information will populate as well as vendor address.

**User Interaction**

**Invoice Indexing**

Company ID: 00

Vendor ID: 600017975

Vendor Name: Regional One Inc

Invoice Number:

Invoice Amount: USD

Invoice Date: 1/29/2020

PO # M000041572

Release # 0

Project # 301704100003-POS X

Remit To: ACB01, 6750 NE 4th Court, Miami, FL, 33138

POP Start Date:


POP End Date:

Project Name: 21-002-000160 A6 US/TRADE AP

AP Acct Desc: Cash

Acct Desc: 10-002-001-301704 AT USHSBC AP EFT - PAE AT

Bank Code: 33138

3. Enter the Invoice number and Invoice Amount from the invoice.
4. Verify remit address -Click on binoculars to see additional options 

Remit to Selection

Addr Code Address

ACH01 6750 NE 4th Court, ,Miami,FL,33138  
CL 600085,PO Box 24620, ,WEST PALM BEACH,FL,33416  
WIRE01 6750 NE 4th Court, ,Miami,FL,33138  
REMIT01 6750 NE 4th Court, ,Miami,FL,33138

<b>Regional One</b> 6750 NE 4th Court Miami, FL 33138 USA Ph: 1 (305) 759-0670 , Fax: 1 (305) 759-0411		<b>Invoice</b> Original Invoice #: 78872 Invoice Date: 1/29/2020 Page: 1	
<b>Bill To:</b> P&E DEFENSE SUPPORT SERVICES 1330 N Courthouse Rd Suite 800 Arlington, VA 22201 USA ATTN: Loren G Hernandez Ph: 304-268-6600 ext323		<b>Ship To:</b> P&E Defense Support Services DSI- HOMESTEAD ARS 15000 CUSTOAS ROAD, BLDG 240 HOMESTEAD ARS, FL 33049 USA	
Cust. PO#: M000041572 Order Date: 1/29/2020 Prepared By: PSS2 Customer #: Buyer: Loren G Hernandez		Terms: NET 45 # of Items: 2 Sales Order: 581645 Ship Via: FEDEX PRT OVERN # of Boxes: 1-13*11*2 Ship Log #: 0 AWB: 140781212885 FOB:	
Weight: 00 LBS Ship Order: SH72757 Ship Date: 1/29/2020 Shipment:			

Item	Part Number/Description	Shipped	Back Order	Cond	Lot #	Unit Price	UOM	Total Amt
1	1SPA107 RING LOCK	2.00	0.00		333	\$125.00	EA	\$250.00
2	ECON: 9A591.d FREIGHT FREIGHT CHARGE ECON:	1.00	0.00			\$20.00	EA	\$20.00

PLEASE NOTE OUR NEW REMIT TO ADDRESS FOR PAYMENTS BY CHECK:

Regional One Inc.  
CL 600085  
PO Box 24620  
West Palm Beach, FL 33416

\*\*\* Order Complete \*\*\*


Any returns without an RMA will not be accepted. All returns within 30 days are subject to a 10% restocking fee. Returns after 30 days are subject to a 25% restocking fee. All bills are due and payable at the above address. A service fee of 1.5% per month will be charged on all amounts not paid within terms. If collection has been enforced, buyers agree to pay all costs of collection including reasonable attorney fees, including fees at the trial and/or appellate levels.

For billing inquiries please contact: accountsreceivable@regionalone.com

Seller makes no warranty, expressed or implied, as to any matter whatsoever, including the condition of goods, their merchantability or their fitness for any particular purpose.

These commodities, software or technology were exported from the US in

WIRE INSTRUCTIONS (DOMESTIC / INTERNATIONAL):  
TD Bank Wilmington DE ABA: 0311-0125-6  
Acct # 427-984-3889


Authorized Signature: 

Item Total:	
Discount:	0
SubTotal:	\$250.00
Tax Total:	0
Misc Charge:	0
Freight:	20
Total:	\$270.00
Payment Amt:	
Payment Type:	

US DOLLARS

### Remit address rules

1. Address in OnBase must match address on invoice.
2. Remit to address that can be use ACH, Check, MCheck, Wire, MWire, TPACH, or TPVC. If the address on the invoice matches more than one of the address types the following list is the order in which you should select the address. TPVC, TPACH, ACH, Check, Wire. If the vendor is a foreign vendor the Wire address should be selected. MWire should only be selected if it is default. MCheck should only be select if the check needs to be send by Fedex or the check must have supporting documents send with it.

3. Click on Update PO Lines  PO Line will open so you can select them

File Home Workflow Document Queue Administration

Take Ownership Release Ownership Display Invoice Re-Assign Invoice Flag as High Priority Assign 1st Level Approver Manually Assign Route/Approver Release For Approval Route To Reject Invoice Launch GL Coding Clear Approvals Manually Vouchered Add Supporting Documents

User Interaction

**Invoice Indexing**

Company ID: 60  
Vendor ID: 600017975  
Vendor Name: REGIONAL ONE INC  
Invoice Number: 78872  
Invoice Amount: 270.00 USD  
Invoice Date: 1/29/2020  
PO # M000041572  
PO # 0  
Release # 601197  
Project # 601197  
Remit To: AC202, 4750 SE 4th Court, , MIAMI, FL  
PO# 0  
PO# End Date  
Project: SSP NEW CONTRACT #  
AP Acc: 10-602-002-000160 AB US/TRADE AP  
Cash Acc: 10-602-001-301760 AT US/HSEC AP EFT - PAE AT  
Bank Code: 33138  
File Approved  
Print Notes on Check  
New C/P  
PO #

Save Cancel

Multi Curr

**Primary Viewer**

AP Invoice - REGIONAL ONE INC - Inv # 78872 - Inv Date 1/30/2020 - Inv Amt 270.00

**Regional One**  
6750 NE 4th Court  
Miami, FL 33138  
USA  
Ph: 1 (305) 759-0670 , Fax: 1 (305) 759-0411

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PAE DEFENSE SUPPORT SERVICES  
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USA  
ATTN: Loren G Hernandez  
Ph: 305-258-5550 ext323

**Ship To:**  
PAE Defense Support Services  
DSS: HOMESTEAD ARS  
29390 CUSTOMS ROAD, BLDG 240  
HOMESTEAD ARS, FL 33039  
USA

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**Order Date:** 1/29/2020  
**Prepared By:** Customer # PSS  
**Buyer:** Loren G Hernandez

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**# of Boxes:** 1-13\*11\*2  
**Ship Log #:** 0  
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**AWB:** 149781212885  
**FOB:**

There are no notes on this document

Save Select All Clear All

PO Line	Sub Line	Project	Amount	Org	Item	Description	Inv Qty	Inv Unit Cost	Invoice Amount	USD 270.00	GL Coding Amount	USD 270.00	More
1	1	601707 10.0003.2655.000.000	50-018-000-0001	60 AB US 1707.90	15PA107	CLP, RETAINER	2	125.0000	250.00	250.00	2.0	250.00	
2	1	601707 10.0003.2655.000.000	50-018-000-0008	60 AB US 1707.90		Shipping	0	0.0000	20.00	20.00	0.0	100.00	
Totals									270.00	0.00	270.00		

- You click the box of the PO line needed for the invoice and fill in Invoice qty for items being invoiced and the amt being billed for freight on the freight line in the invoice amt field

Save Select All Clear All

PO Line	Sub Line	Project	Amount	Org	Item	Description	Inv Qty	Inv Unit Cost	Invoice Amount	USD 270.00	GL Coding Amount	USD 270.00	More
1	1	601707 10.0003.2655.000.000	50-018-000-0001	60 AB US 1707.90	15PA107	CLP, RETAINER	2	125.0000	250.00	250.00	2.0	250.00	
2	1	601707 10.0003.2655.000.000	50-018-000-0008	60 AB US 1707.90		Shipping	0	0.0000	20.00	20.00	0.0	100.00	
Totals									270.00	0.00	270.00		

- Click Save—then click the X to close the box
- Next click Save

User Interaction

**Invoice Indexing**

Company ID: 60  
Vendor ID: 600017975  
Vendor Name: REGIONAL ONE INC  
Invoice Number: 78872  
Invoice Amount: 270.00 USD  
Invoice Date: 01/29/2020

Save Cancel

Multi Curr

- Enter the invoice date MMDDYYYY. This is the date on the invoice.

User Interaction

**Enter Vendor Invoice Date**

01/29/2020 Submit

- Click Submit



- Then Click the Release for Approval