## 3.9    Basic Indexing-AP Invoice-PO



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.

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

**Regional One**
6750 NE 4th Court
Miami, FL 33138
USA
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
DSJ- HOMESTEAD ARS
29390 CUSTOMS ROAD, BLDG 240
HOMESTEAD ARS, FL 33039
USA

| | |
|---|---|
| Cust. PO#: M600041572 | Terms: NET 45 | Ship Via: FEDEX PRT OVERNI Ship Via Acc: R1 ACCT |
| Order Date: 1/29/2020 | # of Items: 2 | # of Boxes: 1-13"11"2 | Weight: .60 LBS |
| Prepared By: | Sales Order: S61645 | Ship Log #: 0 | Ship Order: SH72757 |
| Customer #: PSS2 | | | Ship Date: 1/29/2020 |
| Buyer: Loren G Hernandez | | AWB: 149781212885 | Shipment: |
| | | FOB: | |

| Item | Part Number/Description | Shipped | Back Order | Cond | | | Lot # | Unit Price | UOM | Total Amt |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 15PA107  RING, LOCK | 2.00 | 0.00 | | | | 333 | $125.00 | EA | $250.00 |
| | ECCN: 9A991.d | | | | | | | | | |
| 2 | FREIGHT  FREIGHT CHARGE | 1.00 | 0.00 | | | | | $20.00 | EA | $20.00 |
| | ECCN: | | | | | | | | | |

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 15% 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: 0311-0126-6
Acct # 427-984-3689

*lblDisclaimer*

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

US DOLLARS

Authorized Signature:  *RegionalOne*

**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    **Update PO Lines**    PO Line will open so you can select them

5. 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



6. Click Save—then click the X to close the box
7. Next click Save



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



9. Click Submit



10. Then Click the Release for Approval Icon