Pitney Bowes

Pitney Bowes Supplier Invoicing and Payment Policy

Products and services provided to Pitney Bowes (PB) by outside suppliers (or providers) are an integral component of our operations. Company-wide, these products and services represent a large percentage of our net sales revenue, and clearly our ability to work in an integrated and streamlined fashion with our suppliers is fundamental to the company's overall success.

Therefore, I believe it is important to re-iterate Pitney Bowes' policy regarding all of Pitney Bowes' 3rd party transactions:

1. All purchase commitments require a valid purchase order.

2. Total of all shipments to Pitney Bowes cannot exceed the actual quantity ordered on the purchase order and should be shipped to the Ship-To address identified on the purchase order.

3. Pitney Bowes will make payment against an invoice, in accordance with our standard payment terms of **Net 45** days, for goods and services only after completion of delivery of a quality product or service. Recipient of the goods or service must acknowledge receipt of the good and/or service by performing a goods receipt. Goods and services purchases, including but not limited to, parts, materials, equipment, tools or supplies also require proper shipping documents to complete receipt processing. **All Product Shipments to Pitney Bowes Facilities require Packing Slips or attached Shipping Documents.** These Shipping documents (e.g. packing slip) require the following data elements;
   - Unique shipping and/or packing slip document number
   - Purchase order number
   - PO line item number, Line item detail (i.e. part number, quantity, price, etc)

4. Payment will be based on the information captured on the purchase order only. If the purchase order you receive does not reflect what was agreed upon (e.g. price, amount, etc), it is the supplier's responsibility to reject the order and request a corrected purchase order.

5. All payments to suppliers require a packing slip and proper invoice with applicable line item detail and the following data elements;
   - Unique invoice number
   - Supplier name
   - Remit-to address, contact and telephone number
   - Banking information to issue electronic payment
   - Purchase order number
   - PO line item number, Line item description and/or Pitney Bowes material number
   - Shipping and/or Packing slip reference number (if applicable)

   This information must match the information on the corresponding purchase order you received from Pitney Bowes. **Invoices or Shipments received without the required information or Packing Slips will be returned.**

6. In addition to the purchase order and packing slip information above, invoices must be sent to the bill-to address specified below. Invoices mailed to other addresses (such as recipients) are not consistent with policy and are typically discarded or misrouted. The correct "bill to" address is as follows:

   Pitney Bowes Inc.
   Accounts Payable – 20-02-SAP01
   5310 Cypress Center Drive – Suite #110
   Tampa, FL 33609

7. To access invoice and payment information please follow the instructions below:

To access Invoice Inquiry, go to http://www.pb.com

1. Once on the Pitney Bowes web page, **select "Our Company"** which is located at the bottom left hand corner of the page.
2. On the "Our Company" page, **click on the Supplier-Connect** link, located on the menu on the left hand side; this will launch the Supplier Connect page.
3. Once on the "Supplier Connect" web page, **select "Invoice Inquiry"** located on the lower right hand side of the page under the area labeled "Useful Tools".
4. Invoice Selection Screen will display.
5. **Enter Invoice Date**, this is the date on the invoice itself.
6. **Enter Invoice Number**
7. **Click Execute** button

Pitney Bowes is constantly focused on improving relationships with our supplier partners. Enterprise Procurement will continue to coordinate and facilitate activities to streamline the order to settlement processes, ensuring efficient transactions and on-time payments.

Should you have any questions, please contact procurement@pb.com.

Thank you in advance for your attention.