

WHAT AN INVOICE MUST INCLUDE TO BE PAYABLE

Delaware Rock Salt

123 Traction Lane
 New Castle, DE 19720
 Phone: 302-123-4567

Supplier name

Document is an INVOICE. UD cannot pay from Pro Forma invoices or quotes. Invoices must contain an invoice number unique to that supplier and invoice date.

INVOICE

INVOICE # 100
 INVOICE DATE: 1/24/22

BILL TO:

University of Delaware
 222 S. Chapel St
 Newark, DE 19716

"Bill To" must be University of Delaware.

SHIP TO:

Reggie Requester
 University of Delaware
 222 S. Chapel St
 Room 114
 Newark, DE 19716

REMIT TO:

Delaware Rock Salt
 P.O. BOX 6225
 New Castle, DE 19720
 Phone: 302-123-4567

If the remit address differs from the fulfilment address, it must be listed on the invoice.

While UD's accounts payable email does not need to appear on the invoice, please note that all invoices must be sent to accountspayable@udel.edu to be paid.

COMMENTS OR SPECIAL INSTRUCTIONS:

Delivery to 403 Wyoming Rd, Newark, DE 19716 on 1/12/22. Send invoice to: accountspayable@udel.edu

Invoices must contain the UD PO number.

ACCOUNT MANAGER	REQUISITIONER	P.O. NUMBER
Sandra Snow	Reggie Requester	UDX7669329

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
6	Calcium Chloride Pallets (1 Pallet = 48x 40lb. Bags)	\$1,440.00	\$8,640.00
3	Loads (1 Load = 22 Tons)	\$2,860.00	\$8,580.00
SUBTOTAL			\$17,220.00
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			<b style="background-color: yellow;">\$17,220.00

Invoices must contain the amount due and should specify currency, especially if not in USD.

SHIPPING & HANDLING

TOTAL DUE

If you have any questions concerning this invoice, contact Sandra Snow, 303-123-4567, ssnow@drs.salt

THANK YOU FOR YOUR BUSINESS!