

Invoicing Golden Rules

1. The invoice must clearly show the Diamond Innovations **Purchase Order Number** and the **Line Item Number**.
2. There can be only **one Purchase Order number per invoice**. Invoicing for multiple purchase orders must be on multiple invoices.
3. **Invoice details must match purchase order details:**
4. **Purchase Order Number** must match the correct PO
5. **Line Item and description** must match the PO
6. **Quantity** must match the PO and cannot be more than 3 decimal places.
7. **Price** must match the PO and cannot be more than 4 decimal places.
8. **Unit of Measure** must match the PO
9. **Freight Charges** not authorized in the PO will be short paid
10. **Tax Charges** not authorized in the PO will short paid. The Diamond Innovations' locations in Ohio and Florida have direct pay permits, therefore, sales/use tax should not be charged. Upon request, copies of the authorization letters from Florida and/or Ohio can be provided.
11. **Miscellaneous Charges** cannot be invoiced unless they are in the PO.
12. **Service PO descriptions** must match the type of charge in the PO
13. There must be an **invoice number** on all invoices.
14. The **invoice date** may not be greater than the date processed.
15. **Invoices must be legible** and fully scannable. Handwritten invoices are not valid. Shading on invoices is to be avoided.
16. **Payment Terms** must be as on the purchase order.
17. **Bill-To** address must be shown and be the same as previously agreed with the Buyer.
18. All invoices must be **submitted to** Diamond Innovations. Submit invoices to Diamond Innovations, Accounts Payable, PO Box 69, Worthington, OH 43085-0069 or faxed to 800-514-3142
19. **For problems** please call the Diamond Innovations Customer Service operation in Worthington, Ohio at 614-438-2207. Hours of operation are Monday - Friday, 10am - 3pm EST.