

COX AUTOMOTIVE™

Invoice and/or Delivery Receipt Requirements

- Supplier Name
- Remittance Address
- Invoice Date
- Invoice Number
- Invoice Amount
- Tax Amount (if applicable)
- Purchase description of each item
- Ship to address with zip +4
- Ship from address
- Item separation for materials and labor charges
- Valid Cox Automotive issued purchase order (PO) **and** line number (if applicable)
- Credit memo must reference:
 - PO number and PO line number, if PO related
 - Original invoice number(s)
 - Denoted as a 'Price Correction' if applicable
- VIN# (if provided by Cox Automotive on PO)