

## Guidelines for Wolseley Canada Invoice Submission

### Creating your invoice:

- Ensure PO information is clearly visible on invoice.
- Avoid handwritten content and stamp marks on the invoice.
- Invoices should include the supplier's address. This address must match the address we have for that supplier in our system.

### Attaching options:

When emailing invoices to Wolseley Canada, suppliers have the option to include:

- A single invoice in single attachment.
- Several invoices using an individual attachment for each invoice.
- Several invoices using one attachment with **a clean blank page separating each new invoice.**

If including supporting documentation, please separate it after the invoice using the Supporting Documentation Page provided in this guide sheet.

### Invoice file requirements:

- Acceptable file invoice file types are TIF, .TIFF, .PNG, .JPG, .DOC, .DOCX, & .PDF. Do NOT send invoices in Excel format
- Invoice resolution should be 300 DPI
- Total size of attachments must be less than 10MB per email and file name should be less than 69 characters

### Sending the invoice

- Beginning May 1st, 2021, all invoices should be emailed to [APIInvoices@wolseleyinc.ca](mailto:APIInvoices@wolseleyinc.ca). **Invoices should ONLY be submitted here AFTER May 1<sup>st</sup>, 2021.**
- Please do not submit an invoice more than once.
- The subject of the email does not matter; however, do NOT include an underscore (\_) as this will cause issues with routing.

**INVOICE  
SUPPORTING  
DOCUMENTS**

To attach supporting documents to an invoice, put this page before the first page of the supporting documents.