



Wincup, Inc.

ATTN: ACCOUNTS PAYABLE
55 Ivan Allen Jr. Blvd., NW
Suite 900
Atlanta, GA 30308
(770-872.7614 · www.wincup.com)

Supplier Invoice Requirements

This letter outlines WinCup, Inc's requirements for submitting invoices for payment. These requirements are necessary in order to process your invoices accurately and timely.

Wincup's preferred method of receiving invoices and any supporting documentation is by email to vendorinvoice@wincup.com.

Accounts Payable will not accept faxed invoices.

Please Note:

- All invoices submitted must be an original invoice emailed in PDF format.
- All invoices **MUST have a numeric** Purchase Order number.
- Only one PO per invoice will be accepted
- Default terms are NET 45 unless agreed upon by Wincup's CEO
- All revised invoices and applicable credits must reference the original invoice number

Contact Information

For questions regarding these requirements, see the alpha list below.
Vendor names beginning with:

A – G Call: 770-872-7614 X - 3305

H – P Call: 770-872-7614 X - 3321

Q – Z Call: 770-872-7614 X - 3326