



**SUNBELT<sup>®</sup>**  
**RENTALS**  
**BILLING INSTRUCTIONS**

Email invoices to: [apinvoices@sunbeltrentals.com](mailto:apinvoices@sunbeltrentals.com)

**REQUIRED INVOICE INFORMATION**

1. Email **one (1)** invoice per **PDF** with up to 25 PDF attachments per email. Each attachment must have a **unique** name.
2. Purchase Order (PO) number obtained from Sunbelt location
3. Address of Sunbelt Rentals location the invoice is for
4. Typed—Handwritten invoices and pictures of invoices **cannot** be processed.

\*\*Invoices are paid with a matching PO number. Payment **cannot** be issued without a valid PO number.

\*\*Employee names and/or "Verbal" are not valid PO numbers.

\*\*If the Sunbelt Rentals location has requested a copy of the invoice, be sure to email the invoice to [apinvoices@sunbeltrentals.com](mailto:apinvoices@sunbeltrentals.com) and copy the location.

\*\*Each PDF attachment must have a unique name to prevent rejection by the processing system.

**EMAIL TIPS:**

- Please send invoices **only** to [apinvoices@sunbeltrentals.com](mailto:apinvoices@sunbeltrentals.com). Please do not send statements, resale certificate requests, payment status questions, or any other general inquiries to this email.
- Please do not send ZIP files. We cannot receive them.
- Please send **one** invoice per PDF.

To check on past due invoices, please visit our Vendor Portal online at  
<https://www.sunbeltrentals.com/paymentstatus/>

*For general questions, please email your AP contact.*

If you do not know who your AP contact is, please call (803) 578-5814.

Please send statements to [statements@sunbeltrentals.com](mailto:statements@sunbeltrentals.com).