



SUNBELT RENTALS OF CANADA BILLING INSTRUCTIONS

Email invoices to: apinvoices.canada@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 Canada location
3. Address of Sunbelt Rentals of Canada 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.canada@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.canada@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) 578-9271.

Please send statements to AP.Canada@sunbeltrentals.com