



January 15, 2021

To: **Our Valued Supply Partners**

From: **Beacon Building Products Supply Chain Team**

Subject: **Purchase orders required on all invoices**

It has come to our attention that there has been an increase in Invoices being received by our Account Payable Department that have an invalid Purchase Order number listed.

If an invoice is submitted with an invalid purchase order number or no purchase order number at all, it eliminates our ability to process the invoice in our system. The invoice will remain unpaid until a new invoice with a valid purchase order number is re-submitted.

- Our Purchase order numbering system is as follows:
 - 7 digits for U.S. branches (numbers only) Example = 8770634
 - 9 digits for Canada branches (numbers only) Example = 778198886

To avoid any delays in processing your invoices, we are asking you to implement the follow protocols:

- No product order should be accepted without a valid purchase order number that follows the above format.
- We require you send back a full order acknowledgment containing QTY ordered and confirmed pricing to make sure the location updates their purchase order to match the order exactly.
- If you improperly invoice an order, make sure any credit memos sent into for a price or quantity adjustment references the purchase number so we can match the credit to the right order. All price, quantity and co-op funding credit memos are to be sent to ap@beaconsales.com.
- Incentive rebate credit memos continue to be sent to scincentives@becn.com.

Remember, without a valid purchase order number in the format stated above, your invoice will not be processed. If you have any further questions, please contact the Beacon Supply Chain Category Director or the Beacon Supply Chain Manager in your region for further guidance.

Regards,

A handwritten signature in black ink that reads "Lisa Cooper".

Lisa Cooper

Director, Shared Services AP/AR

A handwritten signature in black ink that reads "Ike Mihaly".

Ike Mihaly

Vice President – Supply Chain

BUILD MORE

505 Huntmar Park Dr., Ste. 300, Herndon, VA 20170 | 571-323-3939

becn.com