



# Fastcomcorp Suppliers Guide to Invoicing

Updated: June 25, 2024

Note: This Suppliers Guide to Invoicing is intended to provide clarity and support for all suppliers working with Fastcomcorp. Please review and follow these guidelines carefully to facilitate a smooth invoicing and payment process.

## Introduction

Welcome to the Fastcomcorp Suppliers Guide to Invoicing. This guide outlines the invoicing process and requirements for suppliers to ensure timely and accurate payment for goods and services provided to Fastcomcorp. Adhering to these guidelines will facilitate efficient processing and help maintain a positive business relationship.

## Invoicing Requirements

To ensure your invoice is processed without delays, please adhere to the following requirements:

### 1. Invoice Details

Each invoice must include the following information:

- **Supplier Name:** The legal name of your company.
- **Supplier Address:** Your complete business address.
- **Invoice Number:** A unique number for each invoice.
- **Invoice Date:** The date the invoice was issued.
- **Purchase Order (PO) Number:** The Fastcomcorp PO number associated with the order.
- **Description of Goods/Services:** Detailed description of the goods or services provided.
- **Quantity:** The number of units supplied.
- **Unit Price:** The price per unit of goods or services.
- **Total Amount:** The total amount due, including any applicable taxes and discounts.
- **Payment Terms:** The payment terms as agreed in the contract or purchase order.

### 2. Supporting Documentation

Attach any required supporting documents, such as:

- Delivery receipts or packing slips.
- Timesheets for services provided.
- Any other documentation requested by Fastcomcorp.



### **3. Payment Terms**

Invoices should reflect the payment terms agreed upon in the contract or purchase order. Common payment terms include:

- Net 30 days
- Net 45 days
- Net 60 days

### **Submission of Invoices**

#### **1. Electronic Submission**

Fastcomcorp prefers electronic submission of invoices for quicker processing. Please submit your invoices via email to:

**Email Address:** [invoices@fastcomcorp.com](mailto:invoices@fastcomcorp.com)

#### **2. Mailing Address**

If electronic submission is not possible (must be authorized), you can mail your invoices to the following address:

##### **Fastcomcorp Accounts Payable**

11N Water St. Suite 10290  
Mobile, AL 36602  
United States of America

#### **3. Online Submission via SAP**

Fastcomcorp will request suppliers to submit invoices through the SAP Ariba Network. If applicable, you will receive instructions on how to register and submit invoices through this platform.



## **Invoice Processing and Payment**

### **1. Invoice Receipt and Acknowledgment**

Upon receipt, invoices will be acknowledged via email. This acknowledgment will confirm that your invoice has been received and is being processed.

### **2. Invoice Review**

Invoices will be reviewed for accuracy and completeness. If there are any discrepancies or missing information, you will be contacted to provide the necessary corrections.

### **3. Payment**

Once an invoice has been approved, it will be scheduled for payment according to the agreed-upon payment terms. Payments will be made via electronic funds transfer (EFT) or check, depending on the arrangement with Fastcomcorp.

## **Contact Information**

For any questions or concerns regarding invoicing, please contact Fastcomcorp Accounts Payable:

**Email:** [ap@fastcomcorp.com](mailto:ap@fastcomcorp.com)