



Genesee A&B, LLC
130 Davis Street
Portland, TN 37148
615-547-0330
www.gabtn.com

VENDOR INVOICING INSTRUCTIONS

To ensure that your invoices are processed in a timely manner, please follow the steps below.

All invoices must include:

- Invoice #
- Packing List #
- Date
- Purchase Order # (Payment will be delayed if we cannot match the invoice to the receipt.)
- GAB Part # where applicable
- Item description
- Quantity

Agreed upon unit pricing and extended pricing:

If you receive a purchase order from Genesee A&B and the pricing does not match your quote, it is your responsibility to request an amended purchase order.

Invoices should be sent to:

- acct@gabtn.com, or USPS to:

Genesee A&B, LLC
130 Davis Street
Portland, TN 37148

If you have any questions, please contact us:

Genesee A&B, LLC
acct@gabtn.com
(615) 547-0330