



Dear Valued Supplier:

We are transitioning our accounts payable processes to a new platform that will impact the way you submit invoices. **This letter is to inform you we are officially LIVE with the new invoicing process and requirements.**

**Starting February 26<sup>th</sup>, you will send invoices for:**

➤ Lincoln Electric;	Euclid/Mentor, OH:	US10@lincolnelectricinvoice.com
➤ Kaliburn;	Ladson, SC:	US10@lincolnelectricinvoice.com
➤ Lincoln Cutting Systems;	Reno, NV:	US10@lincolnelectricinvoice.com
➤ Baker Automation;	Macomb, MI:	US10@lincolnelectricinvoice.com
➤ Arc Products;	San Diego, CA:	US10@lincolnelectricinvoice.com
➤ Computer Weld Technology;	Houston, TX:	US10@lincolnelectricinvoice.com
➤ Wolf Robotics;	Fort Collins, CO	US10@lincolnelectricinvoice.com
➤ Harris Products Group;	Mason, OH:	US20@lincolnelectricinvoice.com
➤ Harris Products Group;	Gainesville, GA:	US20@lincolnelectricinvoice.com
➤ Harris Products Group;	Winston-Salem, NC:	US20@lincolnelectricinvoice.com
➤ Harris Products Group/FTP;	Carthage, TN:	US20@lincolnelectricinvoice.com
➤ Harris Products Group;	Gordonsville, TN	US20@lincolnelectricinvoice.com
➤ Harris Products Group/Shoals;	Florence AL:	US20@lincolnelectricinvoice.com
➤ WCTA;	Cleveland, OH:	US40@lincolnelectricinvoice.com
➤ SealSeat;	Santa Fe Springs, CA:	US50@lincolnelectricinvoice.com

- Follow new invoice submission guidelines\* to ensure proper processing and timely payment

**Going forward, we will no longer accept invoices that do not meet the requirements outlined in this communication.** Please be sure to update your internal systems & processes accordingly.

Thank you for your ongoing attention and preparation for this important and mandatory transition.

Sincerely,  
Lincoln Electric Source-to-Pay Team

**\*INVOICE SUBMISSION GUIDELINES – Effective February 26th, 2024:**

We kindly request your strict adherence to the following guidelines for invoice submission. Adhering to these guidelines is of paramount importance in ensuring the smooth processing of invoices, payment on time and maintaining operational efficiency.

**Do's:**

- 1. Submission Address: Invoices should be sent exclusively to the new addresses**
- 2. These email addresses are reserved solely for the submission of invoices.**
- 3. Single Invoice Per Attachment:** Each file attachment should contain one individual invoice. This practice is vital for clarity and efficient processing.
- 4. Multiple Invoices in One Email:** You can attach multiple invoices to a single email. However, each invoice must be in a separate attachment, with a maximum limit of 15 invoices per email.
- 5. Attachment Format:** Invoices must be submitted in PDF format only. All PDF formats are supported except XFA PDFs, and Acroforms PDFs. The PDF must NOT be password-

protected. PDFs should have a minimum resolution of 300dpi, be in black & white, and have a minimum font size of 1.5mm height and 0.5mm width. We exclusively accept true/digitally created PDFs, and image-only or scanned PDFs will not be accepted.

**Dont's:**

- 1. Alternative Attachment Formats: Attachments in formats other than PDF will not be considered. Ensure all invoices are submitted in the specified PDF format.**
- 2. Multiple Invoices in a Single Attachment:** Combining multiple invoices in a single attachment will result in non-processing. Each invoice should be a separate attachment.
- 3. Mismatched PO Numbers:** Do not include a PO number on an invoice that is in reference to a charge from another invoice.
- 4. Payment and Query Correspondence:** The new email address is dedicated solely to invoice submission. Please do not use it for payment or invoice-related queries. For such inquiries, please direct your correspondence to the appropriate contact.
- 5. Other Document Types:** Avoid sending documents other than invoices to this email. Statements, dunning letters, etc. should be routed through the appropriate channels.
- 6. Duplicate Submissions:** To prevent processing delays and inaccuracies, do not send the same invoice multiple times.