



THE LINCOLN ELECTRIC COMPANY

22801 Saint Clair Avenue • Cleveland, Ohio 44117 • U.S.A Tel: +1 (216) 481-8100

Guidelines to Reading & Understanding your Lincoln Electric Vendor Statement

The Lincoln Electric Vendor Statement is provided to our vendors as a status of recent activity. It is Lincoln's expectation that vendors will refer to this report for answering their inquiries before contacting Lincoln Electric representatives for assistance. This report is a tool to improve communications between our organizations and reflects all invoice activity from our vendors that is currently entered into our business systems.

It is typical for Lincoln to need 4 business days to enter invoices that were received by email. Lincoln Electric does not want invoices sent via physical mail. If after 4 business days you do not see your invoice referenced in the report, you may send the missing invoice to the email referenced on the vendor statement. Please contact the regional AP "Accounts Payable" representatives if further assistance is required. The email address to your AP representative can be found on "section 3" shown below.

The numbered instructions listed below are referenced on the attached "Lincoln Electric Vendor Statement" diagram.

1. **Vendor Statement Address:** This field will show the Lincoln Vendor Account number and Vendor Name along with your payment remit to address that your organization provided on the Lincoln Electric SIS form (Supplier Information Sheet).
2. **PLEASE REMIT INVOICE TO:** If you need to send Lincoln an invoice, please remit it to the email address on the vendor statement.
 - **Please note** that vendors remitting invoices electronically (EDI, ERS) must submit invoicing through that process. Please do not use Concur email address if you are configured for these systems.
3. **ACCOUNT STATEMENT:**
 - **DATE:** The date the "Lincoln Electric Vendor Statement " was created
 - **AP CONTACT:** The Lincoln AP "Accounts Payable" contact. Multiple representatives will process vendor invoices. Lincoln Electric does not have dedicated representatives by vendor.
 - **EMAIL:** General email address for the Lincoln AP "Accounts Payable" department.
 - **ACCOUNT:** Represents the Vendor Account Number assigned by Lincoln Electric.
4. This section references the current vendor information reflected in our business systems.
 - **Supplier Contact:** The vendor representative for AR "Accounts Receivable".
 - **Fax/Email:** Supplier contact information.
 - **Payment Terms:** Your payment terms with Lincoln Electric.
 - **Buyer:** Lincoln "Buyer" names are unique to the Lincoln Purchase Order and NOT the vendor. Please refer to the Purchase Order for specific buyer references.
 - **Currency:** Currency type that Lincoln Electric will remit to the vendor.
 - **Form of Payment:** Refers to the default payment method for your account. The individual payments may be completed by other methods. See the payment details for specific invoice information.



5. **Invoice Number:** Your Invoice number. The invoice number should be unique to all historical invoices and should not be reused.
6. **Invoice Date:** Vendor Invoice Date or Receipt Date when no Invoice is available.
7. **Invoice Status:** Three types of Invoice Status exist. OPEN for invoices that are received and not yet approved in Lincoln's system, POSTED for invoices that are approved and pending payment, and PAID for invoices that have been paid.
8. **Invoice Amount:** Total dollar amount of supplier's invoice or credit memo. Please refer to your remittance advice for payment details.
9. **Currency:** Currency specified on your invoice.
10. **Due Date:** Invoice due date based on Payment Terms from the Purchase Order.
11. **Payment Date:** Date the payment was issued by Lincoln Electric.

Lincoln Electric Company

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Vendor Statement Address
 12345 - ACME CORPORATION
 US10
 BELCAMP MD
 21017
 UNITED STATES
 remit@acmecorp.com
2 PLEASE REMIT INVOICE TO
 LINCOLN_US10_invoice@conkursolutions.com

3
ACCOUNT STATEMENT:
DATE: Aug 3, 2021
AP CONTACT: Accounts Payable Department
EMAIL: LE_Accounts_Payable@LincolnElectric.com

4
Supplier Contact:
Payment Terms: 60 days invoice date
Buyer: SEE PURCHASE ORDER
Currency: USD
Form of Payment: Bank transfer

5	Invoice Number	6	Invoice Date	7	Invoice Status	8	Invoice Amount	9	Currency	10	Due Date	11	Paid Date	SAP Number
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