



Supplier Invoice Requirements

This letter outlines Progressive's requirements for submitting invoices for payment. These requirements are necessary in order to process your invoices accurately and timely. Failure to comply with these requirements may delay the issuance of payment.

All invoices submitted must be original documents (account statements are not acceptable) and contain the following information:

- Invoice Date
- Invoice Number (must be unique)
- Invoice Amount
- Invoices must be billed directly to Progressive (or affiliate)
- Name and phone number of your Progressive contact
- Description of services/goods provided
 - E.g. Unit price, quantity, freight charges, sales tax, total price of the products or service, length of the service, or description of the good/service.
- Purchase Order Number
 - If there is no purchase order, the full name of your Progressive contact and their cost center code is required.
- "Shipped To" information must be a Progressive approved location
- Remittance Name, Address, and Phone Number
- Payment terms (as defined in your contract, if applicable)
- All revised invoices and applicable credits must reference the original invoice number.

Submit invoices along with any supporting documents through the Coupa Portal (preferred method):

If the Coupa Portal is unavailable, the invoice can be emailed to:

ACCOUNTS_PAYABLE@PROGRESSIVE.COM

Please Note: If submitting a reprint, it must be an exact replica of the original invoice; the same invoice number must be used. You must indicate duplicate copy on the face of the reprint.

Contact Information

For questions regarding these requirements, please contact:

ACCOUNTS PAYABLE DEPARTMENT

Direct: 1-855-405-7467 Option #3

Fax: 440-395-2840

Email: Accounts_Payable@Progressive.com

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