



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
- Invoice must be billed to Progressive
- 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)
 - Default terms are NET 30 regardless of what is listed on the invoice, unless a discount is offered.
- All revised invoices and applicable credits must reference the original invoice number.

Submit invoices and any supporting documents through email (preferred method), fax or regular mail:

Email to: Accounts_Payable@Progressive.com in one of the following formats Excel,.PDF,.TIF.

Mail to: Progressive
Attn: Accounts Payable
P.O. Box 94568
Cleveland, OH 44101

Fax to: (866) 765-6372

Please Note: When 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: Phone: 855-405-SHOP (7467) Option 3

Email: Accounts_Payable@Progressive.com