



**T H E L I N C O L N E L E C T R I C C O M P A N Y**  
22801 Saint Clair Avenue • Cleveland, Ohio 44117 • U.S.A Tel: +1 (216) 481-8100 • Fax: +1 (216) 383-4172

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## **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 10 business days to enter invoices that were received by USPS mail, email, or fax. If after 10 business days you do not see your invoice referenced in the report, you may send the missing invoice to the email or fax number referenced on your individual statement. You may contact our AP "Accounts Payable" representatives if further assistance is required (216) 481-8100.

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

1. **Vendor Statement Address:** This field will show the 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 us an invoice, please submit it to the address, fax, or email provided on the statement.
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:** Vendor Invoice number, BOL "Bill Of Lading" number or Packing Slip number when no Invoice number is available.
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 pending payment, BLOCKED for invoices that are pending payment but can not be paid due to a price or quantity discrepancy, and CLEARED for invoices that have been paid.
8. **Invoice Amount:** Total dollar amount of supplier's invoice or a settlement amount for ERS "Evaluated Receipt Settlement" transactions.
9. **Paid Amount:** Total amount paid for the Invoice Amount (Invoice Amount – Discounts).
10. **Due Date:** Invoice due date based on Payment Terms from the Purchase Order.
11. **Payment Number:** Document Number of the check, wire transfer, ACH "Automated Clearing House" payments, or internal reference numbers for "Other" types of payment such as the use of debits and credits.
12. **Payment Date:** Date the payment was issued by Lincoln Electric.
13. **Payment Form:** Method of payment (Check, Wire, ACH, or Other).
14. **Open items list at:** References the date the Lincoln Electric Vendor Statement was executed.  
**Paid item from:** References the Lincoln Electric Vendor Statement date range for all vendor invoices that have been paid.

The Lincoln Electric Company  
 22801 St. Clair Avenue  
 Cleveland, OH 44117-1199

**Lincoln Electric Company**  
 World's Leader in Welding and Cutting Products. Sales and Service through  
 Subsidiaries and Distributors Worldwide.



<sup>1</sup>  
**Vendor Statement Address**

<sup>3</sup>  
**ACCOUNT STATEMENT:**  
**DATE:** 19-JUL-2011  
**AP CONTACT:** Accounts Payable Department  
**EMAIL:** le\_accounts\_payable@lincolnelectric.com  
**ACCOUNT:**

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<sup>2</sup>  
**PLEASE REMIT INVOICE TO:**  
 The Lincoln Electric Company  
 Accounts Payable Dept.  
 22801 St. Clair Ave  
 Cleveland, OH 44117-1199  
 United States  
 Fax: 216-383-4172

<sup>4</sup>  
**Supplier Contact:**  
**Fax/Email:**  
**Payment Terms:**  
**Buyer:** SEE PURCHASE ORDER  
**Currency:** USD  
**Form of Payment:** Check

Open items list at: 19-JUL-2011: Paid Item from 01-JAN-2011 to 01-MAR-2011 <sup>14</sup>

Invoice Number	Invoice Date	Invoice Status	Invoice Amount	Paid Amount	Due Date	Payment Number	Payment Date	Payment Form
<sup>5</sup>	<sup>6</sup>	<sup>7</sup>	<sup>8</sup>	<sup>9</sup>	<sup>10</sup>	<sup>11</sup>	<sup>12</sup>	<sup>13</sup>