

Invoices for ALL Westmoreland entities should be submitted to one of the below options:

apinvoices@westmoreland.com

Mail:

PO Box 915

Jewett, TX 75846

FAX:

903-626-5701

Please submit invoices once, there is no need to send an invoice multiple ways. They are all linked to our new Auto-mated scanning system. IF sending to e-mail, please include 1 invoice per PDF but can allow up to 99 PDFs per e-mail. (Multiple invoices in a single PDF will be rejected)

Please include the <u>Purchase Order Number</u> on the invoice and include the specific site the invoice is related to.

Should you have any questions, please feel free to contact the Accounts Payable Department at 903-626-6378. We appreciate your patience and your support of our endeavors to operate more efficiently.

Best Regards,

Westmoreland Accounts Payable Team