

Tompkins

INDUSTRIES, INC.

“THE ADAPTER SPECIALISTS”

Go Green with Electronic Invoicing

- Receive invoices and statements faster
- Save time opening mail and discarding envelopes
- Eliminate excess paper and trash
- Import invoice data directly to your accounting system
- Match invoices and packing slips faster
- Make payments on secure website – saving you envelopes, checks and postage

We offer electronic invoicing to our customers.
You choose the delivery method from three options:

Option 1 – Invoice Gateway

Through our secure website you can view, sort, search, print and download to your accounting system your invoices and statements at any time of the day or night. We will send you an email each time that we add new invoices or statements to your account to remind you to go online to view them. *Access to the gateway system setup is printed on the top of each invoice and statement that you currently receive from us.*

You can securely pay invoices online with a credit card. Save the postage, check and envelope cost of mailing payments to us.

We will also store all of your invoices and statements online for up to 12 months so that you can retrieve old invoices and statements as you need them.

Option 2 – Email Invoice

Receive one email per day that includes a PDF attachment of all of your invoices or statements from the prior day. You may also choose to receive a downloadable file included that will allow you to easily import your invoice data directly into your accounting system.

Option 3 – Fax Invoice

Receive one fax per day that includes all of your invoices and statements from the prior day.

Interested???

Please e-mail this form to Becky at bbolyard@tompkinsind.com or fax at 913-390-2381 and provide us with the following information:

Customer Name & Account Number (if known) _____

Which method of transmission is preferred?

e-mail (address) _____ @ _____

or Fax (number) _____

If you would be interested in exploring an **EDI** relationship with us, please provide us with your company's EDI contact as well _____.



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