

Watts Invoice Submission Protocol

- 1. Emailing Invoices:** Our **preferred** method to receive invoices is by email. Please email invoices to: wattswater@ddinbound.com

NOTE: DO NOT USE THIS EMAIL ADDRESS FOR INVOICE INQUIRIES, it is not a monitored email box. Inquiries should be emailed to APDept@wattswater.com

The following are requirements for submitting email invoices for processing:

- 1 invoice per attachment, can submit multiple attachments in 1 email
- Attachments must be in either PDF or TIFF format
- **Above email address must be in the 'TO' section of the email and any additional recipients entered into the 'CC' section**
- We cannot accept email links to invoices
- We cannot accept invoices that are embedded into the email

- 2. Physical Mailing of Invoices:** This method is NOT preferred and it WILL delay your payment because the payment process does not start until the invoices are physically received. However, if you must mail them, the mailing address is:

**Watts Water - US
PO Box 2888
Clinton, IA 52733**

- 3. Purchase Order Numbers (Required):** Per the Terms & Conditions of Watts purchase orders, it is **mandatory** for all invoices to contain the current PO number associated with the purchase. Please include the packing slip number if applicable. Failure to include the PO number on your invoice will further delay payments to you.

Payment method: Payment runs are done weekly on Thursday's. Our preferred payment method is ACH. ACH deposits allows our vendors to receive their funds sooner and efficiently. You will receive an automated email notification with remittance details to assist with applying payment.