Approved/Not Approved Invoice Format Examples

**APPROVED INVOICE FORMAT**

**INVOICE**

- **DATE**: September 18, 2016
- **INVOICE #**
- **PO#**

**SAMPLE**

- **Cargill Business Name**
- **ATTN**
- **[City, ST ZIP Code]**
- **Phone**

**Description** | **Qty** | **$ Each** | **Total**
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**SHIP TO**: Cargill Location

- **CARGILL BUSINESS NAME AND ATTN LINE**

**THANK YOU FOR YOUR BUSINESS**

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**NOT APPROVED INVOICE FORMAT**

**SAMPLE**

- **NO SHADING FOR HEADER BOXES**

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Lexmark Batch Capture Requirements – Supplier Central Invoice Samples September 22, 2016