

A message to our valued suppliers from our Chief Financial Officer:

At Incora, we greatly appreciate the partnership we have with each of you and the contributions you make to our success. We understand that timely payments are essential to maintaining strong relationships with our suppliers, and we are committed to ensuring prompt and accurate payments for all outstanding invoices.

To assist in streamlining our payment processes and to provide you with the necessary resources, we launched this Supplier Payment Center, specifically to provide our suppliers with important information on how to facilitate payment.

Thank you for your continued partnership and understanding. We look forward to further strengthening our relationship through improved payment processes.

- Ray Carney

Supplier Resources

Guidelines for submitting invoices correctly to avoid delays in processing

- [Legacy Pattonair](#)
- [Legacy Wesco and Haas](#)

[FAQs addressing common queries related to payments and invoicing](#)

Contact information

Americas: mary.Starkey@wescoair.com

EMEA: mjanos@incora.com

Asia Pacific: stham@incora.com

Supplier Invoice Search

UNDER CONSTRUCTION

Legacy Pattonair Invoicing Guidelines

Legacy Pattonair Invoicing Guidelines

Legal Requirements for Invoices - what they must include:

Unique invoice number	Supplier's business name & address	Supplier's VAT number (with country prefix), if applicable	Date of invoice	The tax point (or 'time of supply') if this is different from the invoice date	Customer's name or trading name, address, VAT number , if applicable	Description of the goods or services & Purchase order & Currency
Total amount excluding VAT , if applicable	Total amount of VAT , if applicable (GBP VAT amount for vendors that bill the UK Co's in non-GBP currencies)	Price per item , excluding VAT	Quantity of each type of item	Rate of any discount per item , if applicable	Rate of VAT charged per item - if an item is <u>exempt or zero-rated</u> make clear no VAT on these items	Total amount including VAT , if applicable

You cannot reclaim VAT using an invalid invoice, pro-forma invoice, statement or delivery note.

If your company is a limited company, you must include **the full company name as it appears on the certificate of incorporation.**

Due to Recent Automation Updates, ALL Invoices Need to be Submitted Using the Following Criteria:

■ **Electronic Submission (using the specific email addresses on the next page)**

- Invoice Format to be in PDF or TIFF
- Maximum 5 invoices per 1 attachment (multiple attachments per email are acceptable as long as there are only 5 invoices per each attachment)
- If invoice information is sent via ASN, please also send it via the electronic format, (applicable for trade)
- 1 Invoice per 1 Purchase Order
- 1 Advice Note Number per 1 invoice (applicable for trade)

■ **Hard Copy Submission (RoW)**

- Pattonair SAS (dba IncoRA)
PO Box 2222
8203 AE Lelystad
The Netherlands

■ **Hard Copy Submission (USA)**

- HGI (dba IncoRA)
1475 Phoenixville Pike, Ste. 201
West Chester, PA 19380-1437
USA

Legacy Pattonair Invoicing Guidelines



Company Details for PO Invoices ONLY:

COMPANY PREFIX	COMPANY NAME	ADDRESS	VAT NUMBER	COMPANY NUMBER	EMAIL PO INVOICES TO	EMAIL PO INVOICE ENQUIRES TO
PI	PATTONAIR LIMITED	7 Stoney Gate Rd, Derby DE21 7RX, United Kingdom	GB 108308632	00974964	PATTONAIRINVOICE@INCORA.COM	pattonairltdap@Pattonair.com
*Please note as both Pattonair Limited and Pattonair Derby Limited are under common control and are group companies, the VAT number is same for both.						
PL	PATTONAIR (DERBY) LIMITED	Ascot Business Park, 50 Longbridge Lane, Derby, DE24 8UJ, United Kingdom	GB 108308632	3872238	PATTONAIRINVOICE@INCORA.COM	DerbyPurchaseLedger@Pattonair.com
*Please note as both Pattonair Limited and Pattonair Derby Limited are under common control and are group companies, the VAT number is same for both.						
UF	PATTONAIR SAS	ZAC du Chêne Bocquet, Boulevard Henri Navier, Taverny 95150, France	FR39433561685		PATTONAIRINVOICE@INCORA.COM	PattonairFranceAP@pattonair.com
		*Company Name also accepted: Pattonair France				
PA	INCORA ASIA PTE LTD	3 Changi North Street 2, #03-03A Logistech Building, 498827, Singapore			PATTONAIRINVOICE@INCORA.COM	PattonairAsiaAP@pattonair.com
		*Company Name also accepted: Pattonair Asia				
PP	PATTONAIR POLAND SP.Z O. O.	ul. Al. Prezydenta Gabriela Narutowicza nr 20, 54-610 Wrocław, Poland	7010401141		PATTONAIRINVOICE@INCORA.COM	PattonairPolandAP@pattonair.com
		*Company Name also accepted: Pattonair Poland				
AB	PATTONAIR USA INC.	2601 Meacham Blvd, Suite 400, Fort Worth, TX 76137, USA			PATTONAIRINVOICE@INCORA.COM	AccountsPayable-FW@Pattonair.com
		*Company Name also accepted: Pattonair USA				
PG	PATTONAIR (BERLIN) GmbH	Eschenweg 9 c/o Rolls-Royce DE Ltd&Co, 15827 Blankenfelde-Mahlow, Germany	DE813250184		PATTONAIRINVOICE@INCORA.COM	PattonairGermanyAP@pattonair.com
		*Company Name also accepted: Pattonair Berlin				

Legacy Pattonair Invoicing Guidelines



Company Details for NON-PO Invoices ONLY:

COMPANY PREFIX	COMPANY NAME	ADDRESS	VAT NUMBER	COMPANY NUMBER	EMAIL NON-PO INVOICES AND QUERIES TO
PI	PATTONAIR LIMITED	7 Stoney Gate Rd, Derby DE21 7RX, United Kingdom	GB 108308632	00974964	pattonairltdap@Pattonair.com
*Please note as both Pattonair Limited and Pattonair Derby Limited are under common control and are group companies, the VAT number is same for both.					
PL	PATTONAIR (DERBY) LIMITED	Ascot Business Park, 50 Longbridge Lane, Derby, DE24 8UJ, United Kingdom	GB 108308632	3872238	DerbyPurchaseLedger@Pattonair.com
*Please note as both Pattonair Limited and Pattonair Derby Limited are under common control and are group companies, the VAT number is same for both.					
UF	PATTONAIR SAS	ZAC du Chêne Bocquet, Boulevard Henri Navier, Taverny 95150, France	FR39433561685		PattonairFranceAP@pattonair.com
*Company Name also accepted: Pattonair France					
PA	INCORA ASIA PTE LTD	3 Changi North Street 2, #03-03A Logistech Building, 498827, Singapore			PattonairAsiaAP@pattonair.com
*Company Name also accepted: Pattonair Asia					
PP	PATTONAIR POLAND SP.Z O. O.	ul. Al. Prezydenta Gabriela Narutowicza nr 20, 54-610 Wrocław, Poland	7010401141		PattonairPolandAP@pattonair.com
*Company Name also accepted: Pattonair Poland					
AB	PATTONAIR USA INC.	2601 Meacham Blvd, Suite 400, Fort Worth, TX 76137, USA			AccountsPayable-FW@Pattonair.com
*Company Name also accepted: Pattonair USA					
PG	PATTONAIR (BERLIN) GmbH	Eschenweg 9 c/o Rolls-Royce DE Ltd&Co, 15827 Blankenfelde-Mahlow, Germany	DE813250184		PattonairGermanyAP@pattonair.com
*Company Name also accepted: Pattonair Berlin					

Legacy Pattonair Invoicing Guidelines

Invoice Payment (PYMT) Schedule Detail for PO and NON-PO Invoices:

COMPANY PREFIX	COMPANY NAME	PYMT CYCLE	VALUE DATE FOR PYMT
PI	PATTONAIR LIMITED	WEEKLY	FRIDAY
PL	PATTONAIR (DERBY) LIMITED	WEEKLY	FRIDAY
UF	PATTONAIR FRANCE	BI-MONTHLY	By the 15th and End of Month
PA	PATTONAIR ASIA	BI-MONTHLY	By the 15th and End of Month
PP	PATTONAIR POLAND	WEEKLY	FRIDAY
AB	PATTONAIR USA	WEEKLY	MONDAY
PG	PATTONAIR GERMANY	WEEKLY	FRIDAY

Legacy Wesco and Haas Invoicing Guidelines

Legal Requirements for Invoices - what they must include:

Unique invoice number	Supplier's business name & address	Supplier's VAT number (with country prefix), if applicable	Date of invoice	The tax point (or 'time of supply') if this is different from the invoice date	Customer's name or trading name, address, VAT number , if applicable	Description of the goods or services & Purchase order & Currency
Total amount excluding VAT , if applicable	Total amount of VAT , if applicable (GBP VAT amount for vendors that bill the UK Co's in non-GBP currencies)	Price per item , excluding VAT	Quantity of each type of item	Rate of any discount per item , if applicable	Rate of VAT charged per item - if an item is <u>exempt or zero-rated</u> make clear no VAT on these items	Total amount including VAT , if applicable

You cannot reclaim VAT using an invalid invoice, pro-forma invoice, statement or delivery note.

If your company is a limited company, you must include **the full company name as it appears on the certificate of incorporation.**

ALL Invoices Need to be Submitted Using the Following Criteria:

■ Electronic Submission (using the specific email addresses on the next page)

- Invoices must be attached to the email and not embedded in the body of the email.
- Invoice Format to be in PDF or TIFF and not to exceed 3 MB.
- Invoices and supporting documentation must be included in one file; do not separate supporting documents into multiple files or emails.
- Do not include a cover letter in the file.

■ Hard Copy Submission (USA)

- HGI (dba Incora)
1475 Phoenixville Pike, Ste 201
West Chester, PA 19380-1437
USA

■ Hard Copy Submission (RoW)

- Incora
PO Box 282-8200
AG-Lelystad
The Netherlands

AMERICAS

Legacy Wesco and Haas Invoicing Guidelines



AMERICAS Company Details for PO Invoices ONLY:

COMPANY LE #	COMPANY NAME	ADDRESS	EMAIL PO INVOICES TO	EMAIL PO INVOICE ENQUIRES TO
100	WESCO AIRCRAFT HARDWARE CORP.	2601 Meacham Blvd Ste 400, Fort Worth Texas 76137, USA	expenseinvoices@wescoair.com	accountspayable@wescoair.com
301	WESCO AIRCRAFT CANADA, INC.	2800 Matheson Blvd East , Mississauga On L4W 4X5, Canada	canadainvoices@wescoair.com	canadainvoices@wescoair.com
7002	HAAS GROUP INTERNATIONAL	1475 Phoenixville Pike Ste 201, West Chester, Pa 19380-1437, USA	ChemsAPUS@incora.com	wcapinquiries@wescoair.com
7009	HAAS GROUP CANADA, INC.	2000 32nd Ave, Unit 2701,Lachine QC H8T 3H7, Canada	ChemsAPUS@incora.com	wcapinquiries@wescoair.com
7014	NETMRO, LLC	2601 Meacham Blvd Ste 400, Fort Worth Texas 76137, USA	ChemsAPUS@incora.com	wcapinquiries@wescoair.com

Legacy Wesco and Haas Invoicing Guidelines



AMERICAS Company Details for Non-PO Invoices ONLY:

COMPANY LE #	COMPANY NAME	ADDRESS	EMAIL NON-PO INVOICES TO	EMAIL NON-PO INVOICE INQUIRIES TO
100	WESCO AIRCRAFT HARDWARE CORP.	2601 Meacham Blvd Ste 400, Fort Worth Texas 76137, USA	expenseinvoices@wescoair.com	accountspayable@wescoair.com
301	WESCO AIRCRAFT CANADA, INC.	2800 Matheson Blvd East , Mississauga On L4W 4X5, Canada	canadainvoices@wescoair.com	canadainvoices@wescoair.com
7002	HAAS GROUP INTERNATIONAL	1475 Phoenixville Pike Ste 201, West Chester, Pa 19380-1437, USA	accounts.payable@wescoair.com	wcapinquiries@wescoair.com
7009	HAAS GROUP CANADA, INC.	2000 32nd Ave, Unit 2701,Lachine QC H8T 3H7, Canada	accounts.payable@wescoair.com	wcapinquiries@wescoair.com
7014	NETMRO, LLC	2601 Meacham Blvd Ste 400, Fort Worth Texas 76137, USA	accounts.payable@wescoair.com	wcapinquiries@wescoair.com

Legacy Wesco and Haas Invoicing Guidelines



AMERICAS Invoice Payment (PYMT) Schedule Detail for BOTH PO and Non-PO Invoices:

COMPANY LE #	COMPANY NAME	PYMT CYCLE	PYMT PREPARATION	PAY THROUGH DATE	VALUE DATE FOR PYMT
100	WESCO HARDWARE	WEEKLY	WEDNESDAY	SUNDAY	FRIDAY
301	WESCO CANADA	WEEKLY	WEDNESDAY	SUNDAY	FRIDAY
7002	HAAS GROUP INTERNATIONAL	WEEKLY	WEDNESDAY	SUNDAY	FRIDAY
7009	HAAS CANADA	WEEKLY	WEDNESDAY	SUNDAY	FRIDAY
7014	NETMRO	WEEKLY	WEDNESDAY	SUNDAY	FRIDAY

EMEA

Legacy Wesco and Haas Invoicing Guidelines



EMEA Company Details for PO Invoices ONLY:

COMPANY LE #	COMPANY NAME	ADDRESS	VAT NUMBER	EMAIL PO INVOICES TO	EMAIL PO INVOICE ENQUIRES TO
250	WESCO AIRCRAFT EMEA, LTD. (CHEMICALS)	50 Longbridge Lane, Allenton, Derby, DE24 8UJ, United Kingdom * PO numbers for Wesco EMEA 250 begins with 3 or 4	GB 64063256	APinvoices@wescoair.com	APChems@wescoair.com
250	WESCO AIRCRAFT EMEA, LTD. (HARDWARE)	50 Longbridge Lane, Allenton, Derby, DE24 8UJ, United Kingdom * PO numbers for Wesco EMEA 250 begins with 3 or 4	GB 64063256	UKAP@wescoair.com	APHardware@wescoair.com
7013	HAAS GROUP INTERNATIONAL SCM IRELAND LIMITED	UNIT 4A WESTERN BUSINESS PARK SHANNON, CO. CLARE V14 DC04 IRELAND *Company Name also accepted: Haas Ireland	IE6352112E	APInvoicesEMEAeurope@wescoair.com	APChems@wescoair.com
7021	HAAS SCM ITALIA S.r.l.	Via Antonio Vallisneri, 2, 20133 Milano MI, Italy *Company Name also accepted: Haas Italy	8055560968	APInvoicesEMEAeurope@wescoair.com	APChems@wescoair.com
7022	WESCO AIRCRAFT GERMANY GmbH	Eschenweg 9, 15827 Blankenfelde-Mahlow, Germany *Company Name also accepted: Wesco Germany	DE261190334	APInvoicesDE@wescoair.com	APChems@wescoair.com
7024	HAAS GROUP INTERNATIONAL Sp. Z o.o.	Ul. Ryszarda Chomicza 13E, Nowa Wieś Wrocławska, Poland 55-080 *Company Name also accepted: Haas Poland	5862236708	APinvoices@wescoair.com	APChems@wescoair.com
7025	HAAS KIMYEVI MADDELER DAG ve Tic. Ltd. Sti.	Buyukdere Cad. Ali Kaya Sok. Polat Plaza B Blok No:4 Kat:13 Levent Istanbul, TR 34394 *Company Name also accepted: Haas Turkey		APinvoicesEMEAeurope@wescoair.com	APChems@wescoair.com

Legacy Wesco and Haas Invoicing Guidelines



EMEA Company Details for Non-PO Invoices ONLY:

COMPANY LE #	COMPANY NAME	ADDRESS	VAT NUMBER	EMAIL NON-PO INVOICES TO	EMAIL NON-PO INVOICE ENQUIRES TO
250	WESCO AIRCRAFT EMEA, LTD. (CHEMICALS)	50 Longbridge Lane, Allenton, Derby, DE24 8UJ, United Kingdom * PO numbers for Wesco EMEA 250 begins with 3 or 4	GB 64063256	UKAPNT@wescoair.com	APNontrade@wescoair.com
250	WESCO AIRCRAFT EMEA, LTD. (HARDWARE)	50 Longbridge Lane, Allenton, Derby, DE24 8UJ, United Kingdom * PO numbers for Wesco EMEA 250 begins with 3 or 4	GB 64063256		
7013	HAAS GROUP INTERNATIONAL SCM IRELAND LIMITED	UNIT 4A WESTERN BUSINESS PARK SHANNON, CO. CLARE V14 DC04 IRELAND *Company Name also accepted: Haas Ireland	IE6352112E	APInvoicesEMEAeurope@wescoair.com	APChems@wescoair.com
7021	HAAS SCM ITALIA S.r.l.	Via Antonio Vallisneri, 2, 20133 Milano MI, Italy *Company Name also accepted: Haas Italy	8055560968	APInvoicesEMEAeurope@wescoair.com	APChems@wescoair.com
7022	WESCO AIRCRAFT GERMANY GmbH	Eschenweg 9, 15827 Blankenfelde-Mahlow, Germany *Company Name also accepted: Wesco Germany	DE261190334	APinvoicesDEnonPO@wescoair.com	APChems@wescoair.com
7024	HAAS GROUP INTERNATIONAL Sp. Z o.o.	Ul. Ryszarda Chomicza 13E, Nowa Wieś Wrocławska, Poland 55-080 *Company Name also accepted: Haas Poland	5862236708	UKAPNT@wescoair.com	APChems@wescoair.com
7025	HAAS KIMYEVI MADDELER DAG ve Tic. Ltd. Sti.	Buyukdere Cad. Ali Kaya Sok. Polat Plaza B Blok No:4 Kat:13 Levent Istanbul, TR 34394 *Company Name also accepted: Haas Turkey		APinvoicesEMEAeurope@wescoair.com	APChems@wescoair.com

Legacy Wesco and Haas Invoicing Guidelines



EMEA Invoice Payment (PYMT) Schedule Detail for BOTH PO and Non-PO Invoices:

COMPANY LE #	COMPANY NAME	PYMT CYCLE	PYMT PREPARATION	PAY THROUGH DATE	VALUE DATE FOR PYMT
250	WESCO EMEA (CHEMICALS AND HARDWARE)	WEEKLY	MONDAY	FOLLOWING WEDNESDAY	FRIDAY
7013	HAAS IRELAND	WEEKLY	MONDAY	FOLLOWING WEDNESDAY	FRIDAY
7021	HAAS ITALY	WEEKLY	MONDAY	FOLLOWING WEDNESDAY	FRIDAY
7022	WESCO GERMANY	WEEKLY	MONDAY	FOLLOWING WEDNESDAY	FRIDAY
7024	HAAS POLAND	WEEKLY	MONDAY	FOLLOWING WEDNESDAY	FRIDAY
7025	HAAS TURKEY	WEEKLY	MONDAY	FOLLOWING WEDNESDAY	FRIDAY

APAC

Legacy Wesco and Haas Invoicing Guidelines



APAC Company Details for PO Invoices ONLY:

COMPANY LE #	COMPANY NAME	ADDRESS	VAT NUMBER	EMAIL PO INVOICES TO	EMAIL PO INVOICE ENQUIRES TO
400	WESCO AIRCRAFT HARDWARE CORP CHINA (HARDWARE)	A-505 of International Trade Building, No.188 Yesheng Road, Shanghai, China	91310000566528998H	Invoices.apac@wescoair.com	Invoices.apac@wescoair.com
		* PO numbers for Wesco China (Hardware) begin with 2			
401	WESCO AIRCRAFT HARDWARE CORP CHINA (CHEMICALS)	A-505 of International Trade Building, No.188 Yesheng Road, Shanghai, China	91310000566528998H	Invoices.apac@wescoair.com	Invoices.apac@wescoair.com
		* PO numbers for Wesco China (Chemicals) begin with 4			
430	INCORA JAPAN G.K.	RICCO SAKAE Bldg 8F, 3-14-7 Sakae, Naka-ku, Nagoya-shi Aichi 460-0008 Japan		Invoices.apac@wescoair.com	Invoices.apac@wescoair.com
450	INCORA KOREA CO. LTD	8th floor and 9th floor, 343, Hakdong-ro, Gangnam-gu, Seoul South Korea		Invoices.apac@wescoair.com	Invoices.apac@wescoair.com
460	INCORA MALAYSIA Sdn Bhd	Unit 30-01, Level 30, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No 8 Jalan Kerinchi, Kuala Lumpur, Wilayah Persekutuan, Malaysia	W10-1911-32000028	Invoices.apac@wescoair.com	Invoices.apac@wescoair.com
		*TIN: C 2540714910. PO numbers for Incora Malaysia begins with 3 or 4.			
470	WESCO AIRCRAFT THAILAND	4/222 Harbor Office Building, Room No.1226, 12th Floor, Moo 10, Sukhumvit Road, Tungsukla, Sriracha, Chonburi 20230, Thailand		Invoices.apac@wescoair.com	Invoices.apac@wescoair.com
7015	WESCO AIRCRAFT SEA Pte Ltd	3 Changi North Street 2, #03-03B Logistech, Singapore 4988827		Invoices.apac@wescoair.com	Invoices.apac@wescoair.com
		*PO numbers for Wesco Singapore begins with either 3 or 4.			
7026	INCORA AUSTRALIA	Gate 24 Operations Road, Melbourne Airport, 3045, Victoria, Australia		Invoices.apac@wescoair.com	Invoices.apac@wescoair.com
		*PO numbers for Incora Australia begins with either 3 or 4.			
7027	INCORA PHILIPPINES	RWDI Bldg, Pines Road, BCEZ, Loakan Baguio / Benguet / 2600, Philippines		Invoices.apac@wescoair.com	Invoices.apac@wescoair.com
		*PO numbers for Incora Philippines begins with either 3 or 4.			

Legacy Wesco and Haas Invoicing Guidelines



APAC Invoice Payment (PYMT) Schedule Detail for PO Invoices ONLY:

COMPANY LE #	COMPANY NAME	PYMT CYCLE	PYMT PREPARATION	PAY THROUGH DATE	VALUE DATE FOR PYMT
400	WESCO CHINA (HARDWARE)	WEEKLY	MONDAY	7 BUSINESS DAYS	FRIDAY
401	WESCO CHINA (CHEMICALS)	WEEKLY	MONDAY	7 BUSINESS DAYS	FRIDAY
430	INCORA JAPAN	MONTHLY	CUT OFF ON 20TH		25TH OF EVERY MONTH
450	INCORA KOREA	MONTHLY	CUT OFF ON 14TH		19TH OF EVERY MONTH
460	INCORA MALAYSIA	WEEKLY	MONDAY	7 BUSINESS DAYS	FRIDAY
470	WESCO THAILAND	MONTHLY	CUT OFF ON 10TH		15TH OF EVERY MONTH
		*Payment for withholding tax - 5th of every month.			
7015	WESCO SINGAPORE	MONTHLY	CUT OFF ON 15TH		25TH OF EVERY MONTH
7026	INCORA AUSTRALIA	MONTHLY	CUT OFF ON 20TH		25TH OF EVERY MONTH
7027	INCORA PHILIPPINES	MONTHLY	CUT OFF ON 20TH		25TH OF EVERY MONTH

FAQ'S

■ How do I check the status of my invoice?

- Please send us a list of open invoices on the dedicated generic mailbox, asking specifically to review statuses of the invoices.
- If possible, please include pdf copy of your invoices for easy follow-up (critical for overdue invoices).

■ How do I escalate an invoice payment issue?

For Legacy Pattonair:

- In case of invoice query, your first point of contact is Material Controller responsible for your account.
- Pattonair EMEA billing, please escalate to:
 - AP Team Leader – Katarzyna Zalewska - kzalewska@incora.com
 - AP Manager – Michal Janos – mjanos@incora.com
- Pattonair USA billing, please escalate to:
 - AP Supervisor – Fernando Roman - fernando.roman@wescoair.com

For Legacy Wesco & Haas:

- Your first point of contact is AP, using the Inquiry email for the specific Incora company.
- Wesco or Haas EMEA billing, please escalate to:
 - AP Team Leader – Grzegorz Szein – Grzegorz.szein@incora.com
 - AP Manager – Michal Janos – mjanos@incora.com

■ How do I escalate an invoice payment issue?

For Legacy Wesco & Haas:

- Your first point of contact is AP, using the Inquiry email for the specific Incora company.
- Wesco Americas billing, please escalate to:
 - Wesco AP Team Leader – Sarahi Faudoa Alvarado - sarahi.faudoa@wescoair.com
 - AP Manager – Mary Jane Starkey - mary.starkey@wescoair.com
- Haas Americas billing, please escalate to:
 - Haas AP Team Leader – Mayra Carnero - mayra.carnero@wescoair.com
 - AP Manager – Mary Jane Starkey - mary.starkey@wescoair.com

■ What are the best practices for getting paid on time from Incora?

- Use the Generic mailboxes provided in Company Details pages
- Make sure your invoice contains correct and complete information, as detailed in Legal Requirements page
- Inform Incora about all changes (bank details, address, contact person, etc.) by providing Incora with a non-editable document on your company letterhead with the updated information
- Stay in touch with us!