**How to: Submit a 3rd Party Invoice**

* **Third Party Repair Facility (JAM or Sylray) -** Will send an invoice.
* **QC Coordinator -** Confirm the price per unit is what was quoted for the work.
* **QC Coordinator** - Determine how the amount invoiced is to be allocated, if there are multiple Styles or PO’s on the invoice.
	+ For example, 3,000 units were relabeled at $1.00 each. Total invoice is $3,000.
		- PO#: 123456

- Units: 500

- Unit price: $1.00

- Total: $ 500

- Code: 26

* + - PO#: 456789

- Units: 2,500

- Unit price: $1.00

- Total: $ 2,500

- Code: 26

* + - **TOTAL: $3,000**
	+ Assign the rework code –
		- 14 = inspection/ other
		- 26 = reticket
		- 6 = dyeing/ cleaning
	+ Once the breakdown is determined, the invoice and breakdown are to be sent to Samantha Whitmire in Accounts Payable.
	+ Copy the buying team or production (whomever requested/approved the 3rd party inspection).
* **Prod / Buying –** Responsible for issuing a chargeback to the vendor if the situation requires.