

HOTSTART Payment Requirements

In order to apply your payment in a timely manner, include remittance advice referencing your order OR reference your orders directly with payment.

Remittance Advice:

- File Type: CSV, Excel Workbook, TXT
- Fields to include with Remittance Advice:
 - Customer Number
 - Invoice Number or Sales Order Number with Delivery Line Number

Reference included with Wire, EFT, Check:

- Fields to include with payment:
- Customer Number
 - Invoice Number or Sales Order Number with Delivery Line Number

Please email your remittance advice to Shelly Rawley at AR@hotstart.com so that we can apply your payment correctly and ship any pending orders.

Example formatting for Excel Remittance

	A	B	C	D	E	F
1	Order Date	Customer Number	Invoice Date	Payment Amount	Invoice numbers	Sales Order+Delivery Number
2	1/25/2018	65544	2/25/2018	15,550.33	cd9945868	s5671468-46
3	1/26/2018	74985	2/26/2018	6,000.00	cd9945869, cd9946587, cd5966997, cd998766	
4	1/27/2018	76679	2/27/2018	7,899.00		s5671468-46, s5671468-88, s4586709-106, s4586709-2

Depending on the HOTSTART document your Accounts Payable department uses for payment, the information required may be in a different spot. Please reference the included HOTSTART document samples (page 2-4) to see where to locate the necessary information.

All payments should be sent to:

Wire Transfer

HOTSTART Sales LLC
 5723 E Alki Ave.
 Spokane, WA 99212 USA
 Tax ID: 46-7379564

Bank of America
 100 West 3rd Street
 New York, NY 10003 USA

Routing/Transit (ABA) Number: 0260-0959-3
 CHIPS Address: 0959
 SWIFT Address: BOFAUS3N
 Account Number: 138110431473

Direct Fund Transfer (within USA only)

HOTSTART Sales LLC
 5723 E Alki Ave.
 Spokane, WA 99212 USA
 Tax ID: 46-7379564

Bank of America
 100 West 3rd Street
 New York, NY 10003 USA

Routing Number: 125000024
 Account Number: 138110431473





Hotstart Sales LLC

Your Reference:
JOHN SMITH
PO Number:
ABC001022

Order Confirmation

Order Date:
7/1/14
Confirmation Date:
12/14/18
Our Reference:
HOTSTART SALES

Customer Number:
12345
Order Number:
S543210

This is your assigned Customer Number from HOTSTART.

This is the Order Number assigned to your order.

Customer Address:
ABC Company
ACCOUNTS PAYABLE
1120 SMITH STREET
ANYTOWN, WA 00000
UNITED STATES

Delivery Address:
ABC COMPANY
1120 SMITH STREET
ANYTOWN, WA 00000
UNITED STATES

Ship Via:
See Special Instructions

Terms of Delivery:
Freight Collect

Forward Agent:

Delivery Terms Location:

Label Note:

Wanted Delivery Date:
7/1/14 12:00:00 AM

Terms of Payment:
30 DAYS NET

Pos	Part No	Sales Qty	Unit	Price	Disc. %	Net Amount
Del	Description	Price Qty	Unit	Planned Delivery Date		USD
1	P92-2832-7322-652	3	ea	00.00	0.00%	0.00
1	CORD	3	ea	7/21/14		
	12PR85.5SLP46SLJ7.5SLP115SLD95SLD					
	Our Part No: P92-2832-7322-652					
	RELEASE # 027					
						CORD 12PR85.5SLP46SLJ7.5SLP115SLD95SLD

This is the Delivery Number to include with Order Number. This refers to the line item you are paying. PLEASE NOTE - you may have multiple Delivery Numbers on your Order Confirmation from HOTSTART. Referencing a specific Delivery Number improves data processing of payment.

Formatting Example for Remittance:

S543210-1

Order # Delivery #

Visit Address	Invoice Address	Phone	Fax	Bank Giro	Postal Giro	Tax Number
5723 E. Alki Avenue SPOKANE, WA 99212-0695	P.O. BOX 11245 SPOKANE, WA 99211-0245	509-534-6171	509-534-4216			



Hotstart Sales LLC

This is the Invoice Number associated with your order.

ORIGINAL

This is your assigned Customer Number from HOTSTART.

Invoice

Customer's PO No
ABC001022

Invoice Date
7/17/14
Order Date
7/1/14

Invoice Number
CD9999999
Order Number
S543210
Your Reference
JOHN SMITH

Our Reference
HOTSTART SALES

Tax Identity

Customer Number
12345

Invoice Address
ABC Company
ACCOUNTS PAYABLE
1120 SMITH STREET
ANYTOWN, WA 00000
UNITED STATES

Delivery Address
ABC COMPANY

1120 SMITH STREET
ANYTOWN, WA 00000
UNITED STATES

Ship Via
See Special Instructions

Terms of Delivery
Freight Collect

Delivery Terms Location

Forward Agent

Latest Ship Date
7/16/14

Due Date
8/17/14

Label Note

Terms of Payment
30 DAYS NET

Sales

Pos	Part No Description	Taxable Sales	Qty Unit	Price	Price Uni	Tax %	Disc.%	Add. Disc.%	Disc. Amount Net Amount USD
1	P92-2832-7322-652 CORD 12PR85.5SLP46SLJ7.5SLP115 SLD95SLD	Yes	3 ea 3.00 ea		00.00	0	0	0	0.00 0.00
	Our Part No:	P92-2832-7322-652		CORD		12PR85.5SLP46SLJ7.5SLP115SLD95SLD			

Delivery Note(s):271154

RELEASE # 027

Sub Total Amount	0.00
Total Exclusive Tax	0.00
Total Tax	0.00

Visit Address 5723 E. Alki Avenue SPOKANE, WA 99212-0695	Invoice Address P.O. BOX 11245 SPOKANE, WA 99211-0245	Phone 509-534-6171	Fax 509-534-4216	Bank Giro	Postal Giro	Tax Number
---	--	-----------------------	---------------------	-----------	-------------	------------



Hotstart Sales LLC

Delivery Note

ORIGINAL

This is the Order Number assigned to your order.

Order Number:
S543210

Date Printed:
12/14/18

Delivery Note:
299100

This is the Delivery Note Number associated with your order.

HOTSTART SALES

Customer Number:
12345

PO Number:



8855

Your Reference:
JOHN SMITH

Customer Address:

ABC Company

Delivery Address:

ABC Company

1120 SMITH STREET
ANYTOWN, WA 00000
UNITED STATES

1120 SMITH STREET
ANYTOWN, WA 00000
UNITED STATES

Ship Via:

UPS Red - 1 Day

Forwarder Info:



299100

Label Note:

Terms of Delivery:

Prepay and Add

Delivery Location:

Actual Ship Date:

5/27/15

Terms of Payment:

30 DAYS NET

This is the Delivery Number to include with Order Number. This refers to the line item you are paying. PLEASE NOTE - you may have multiple Delivery Numbers on your Order Confirmation from HOTSTART. Referencing a specific Delivery Number improves data processing of payment.

Formatting Example for Remittance:

S543210-1

Order # Delivery #

Total net weight:	0.00	lb
Total gross weight:	0.00	lb
Total volume:		ft3

EXPORT COMPLIANCE

Visit Address:
5723 E. Alki Avenue
Spokane Valley, WA.
99212-0695

Invoice Address:
P.O. Box 11245
Spokane, WA.
99211-0245

Phone:
(509)-534-6171

Fax:
(509)-534-4216