



Supplier Invoice Requirements

- Purchase order number
- Supplier name and remittance address
- Bill to: The Hertz Corporation
- Unique Invoice number
- Itemized details
- Invoice date
- Gross & net amount:

Each Invoice must be submitted via email as a single pdf document No more than 15 files attached to single email.

Please do not group multiple invoices within one pdf or scan as only the first will be read as invoice by OCR system.

Note: images within email signature count as an attachment.

- Hertz has a “No PO - No PAY” policy.
- PO total must equal or exceed the invoice amount, *less tax and freight*.
- If the PO amount is incorrect contact the PO requester to avoid payment delays.
- A PO is required prior to shipping goods and/or rendering services

Supplier Invoice submittal

- fnissuedporac@hertz.com – All
- fnracfuel@hertz.com – Fuel only

North America Accounts Payable – Invoice and Payment questions.

- hertzracap@ap-hertz.com

North America Buying Center – Request Oracle supplier portal access. Supplier portal allows for PO, invoice and payment viewing.

- buyingcenter@hertz.com