



VENDOR LINE: 800-525-8695

OPTION 1: Dispatch / CSR

- ∞ Problem locating a customer or providing roadside assistance that was dispatched today

OPTION 2: Vendor Support

- ∞ Modify a PO
- ∞ PO inquiries or discrepancies
- ∞ Web billing set-up and questions
- ∞ Account updates (Certificate of Insurance, address, phone #s)
- ∞ General account or PO questions

OPTION 3: Regional Managers

- ∞ Questions or changes regarding contract, rates or coverage area

ACCOUNTS PAYABLE

MAIL OR FAX INVOICES TO:

Asurion Vendor Payables

PO Box 110910
Nashville, TN 37222
Fax 509/692-9887

INVOICE REQUIREMENTS:

- ∞ PO# (7 digit number)
- ∞ Member number (customer's cell phone number)
- ∞ Member name & signature
- ∞ Date & time of service
- ∞ Total number of LOADED miles
- ∞ Type of service
- ∞ Invoice amount (If greater than PO amount issued, please note on the invoice the amount paid by the customer)

**** the customer's signature is required for payment processing***

**TO ENSURE QUICK AND PROPER PAYMENT, PROVIDE ALL
ABOVE REQUIREMENTS ON EACH INVOICE**

**AT TIME OF DISPATCH, PLEASE VERIFY PO NUMBER
AND AMOUNT WITH OUR DISPATCHERS**