



October 4, 2022

## Upcoming change to invoice numbers

*(please ensure this message is shared with your accounting group)*

Dear Valued Customer,

We are happy to announce an update to the way we handle our invoice numbers. This update will prevent duplicate invoice numbers from existing in your accounting systems and potentially causing confusion. We'd like to thank the customers who suggested this change for their feedback and helping us continue to improve. The update will go into effect on October 10th.

### **What is changing?**

Only a very small number of our invoices ever require corrections or updates. However, when that happens, we currently reuse the same invoice number for the corrected invoice. Starting on October 10th, we will instead add an alpha character to the end of the invoice number to indicate it is a subsequent version of the invoice. For example, if invoice #1234567 receives a freight bill correction, it will become invoice #1234567A.

### **Understanding your corrected invoice**

In addition to the new alpha character added to the invoice number, our corrected invoices have several other features that make them distinct from our regular invoices. The original charges are shown in a lighter font color to make it clear what has changed. Any payments already made towards the invoice are reflected, and an updated remaining balance is shown. The example graphic below helps to demonstrate these features.

If you have any questions or concerns please reach out to your account representative or our customer service department.

Thank you,

AML



Alaska Marine Lines, Inc. Customer Service  
 Alaska Marine Lines Western AK/Portland : 800 426-2115  
 6700 W Marginal Way SW Corvallis, OR : 800 128-0949  
 PO Box 24348 Seattle, WA 98124-4349 Visit our website : [www.aml.com](http://www.aml.com)

**Corrected Invoice** **1234567A**  
**Invoice Date** **11-AUG-2022**

**Date Received** 17-JUN-2022 **Unit #** ABCDE123456

**ORG** ANC **DST** DHM **Voyage** N2037E

**Shipper**  
 SAMPLE SHIPPER  
 C/O DOCK  
 NAIKNEK, AK 99633

**Consignee**  
 SAMPLE CONSIGNEE  
 PO BOX 12345  
 DILLINGHAM, AK 99576-0050

**Bill To**  
 SAMPLE BILL  
 PO BOX 12345  
 DILLINGHAM, AK 99576-0050

If a corrected invoice is created, an alpha character will be added to the original invoice number, preventing duplicate invoice numbers.

Qty	Type	HM	Description	Weight	Rate	Original	Charge (USD)
1234567A			<b>Shipment Date 27-JUN-2022</b> QUOTEPRO #4123456789-0 Rated Dock to Dock PO 34606 REF 00419				

1	D20		BUILDING MATERIALS DIMS 20'0"L 8'0"W 8'0"H Rated as 10,000 pounds Fuel Surcharge (WW) 15%	2,960 LBS		\$4,728.00	\$0.00
				10,000 LBS	44.80 15%	\$709.35	\$4,480.00 \$672.00

Corrected invoices show the original charges in a lighter font, payments made against the invoice, and the remaining balance due.

1	Total Pieces			Total Weight	12,990 LBS	Original Total	\$5,438.35	Corrected Total	\$5,152.00
End of Invoice								Payments	\$15,438.35
Freight Terms: COLLECT								Total Balance	\$(286.35)

Thank You for Shipping with AML



Customer Account **SAMPLEACCT.12** Invoice **1234567A**

Please detach and return  
**Payment Due** **10-SEP-2022** **Total Amount (USD)** **\$(286.35)**

**Remit Payment To:**  
 AML  
 PO Box 34026  
 Seattle, WA 98124-1026

SAMPLE BILL  
 PO BOX 12345  
 DILLINGHAM, AK 99576-0050

Our mailing address is:  
 AML  
 6700 W Marginal Way SW, Terminal 115,  
 Seattle, WA 98106