

From: [Miriam Enriquez](#)
To: [foil](#)
Cc: miriam.enriquez@se.com
Subject: [EXTERNAL] Invoice collection request for Choice Hotels
Date: Wednesday, April 19, 2023 4:10:19 PM
Attachments: [ATT00001](#)
[Choice Hotels Implementation LOA OH771.pdf](#)
[MissingInvoices.xls](#)

This message was sent from outside the organization. Do not open links or attachments unless you recognize the source of this email and know the content is safe.

Dear Terrence D. McCracken,

Schneider Electric is currently undertaking an invoice collection exercise for Choice Hotels. As part of this exercise we require access to the invoices for the accounts and periods detailed in the attached summary.

These invoices can be emailed directly to us at miriam.enriquez@se.com (cc to invoices@ems.schneider-electric.com). Alternatively, you can help by adding us to the monthly distribution list (provided this will not interrupt the delivery of invoices for payment purposes) or online access to these invoices is available and can be provided to Schneider Electric, we can collect all required invoices directly from the vendor website(s), upon provision of the relevant credentials (URL, login and password).

Please note, we require hard-copies / electronic copies of the requested invoices. Original documents should not be redirected to Schneider Electric. Please do not change the current billing address. This is not a request to make changes to the account.

Thank you in advance for your assistance with this request. Should you have any queries on this matter, please do not hesitate to contact me at miriam.enriquez@se.com.

Miriam Enriquez

