



## A message to our site suppliers

FMC Corporation is undergoing a global transformation of its accounts payable processes and technology. In July, this transformation will go live for FMC's Bromborough, Cork, Girvan, Haugesund, Sandvika and Brussels locations. This transformation directly benefits you through a more seamless, consistent and technology-enabled payment process.

## What's changing for you?

To prepare for this change, we are asking you complete four easy steps:

- 1. For PO (purchase order)-based invoices, start modifying the way you send email invoices to FMC, effective today.**

Going forward, please **email a PDF attachment of each invoice to the "New Email ID" listed below.** *The email IDs are for invoice submission only. All statements and other correspondence should be sent to the "Legacy Email ID".*

It is important to note that one invoice needs to equal one PDF document. We will not be able to receive multiple invoices saved as one PDF file.

Site	Legacy Email IDs	New Email IDs – Effective Today for PO-based invoices
Bromborough – Lithium	<a href="mailto:steve.povey@fmc.com">steve.povey@fmc.com</a>	<a href="mailto:engap.p3@fmc.com">engap.p3@fmc.com</a>
Cork – Health & Nutrition	<a href="mailto:fiona.Keena@fmc.com">fiona.Keena@fmc.com</a>	<a href="mailto:irlap.p3@fmc.com">irlap.p3@fmc.com</a>
Girvan – Health & Nutrition	<a href="mailto:accounts.payable2@fmc.com">accounts.payable2@fmc.com</a>	<a href="mailto:sctap.p3@fmc.com">sctap.p3@fmc.com</a>
Haugesund / Sandvika – Health & Nutrition	<a href="mailto:accounts.payable3@fmc.com">accounts.payable3@fmc.com</a>	No change
Brussels – Agricultural Solutions	<a href="mailto:accounting.be@fmc.com">accounting.be@fmc.com</a>	<a href="mailto:belap.p4@fmc.com">belap.p4@fmc.com</a>

- 2. If the invoice is connected to a valid Purchase Order, please remember to include the PO number**
- 3. For non-PO invoices, please continue to send invoices to your respective FMC business contacts. More information on changes to non-PO invoices will be communicated in June / July**
- 4. We request you to provide email IDs so that we can provide you with payment information (advice).**  
Please provide the payment information email ID to [vendor.communications@fmc.com](mailto:vendor.communications@fmc.com).

Thank you

### **Please note the following exceptions:**

- This **only applies to invoices for the following FMC sites:** Bromborough, Cork, Girvan, Haugesund, Sandvika and Brussels

## **Frequently Asked Questions**

### ***What will be FMC's preferred method for receiving invoices?***

The preferred method for you to send invoices in PDF format to FMC is via email.

### ***Can I attach a single PDF file with more than one invoice to the email?***

No, each invoice must be saved as a separate PDF file.

### ***Should I continue to send invoices via postal mail AND via the new email IDs?***

No. We encourage you to send electronic invoices via email instead of paper invoices. Should you need to send paper invoices, please send strictly via postal mail. Sending via both email and postal mail will result in duplicate postings and may delay payment of your invoice

### ***Can I attach more than one PDF to the email (each containing a separate invoice)?***

Yes, you may attach more than one file to the email (assuming each file contains a separate invoice).