



**FMC Corporation**  
 1735 Market Street  
 Philadelphia, PA 19103  
 USA

215.299.6000  
 fmc.com

## A message to our suppliers

FMC Corporation is undergoing a global transformation of its accounts payable processes and technology. On January 19<sup>th</sup>, 2015, we implemented a new system for invoice processing. This transformation directly benefits our suppliers through a more seamless, consistent and technology-enabled payment process.

## What's changing for you?

The way you send email invoices to FMC changed on January 19<sup>th</sup>. Please remember to include the Purchase Order (PO) number(s) on all invoices.

- Effective **January 19, 2015**: FMC North America suppliers need to email a PDF attachment of each invoice to a new email address, based on the business segment. 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. See new email IDs below. The new Billing Information will be published on purchase orders effective January 19, 2015.

Country & Business Segment	Legacy Email IDs* (not currently published on purchase orders)	New Email IDs – Starting January 19 <sup>th</sup>
US – Agricultural Solutions	<a href="mailto:apg.accounts payable@fmc.com">apg.accounts payable@fmc.com</a>	<a href="mailto:usap.p4@fmc.com">usap.p4@fmc.com</a>
US – Corporate	<a href="mailto:apg.accounts payable@fmc.com">apg.accounts payable@fmc.com</a>	<a href="mailto:usap.p4@fmc.com">usap.p4@fmc.com</a>
US – Health & Nutrition	<a href="mailto:biopolymer.accounts payable@fmc.com">biopolymer.accounts payable@fmc.com</a>	<a href="mailto:usap.p3@fmc.com">usap.p3@fmc.com</a>
US – Lithium	<a href="mailto:lithium.accounts payable@fmc.com">lithium.accounts payable@fmc.com</a>	<a href="mailto:usap.p3@fmc.com">usap.p3@fmc.com</a>
Canada – Agricultural Solutions	<a href="mailto:apggcan.ap@fmc.com">apggcan.ap@fmc.com</a>	<a href="mailto:caap.p4@fmc.com">caap.p4@fmc.com</a>

\* **Note:** FMC will stop monitoring legacy email inboxes on January 19<sup>th</sup>.

### The above email IDs are for invoice submission only.

- Effective **February 1, 2015**: FMC North America suppliers will need to mail paper invoices to a new address, based on business segment. **Email is the preferred method to receive invoices.** The new Billing Information will be published on purchase orders effective January 19, 2015.

Country & Business Segment	Legacy Address – Stop January 31 <sup>st</sup>	New Address – Starting February 1 <sup>st</sup>
US – Agricultural Solutions	FMC Corporation PO Box 751 Green River, WY 82935	FMC Corporation PO Box 58400 Philadelphia, PA 19102
US – Corporate	FMC Corporation PO Box 751 Green River, WY 82935	FMC Corporation PO Box 58400 Philadelphia, PA 19102
US – Health & Nutrition	FMC Corporation	FMC Corporation

	PO Box 1065 Green River, WY 82935	PO Box 60245 Philadelphia, PA 19102
US – Lithium	FMC Corporation PO Box 1065 Green River, WY 82935	FMC Corporation PO Box 60245 Philadelphia, PA 19102
Canada – Agricultural Solutions	N/A – email only	N/A – email only

The way you work with FMC accounts payable personnel regarding supplier inquiries will be changing in early 2015.

- Effective **March 2, 2015**: For AP related inquiries (e.g. status of payment), please use the following customer service contact information. **Email is the preferred method.**
  - Email address: [cs.ap@fmc.com](mailto:cs.ap@fmc.com)
  - Toll free phone number: 844 880 2898

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

- This **only impacts North America-based invoices.**
- Invoices for the **Alkali Chemicals Division (Green River, WY) are excluded.** Email IDs and physical addresses will remain the same for Alkali Chemicals.
- Invoices for **Legal services are excluded.**

## **Frequently Asked Questions**

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

The preferred method for you to send invoices to FMC is via email. We will accept both PDF and TIF file formats, however PDF is preferred.

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

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

***Can I attach more than one PDF or TIF file 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).