



## NA Region Invoice Submission Instructions

The following outlines the FMC Bill-To address and Invoice Submission Address in North America region.

- For countries where e-invoicing is allowed, the email addresses below are intended only to receive invoices. Please bill the invoice to the billing name and address as quoted on the FMC purchase order.
- Do not send pictured documents. The PDF file should be created directly from the application (ERP, Excel, Word, etc.).
- Invoice and credit memo file must be in the following convention:
  - ✓ File format – Only documents with .pdf format will be processed.
  - ✓ File name – No special characters
  - ✓ File size – Maximum of 19MB per PDF or 19MB per email.
  - ✓ File content – Only 1 invoice per PDF file. Invoices with more than 1 page should not be split into separate PDF documents
- When submitting invoices thru email, remember that:
  - ✗ Compressed or zipped files are not accepted
  - ✗ No password protection or encryption on the PDF file

Country	Invoice Submission Email Address
USA	<a href="mailto:fmcus.ap@fmc.com">fmcus.ap@fmc.com</a>
Puerto Rico	<a href="mailto:fmcpr.ap@fmc.com">fmcpr.ap@fmc.com</a>
Canada	<a href="mailto:fmcca.ap@fmc.com">fmcca.ap@fmc.com</a>