



FMC Corporation
FMC Tower at Cira Centre
2929 Walnut Street
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USA

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fmc.com

A message to our FMC Corporation – North America Lithium Division Suppliers

FMC Corporation is undergoing optimization of the Account Payable process. To identify invoices on a company code level, we have changed the invoice email address for the North America Lithium division of the company. This change directly benefits you through a more seamless, consistent and technology-enabled invoice processing process.

Submitting PO-Based Invoices

Beginning October 23, 2017, we ask that you follow the below steps for submitting invoices:

- Please send your invoices previously submitted at usap.p3@fmc.com to the new email address for NA Lithium at usap.li3@fmc.com.**
 - **Email each invoice as a PDF-file to the new email address listed below.** *This email address is for invoice submission **only**.*

<u>Company Details</u>	<u>Plant / Manufacturing Sites</u>	<u>Email for PO Based invoices</u>
FMC Corporation 2929 Walnut St Philadelphia PA 19104 Mail To: FMC Corporation PO Box 60245 Philadelphia, PA 19102	2801 Yorkmont Road, Suite 300 Charlotte, North Carolina 28208 United States 1115 Bessemer City Kings Mtn Hwy Bessemer City, North Carolina 28016 United States	usap.li3@fmc.com

- It is important to note that one invoice needs to equal one PDF-file. We will not be able to receive multiple invoices saved as one PDF file.
- Please do not send invoices both via postal mail and to the new email to avoid generating duplicate invoices which delay processing time.
- All statements and other correspondence should be sent to cs.ap@fmc.com

2. Remember to include the PO number.

- Print the PO Number on the invoice.
- Acceptable PO Number format:
 - **PO:[Space]94xxxxxxxx**
 - **PO:[Space]46xxxxxxxx**
 - **PO:[Space]6xxxxxxxx[]Line XX**

**Note: [Space] being a space. There must be a space between PO numbers and other characters before or after*

- Avoid stamp or any markings that may cover the PO Number.

Submitting NonPO-Based Invoices to FMC

For non-PO invoices, please continue to send invoices to your respective FMC business contacts.

Customer Service / Vendor Remittance Advice

For inquiries related to accounts payables (e.g., status of invoices), please contact: cs.ap@fmc.com

Should you have any questions regarding this letter, please contact Customer Service at cs.ap@fmc.com

Thank you

Karen Totland

Frequently Asked Questions:

What is FMC's preferred method for receiving invoices?

The preferred method for FMC to receive invoices from you is via email in PDF format, with a separate PDF file for every individual invoice.

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 a single PDF file with more than one invoice to the email?

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

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)