



Dear Valued Supplier,

You are receiving this letter as a Supplier of FMC Corporation.

In 2018, FMC launched a multi-year program to transform our global business processes and technology. We are targeting November 5, 2020 to undergo a systems upgrade as part of the final phase of this transformation.

As a result, there will be certain process and technology changes that may affect you directly, including new remit-to email addresses and invoice instructions.

HOW WILL THIS IMPACT YOU?

| Topic | What You Need to Know |
|--|--|
| New Procurement Point of Contact | See new Procurement points of contact below for purchase order processing and vendor account maintenance: <ul style="list-style-type: none">• Asia Pacific East: GPSC.APACEast@fmc.com• Asia Pacific West: GPSC.APACWest@fmc.com• Europe: GPSC.EMEA@fmc.com• Latin America: GPSC.LATAM@fmc.com• North America: GPSC.NA@fmc.com |
| Accounts Payable Invoice Instructions | ** New Remit to Instructions are in the table below this letter ** <ul style="list-style-type: none">• The invoice email address for your country may have changed. If it has changed, the old email address will no longer accept invoices after November 5. Do not submit invoices to both the old and new email address.• Reference the Purchase Order number on the invoice.• For non-Purchase Orders, reference the FMC person requesting the goods or services (in English).• Transmit invoices in PDF format. Remove images such as your company logo from the email footer.• Refer to the Invoice Submission Guidelines posted in FMC Suppliers page for additional details on file format and invoice layout.• Do not send paper hard copies unless otherwise instructed.• Contact Accounts Payable Customer Service for inquiries for your country. |
| Open Purchase Orders | <ul style="list-style-type: none">• For any Purchase Orders opened before November 5, continue to use the original Purchase Order number. After November 5, all Purchase Orders will be sent electronically via email from our new SAP ERP System.• To ensure we have the most accurate ordering address for your company, send any updates to the GPSC email address above. |
| Material Master | <ul style="list-style-type: none">• If you are currently using an FMC material code number to identify materials in your system, the SKU number will change. If you need a reference sheet that shows the old SKU to the new SKU, contact Vendor.Communications@fmc.com. |

To learn more about FMC's transformation and to see this communication translated into other languages, visit the FMC Supplier site, [Accounts Payable](#) page.

If you have questions, please contact us through your usual FMC contact or send an email to vendor.communications@fmc.com