



## APAC Invoice Submission Instructions

The following outlines the Invoice Submission Address for Asia Pacific 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.
- For countries where a hard copy of the invoice is required to be mailed to FMC, please refer to the Mail to Address below.
- Do not send scanned or 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	Invoice Mail to Address
Australia	<a href="mailto:fmcau.ap@fmc.com">fmcau.ap@fmc.com</a>	Not applicable
Cambodia	Not applicable	<b>FMC Agro (Cambodia) Co., Ltd</b> Gedung Wisma Kodel LT .10 JL. H.R. Rasuna Said Kav-B4. Setia Budi, Setiabudi Jakarta Selatan Indonesia
China	Not applicable	<b>FMC (Shanghai) Agricultural Sciences Ltd.</b>  <u>Jinshan Site</u> No 39, Shungong Road, Shanghai Chemical Industry Park  富美实 (上海) 农业科技有限公司 舜工路 39 号, 上海化学工业园区  <b>FMC (Suzhou) Crop Care Co Ltd</b> Building 3, No.4560 Jin Ke Road, Pudong, Shanghai, China, 201203  中国上海市浦东新区张江高科技园区金科路 4560 号 3 号 9 楼 应付账款部门 · 邮编 201203  <b>FMC (Shanghai) Chemicals Technology</b> No. 4560 Jinke Road

Country	Invoice Submission Email Address	Invoice Mail to Address
		<p>Pudong, Shanghai, China, 201203</p> <p>中国上海市浦东新区张江高科技园区金科路 4560号3号9楼 应付账款部门·邮编 201203</p> <p><b>FMC (China) Investment Co., Ltd</b> No. 4560 Jinke Road Pudong, Shanghai, China, 201203</p> <p>中国上海市浦东新区张江高科技园区金科路 4560号3号9楼 应付账款部门·邮编 201203</p>
India	Send electronic copy to <a href="mailto:fmcin.ap@fmc.com">fmcin.ap@fmc.com</a> and hard copy to Mail to Address	<p><b>FMC India Private Ltd</b> TCG Financial Centre, 2 Floor, Plot No. C-53, Block – G, Bandra Kurla Complex, Bandra (East), Mumbai – 400098</p> <p><b>Cheminova India Ltd.</b> TCG Financial Centre, 2 Floor, Plot No. C-53, Block – G, Bandra Kurla Complex, Bandra (East), Mumbai - 400098</p>
Indonesia	Not applicable	<p><b>PT. FMC Agricultural Manufacturing</b></p> <p><u>Sidoarjo and Pasuruan site:</u> c/o Maspion Unit II Desa Banjarkemantren – Buduran Sidoarjo, Jawa Timur, 61252 Indonesia</p> <p><u>Jakarta site:</u> Gedung Wisma Kodel LT .10 JL. H.R. Rasuna Said Kav-B4 Setia Budi, Setiabudi Jakarta Selatan, Indonesia</p> <p><b>PT Bina Guna Kimia</b> <u>Ungaran site</u> Desa Klepu Kecamatan Pringapus Kabupaten Semarang Jawa Tengah Indonesia</p>
Japan	Not applicable	<p><b>FMC Chemicals KK</b> 8F Otemachi Park Building 1-1-1 Otemachi, Chiyoda-ku, Tokyo 100-0004 Japan</p> <p>エフエムシー・ケミカルズ株式会社千代田区大手町 1-1-1 東京都</p>
Korea	Not applicable	<p><b>FMC Korea Ltd.</b> 7th floor, Mijin Building, 111, Dogok-ro, Seoul, 135-957, Republic of Korea</p>
Malaysia	<a href="mailto:fmcmy.ap@fmc.com">fmcmy.ap@fmc.com</a>	Not applicable

Country	Invoice Submission Email Address	Invoice Mail to Address
New Zealand	<a href="mailto:fmcnz.ap@fmc.com">fmcnz.ap@fmc.com</a>	Not applicable
Pakistan	Not applicable	<b>FMC United (Pvt) Ltd</b> Head Office: 99-E-1, Ghalib Road, Gulberg III, Lahore- Pakistan Formulation Plant: 18 KM, Multan Road, Lahore- Pakistan
Philippines	Not applicable	<b>FMC Agro Philippines, Inc.</b> Unit 10-A Six/NEO Bldg.5th Avenue cor. 26th Street Bonifacio Global City, Taguig City 1634 Philippines  <b>FMC Switzerland II GmbH</b> Unit 10-A Six/NEO Bldg.5th Avenue cor. 26th Street Bonifacio Global City, Taguig City 1634 Philippines
Singapore	<a href="mailto:fmcsq.ap@fmc.com">fmcsq.ap@fmc.com</a>	Not applicable
Taiwan	Not applicable	<b>FMC Taiwan Co., Ltd.</b> 3/F, No. 179, Fuhuiyuan Blvd., Xitun Dist., Taichung, 40758, Taiwan  臺中市西屯區府會園道 179 號 3 樓
Thailand	Not applicable	<b>FMC AG (Thailand) Limited</b> 159/22 Serm-Mit Tower, Unit 1404, 14th Floor Sukhumvit 21 Road (Asoke) Khwaeng Klongtoey Nua, Khet Wattana, BANGKOK 10110
Vietnam	Not applicable	<b>FMC Vietnam Company Limited</b> No. 12, lot B, Thong Nhat Road, Song Than 2 Industrial Zone, Di An Ward, Di An City, Binh Duong Province, Vietnam Corporate