



LATAM Region Invoice Submission Instructions

The following outlines the FMC Bill-To address and Invoice Submission Address in Latin 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
Argentina	fmcar.ap@fmc.com
Brazil	nfe-apgbr.p4@fmc.com
Chile	fmcl.ap@fmc.com
Colombia	fmcco.ap@fmc.com
Ecuador	fmcec.ap@fmc.com
Mexico	fmcmx.ap@fmc.com
	Domestic suppliers submit 1PDF+1XML invoice per email