



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 through 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	fmcau.ap@fmc.com	Not applicable
China	Not applicable	FMC (Shanghai) Agricultural Sciences Ltd. <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 FMC (Suzhou) Crop Care Co Ltd 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 FMC (Shanghai) Chemicals Technology No. 4560 Jinke Road Pudong, Shanghai, China, 201203

Country	Invoice Submission Email Address	Invoice Mail to Address
		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 FMC (China) Investment Co., Ltd No. 4560 Jinke 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
India	Send electronic copy to fmcin.ap@fmc.com and hard copy to Mail to Address	FMC India Private Ltd TCG Financial Centre, 2 Floor, Plot No. C-53, Block – G, Bandra Kurla Complex, Bandra (East), Mumbai – 400098 Cheminova India Ltd. TCG Financial Centre, 2 Floor, Plot No. C-53, Block – G, Bandra Kurla Complex, Bandra (East), Mumbai - 400098
Indonesia	Not applicable	PT Bina Guna Kimia <u>Ungaran site</u> Desa Klepu Kecamatan Pringapus Kabupaten Semarang Jawa Tengah Indonesia
Japan	Not applicable	FMC Chemicals KK 8F Otemachi Park Building 1-1-1 Otemachi, Chiyoda-ku, Tokyo 100-0004 Japan 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
Korea	Not applicable	FMC Korea Ltd. 7th floor, Mijin Building, 111, Dogok-ro, Seoul, 135-957, Republic of Korea
Malaysia	fmcmy.ap@fmc.com	Not applicable
New Zealand	fmcnz.ap@fmc.com	Not applicable

Country	Invoice Submission Email Address	Invoice Mail to Address
Pakistan	Not applicable	FMC United (Private) Limited Daftarkhwan, 2nd Floor 34-S, Main Boulevard Gulberg-II 54650 Lahore Pakistan
Philippines	Send electronic copy to fmcpb.ap@fmc.com and hard copy to Mail to Address	FMC Agro Philippines, Inc. 32nd Floor, Seven NEO Building 5th Avenue between 26th and 28th Street Bonifacio Global City, Fort Bonifacio 1635 City of Taguig, NCR, Fourth District Philippines FMC Switzerland II GmbH, Manila ROHQ 32nd Floor, Seven NEO Building 5th Avenue between 26th and 28th Street Bonifacio Global City, Fort Bonifacio 1635 City of Taguig, NCR, Fourth District Philippines
Singapore	fmcsb.ap@fmc.com	Not applicable
Taiwan	Not applicable	FMC Taiwan Co., Ltd. 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	Send electronic copy to fmctb.ap@fmc.com and hard copy to Mail to Address	FMC AG (Thailand) Limited 159/22 Serm-Mit Tower, Unit 1404, 14th Floor Sukhumvit 21 Road (Asoke) Khwaeng Klongtoey Nua, Khet Wattana, BANGKOK 10110
Vietnam	Not applicable	FMC Vietnam Company Limited No. 12, lot B, Thong Nhat Road, Song Than 2 Industrial Zone, Di An Ward, Di An City, Binh Duong Province, Vietnam Corporate