



Invoice Submission Guidelines

Email

Unless instruction has been provided to submit invoices electronically via one of Mosaic's preferred platforms, the below instructions can be utilized to submit invoices via email. Submissions via email receive receipt confirmation or error notice.

Email Inbox	Invoice Type
MosaicAP.SAPPO@mosaicco.com	SAP PO Invoice Submission (POs are 10 digits and begin with a "4")
MosaicAP.NonPO@mosaicco.com	Non-PO Invoice Submission (include Mosaic Contact email address on front page of invoice)
MosaicAP.PreApproved@mosaicco.com	Pre-Approved Invoice Submission (Non-PO w/ authorized Mosaic approval signature)

Submit 1 invoice per email. The system will combine multiple attachments included in each email into one image and not recognize them as separate invoices.

Invoices should be included as a PDF attachment to the email.

Do not include special instructions, inquiries, account statements, etc. in the body of the email. Our system only captures attachments. Include any relevant instructions on the first page of the attachment.

Include Mosaic PO number on invoice image. (Required or invoice will be rejected.)

- PO Line item number with billing detail is strongly encouraged for multi-line PO's (or delays could result).
- Only 1 PO number can be submitted per invoice.
- Non-PO invoices must include Mosaic contact name as well as vendor remittance and contact information.

Include Mosaic Contact's Email address on invoice image for Non-PO invoices & credit notes. (Required or invoice will be rejected)

Invoice Details/Formatting

- Clearly identified Invoice Fields (i.e. "Invoice Date", "Invoice Number", "Invoice Total", etc.)
- Identify Invoice Currency (USD, CAD, AUD, etc)
- Identify Credit Documents on document image (Credit Note, Credit Memo, etc.)

Retain the automated confirmation email in order to help track invoices. We recommend utilizing PO and invoice number in subject line of the email to easily identify confirmations.

Please note: Failure to adhere to the above guidelines may result in delay of payment.