



Invoice Submission Overview

SAP Ariba E-Invoice Process

Vendors currently receiving PO's via Ariba should submit e-invoices via the Ariba Supplier Network. Please comply with the invoicing instructions, provided separately by Mosaic's Procurement and Accounts Payable teams.

SAP Fieldglass E-Invoice Process

Vendors currently submitting timesheets via Fieldglass, please comply with the invoicing instructions, provided separately by Mosaic's Procurement and Accounts Payable teams.

Tradeshift E-Invoice Process

Vendors who have completed onboarding on Tradeshift should submit e-invoices via the Tradeshift Network. Please comply with the invoicing instructions, provided separately by Mosaic's Accounts Payable team.

Mosaic's Dataloader Process

For vendors approved for Mosaic's Dataloader process, please comply with the invoicing instructions, provided separately by Mosaic's Procurement and Accounts Payable teams.

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 and tracking information.

| 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) |

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

Account Statements

Vendor account statements may also be mailed to the above referenced address. However, as a preferred method, please email statements to Mosaic.VendorStatements@mosaicco.com

Contact Information

Mosaic Accounts Payable
800-741-7765

Mosaic.AccountsPayable@mosaicco.com

***Please note – Payments for materials.** Mosaic utilizes Evaluated Receipts Settlement (ERS) and pays for material deliveries based on receipt of goods. These are processed directly by warehouse staff at the Mosaic physical receiving site via a signed proof of delivery ticket (packing slip). **Materials-only invoices will be discarded by Mosaic Accounts Payable.**