

# NORTH AMERICA INVOICING

## REGION-SPECIFIC SUBMISSION REQUIREMENTS

- For service and blanket Purchase Order (PO) invoices submitted through the Procure-to-Pay (P2P) Supplier Portal, invoices require:
  - Quantity of (1)
  - If freight charges apply, it may be added to the Additional Items section
- Non-PO invoices, Freight and Telecom suppliers are not required to invoice via our P2P Supplier Portal; contact your regional Accounts Payable team for proper invoice submission methods
- Out of scope for invoicing via our P2P Supplier Portal include:
  - HR/Garnishments, Legal, Utilities, Taxes
  - Any vendors located in Mexico who bill AFC Mexico (US vendors who bill AFC Mexico are in scope)
  - Vendors transacting through EDI Direct