



## NORTH AMERICA SUPPLIER INVOICE SUBMISSION REQUIREMENTS

1. Suppliers are required to submit all original invoices and credit memos via email directly to [NA-APIInvoices@saint-gobain.com](mailto:NA-APIInvoices@saint-gobain.com). Do not send them to Saint-Gobain employees, offices, plants or production facilities. Copying a Saint-Gobain employee is permissible. Duplicate invoice copies and statements must be emailed to [AskAP@saint-gobain.com](mailto:AskAP@saint-gobain.com).
2. Each original invoice and credit memo must be submitted in a separate email attachment, as an original pdf, tiff or jpg file. Multiple but separate PDF attachments may be included in a single email. If applicable, backup or supporting documentation must be included in the same pdf file as the invoice. Each attachment must have a unique file name (e.g. invoice.pdf, invoice1.pdf, invoice2.pdf) and can not contain special characters including, but not limited to, \ / \* ? " < > \*. The email, including attachments, should not exceed 15 megabytes.
3. Invoices and credit memos **MUST** be readable. Avoid sending invoices with shading as it will affect the quality of the data capture process.
4. Invoices shall reference only one (1) purchase order (PO) per invoice. Invoices with multiple PO numbers may be rejected.
5. The following documents must NOT be submitted to [NA-APIInvoices@saint-gobain.com](mailto:NA-APIInvoices@saint-gobain.com):
  - Duplicate and/or invoice copies
  - Statements and non-invoice related documentation
  - Multiple invoices in one PDF
  - Evaluated Receipts Settlement (ERS) invoices
  - Legal fees, utilities, telecom, waste management and freight invoices (only if managed via third-party partners)
  - Handwritten invoices
  - Invoices with manual alterations, such as handwritten PO or vendor numbers
  - Copy of email attached with invoices embedded in email copy
  - Invoices with no balance due or previously paid via credit card

Invoices and credit memos not meeting the Invoice Submission Requirements may be rejected and returned to the supplier. The supplier will need to submit a new invoice to the email address [NA-APIInvoices@saint-gobain.com](mailto:NA-APIInvoices@saint-gobain.com) with the required updates.