



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.

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.

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.

Email

Please submit invoices via one of Mosaic's preferred platforms via email. Submissions via email receive receipt confirmation or error notice and tracking information. **Please do not mail invoices USPS unless previous instructions have been provided.**

Email Inbox	Invoice Type
MosaicAP.SAPPO@mosaicco.com	SAP PO Invoice Submission (POs are 10 digits and begin with a "45")
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 with authorized Mosaic approval signature)

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

Contact Information

Mosaic NASS Accounts Payable
13830 Circa Crossing Drive
Lithia, FL 33547

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.***