

Announcement: Cargill's e-FAX Tool will be Decommissioned on July 12, 2019 Messaging to NA Suppliers who send invoices via FACSys

Urgent notice to Suppliers who submit invoices via electronic FAX (FACSys)

Please discontinue the use of FAX for the submission of invoices immediately.
Effective 7/12/2019 Cargill will stop receiving invoices submitted via electronic FAX (FACSys).
FACSys is being decommissioned.
Please refer to [How to Submit an Invoice](#) in Cargill's Supplier portal for additional information.
Invoices out of compliance with the above requirements will fail.

Who: All Suppliers who send invoices (and other financial documents) to Cargill via FAX

What: Official FACSys Decommission/rejection of non-compliant invoices

Where: Post to Supplier Portal (and any other known sources of Supplier communication)

When: Post by May 13, 2019 – In preparation for July 12, 2019 shut off date

Why: AP technology will not support the ingestion and processing of invoices received via FAX

[Reference: Below is Cargill's invoice submission requirement policy]

Cargill's Electronic Invoice Submission Requirements:

1. Most invoices must be submitted via email to CargillFSC_AccountsPayable@cargill.com for processing (with the exception of limited sites). For a detailed listing of billing information and requirements, access [Supplier Central](http://www.cargill.com/suppliercentral) (<http://www.cargill.com/suppliercentral>).
2. Email requirements:
 - One invoice per attachment
 - One attachment per email
 - No password protection or encryption within the email attachment
 - Attachments must be PDF file type
3. Each invoice can reference only one purchase order, in the absence of a purchase order, please provide the point of contact and attention line
4. All invoices must have the appropriate attention line based on Cargill location, only one attention line per invoice (see [Supplier Central](http://www.cargill.com/suppliercentral) (<http://www.cargill.com/suppliercentral>) for validating billing details)
5. Invoice quality is as follows:
 - No shading for header boxes
 - Minimum resolution of 300 dpi (dots per inch); originals only
 - No handwritten information on invoices
6. Do not submit invoices to any other email address other than the designated email address stated in bullet #1 (do not submit invoices to other Cargill representatives or individuals unless specified exclusively)
7. Invoices not meeting the requirements as per above instructions in #2, 3, 4, 5 & 6 will be treated as non-complaint and will be returned, with a request to submit a compliant invoice

as per the invoice submission guide – refer to [How to submit an invoice](#) in the [Supplier Portal](#)

Who can I contact for support?

For any questions about these requirements, contact Supplier Relations at FSC_SupplierRelations@Cargill.com.