INVOICE SUBMISSION PROCESS

Invoicing Options:

- ➢ **ARIBA INVOICING – Preferred method**
    - o Invoices posted against a purchase order can be submitted through the Milliken - Ariba Network portal
    - o Registration and use of the portal tools are **FREE** to Milliken vendors
    - o For setup information, please contact: aribaHelp@Milliken.com
    - o For assistance with ARIBA Invoice postings, please refer to the SAP Help Portal Link: https://help.sap.com/docs/ARIBA_PROCUREMENT

- ➢ **INVOICES IN PDF FORMAT - If not invoicing in Ariba**
    - o Supply / Indirect PO & non-PO Inquiries: vendorinvoices@Milliken.com
    - o Raw Material / Direct Invoices: rawmatap@Milliken.com
    - o Freight Carrier Invoices: freightinvoices@Milliken.com

    Please note the following:
    - • *These inboxes run an automated upload process.*
    - • *Please send one (1) invoice per PDF*
    - • *DO NOT send statements, notes, questions, etc. to these email addresses*

- ➢ **INVOICES SUBMITTED VIA USPS – Not Preferred**
    - o PO Box 1838, M-235, Spartanburg, SC 29304

    Please note that due to the volume of invoicing, manual invoice submissions will be processed after all other invoicing methods by Milliken

Invoicing Questions/Inquiries:

- ➢ **CONTACTS**
    - o All Supply / Indirect PO & non-PO Inquiries: vendorinquiries@Milliken.com
    - o EDI (Automated) Invoice Inquiries: vendorinquiries@Milliken.com
    - o Raw Material / Direct PO Inquiries: rawmatinquiries@Milliken.com
    - o Freight Carrier Inquiries: Carriersupport@ctsi-global.com