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 Invoices: 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