

How to Use This Invoice Template

To Review Your Current Formatting

- Use page two of this document as a guidance to review your current invoicing format.
- Validate your invoice format is similar and meets Cargill requirements.
- Make required changes to your invoicing format to ensure timely payment.

To Submit Your Charges for Payment

- Convert this file to a fillable PDF using the instructions located on Supplier Central.
- Edit the fields in *italics* on page two to capture the specifics of the transaction being billed to Cargill.
- Submit the edited version of page two via email to CargillFSC_AccountsPayable@Cargill.com
- Repeat these steps for each transaction that requires an invoice be sent to Cargill.

Your Company Name

Street Address
City, ST ZIP Code
Phone: Phone Fax: Fax

INVOICE

INVOICE #XXXX
DATE: DATE

BILL TO:

Cargill Business Name
Cargill Attention Line
Street Address
City, ST ZIP Code
Phone: Phone

SHIP TO:

Cargill Business Name
Street Address
City, ST ZIP Code
Phone: Phone

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

LINE ITEM	ITEM QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE	

Funds can be electronically remitted to: **Insert Banking Instructions**
Make all checks payable to:
Your Company Name
Physical Remit-To
City, ST Zip Code

If you have any questions concerning this invoice, contact **Name, phone, email**

THANK YOU FOR YOUR BUSINESS!