



Invoice Instructions

Cordia is committed to paying our Suppliers accurately and on time, so we use technology to read invoices and enable timely processing. Invoices from Suppliers that follow these instructions can be scanned, processed, and paid more efficiently.

<p>General Invoicing Guidelines</p>	<ul style="list-style-type: none"> • A separate invoice for each shipment or service order is required. • Invoice should include Supplier’s phone number, remit-to address, and contact email address. • Invoice should include invoice number and invoice date. • Invoice file format must be PDF and each PDF should contain only one invoice. • Do not submit an invoice prior to completion of services or shipment of products. • Do not submit the same invoice more than once. • Do not submit statements or other correspondence to the invoice submittal email address. These should be sent to your Cordia contact.
<p>Purchase Order Invoices</p>	<p>Supplier invoices should contain the below information taken from Buyer’s Purchase Order. Failure to include this information will impede timely processing and may result in delayed payment.</p> <ul style="list-style-type: none"> • Purchase Order number • PO line-item number • PO part number or description of the product or service exactly as it appears on the Cordia PO • Unit of measure • Unit price • Item quantity • Total invoice value
<p>Non-Purchase Order Invoices</p>	<p>Suppliers submitting invoices for goods or services that fall into one of Cordia’s PO exemption categories must send their invoice to their Cordia contact for processing.</p>

Preferred Method of Payment

Cordia prefers to pay Suppliers via the ACH (Automated Clearing House) payment system. To receive payments via ACH, enter your company’s banking instructions and remittance advice email address by logging into your existing supplier profile at <https://suppliers.tipalti.com/Cordia/account/login>.

Submitting Invoices

Cordia’s preferred method for invoice submittal is **email** which minimizes transaction costs for both the Supplier and Cordia and aligns with Cordia’s sustainability goals. Invoices should be emailed to accountspayable@cordiaenergy.com. In lieu of email, Suppliers may upload invoices directly via the supplier portal.

We’re Here to Help You

For general Accounts Payable questions please reach out to your Cordia contact. For specific PO questions, please reach out directly to your Cordia Buyer or Cordia Field Representative as appropriate.