

This document contains GMI's Invoice Submittal Instruction to ensure smooth and efficient payment of your invoices. **Failure to follow these instructions may result in delayed payment or no payment at all.**

Important Announcement: General Mills has discontinued accepting paper invoices starting 1st Oct 2017. All vendors (except Freight Carriers) have to submit invoices via Taulia Portal or EDI methods ONLY

Vendors who are currently not enrolled either on Taulia or EDI should contact Taulia.EnrollmentTeam@genmills.com

1. Invoices must be submitted to the General Mills Accounts Payable Department directly from the vendor.
2. If you are a vendor who is set up on EDI or TAULIA PORTAL, you **are required** to submit **all** transactions via EDI or the PORTAL.

The Taulia Portal enables suppliers to create and submit invoices, track invoice status & take early payments. Follow the [Taulia eInvoicing Tutorial](#) to know more on how to submit eInvoices. *If you haven't received an invite to enroll to the Taulia Portal, please reach out to Taulia.EnrollmentTeam@genmills.com*

3. If you are a vendor who supplies indirect material or services and are set up on the Coupa Supplier Network (CSN) or submits cXML, you may submit **all** transactions via CSN or cXML.

NO FAX OR MAILED INVOICES ACCEPTED

The below Section is ONLY FOR OUR NEW VENDORS billing us for the first time, vendors billing GIGANTE VERDE, S. DE R.L. DE C.V. & FREIGHT CARRIERS billing transportation charges. All other existing vendor invoices submitted via email will be rejected resulting in delayed payments or no payment at all.

Informational Data Requirements for freight invoices:

- The correct GM Company name noted in the "Bill to" address
- Each invoice must contain a GMI contact name/email address or the reference number for freight carriers (found on the bill of lading)

Remittance email address:

When Billing to:	E-mail to be used by Freight Carriers & first time vendors
General Mills Inc	AP.US@genmills.com
General Mills Canada Corporation	AP.Canada@genmills.com
Yoplait Liberte Canada Co.	AP.Canada@genmills.com
Vendors not residing in Mexico & billing: GIGANTE VERDE, S. DE R.L. DE C.V.	AP.GiganteVerde@genmills.com
Vendors residing in Mexico & billing: GIGANTE VERDE, S. DE R.L. DE C.V.	AP.GiganteVerde XML@genmills.com

Format Requirements for email:

- Max e-mail size of 5MB & File Name cannot be longer than 55 characters in length
- Each invoice must be its own attachment, limit of 10 attachments per email*
- Acceptable formats: .PDF, .TIF, .DOC, .DOCX, .XLS., .XLSX (No ZIP or password protected files)*
- *Note: For Carriers residing in Mexico and invoicing GIGANTE VERDE, S. DE R.L. DE C.V.;**
 - **Acceptable formats are: .PDF and XML**
 - **One PDF and One XML per email & All back-up documentation must be included in the PDF**
- Additional information sent with the invoice must be included in the attachment of the invoice
- Attachment names must not include parentheses or percent symbols
- No encryptions or read receipt requests, No confirmation of receipt, No cover letters, statements or inquiries

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If you have any questions about this process, contact our Customer Service Accounts Payable Team.

Phone: 763-293-2755 -or- E-Mail: customerservice@accountspayable.genmills.com.