



Updated: April 1 2023

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.

Informational Data Requirements for all Invoices:

- The correct GM Company name noted in the "Bill to" address
 - Each invoice must contain a unique invoice number
 - Unless it is a down payment, an Invoice may not be submitted before order is shipped or service is complete
 - Each invoice must contain at least one of the three requirements listed:
 - A General Mills Purchase order number
 - A General Mills email address, or the contact name and phone number of your General Mills contact
 - A reference number for freight carriers (found on the bill of lading)
1. Invoices must be submitted to the General Mills Accounts Payable Department directly from the vendor. General Mills employees may not submit invoices to AP on the vendor's behalf. For vendors supplying direct or indirect materials/services, payment terms start on the date a compliant invoice is received.
 2. Freight Carriers should work with their GMI transportation contact for invoice submission directions.
 3. Vendors **currently** set up on EDI, or the Coupa Supplier Network (CSN) or submits cXML, may continue to submit invoices via their current method.
 4. Vendors supplying direct or indirect materials and/or services to General Mills are expected to use the Taulia Portal for invoice submission. Login @ www.taulia.com
 - New vendors will receive an invite to enroll into the Taulia Portal within 30 days after submitting the New Vendor Setup form to GMI. If an invite is not received, please send an email to: Taulia.EnrollmentTeam@genmills.com. ➢
 - General Mills has attempted to contact all suppliers to sign up on Taulia. If you are still using Email or Mail for invoice submission, please contact Taulia.EnrollmentTeam@genmills.com to receive your invite. ➢
 - Party's exempt from electronic invoicing for privacy and/or legal reasons, may submit invoices to the email addresses noted below.
 - ❖ If your invoice is rejected due to an E-invoice is required, and for privacy or legal reasons you are exempt from this requirement, please send an email to Taulia.EnrollmentTeam@genmills.com. Include your contact information and the reason for being exempt and the invoice number that was rejected.

Remittance email address:

When Billing to:	E-mail invoice to:
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.GiganteVerdeXML@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, DOCX, .XLSX (No ZIP or password protected files)*
 - *Note:** For Vendors and 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 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
- If you have any questions about invoice submissions, contact our Customer Service Accounts Payable Team. Phone: 763-293-2755 -or- E-Mail: customerservice@accountspayable.genmills.com.

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