



Earth Day Efforts in Accounts Payable

In a continued effort to improve our Accounts Payable invoice processing, and support the planet, we have '**Gone Green**'. As of April 4, 2011, Accounts Payable implemented new functionality that allows a Supplier to submit invoices in a PDF or TIF file format directly into the Mark View workflow tool. This process change eliminates the need for the AP Team to manually print and scan e-mailed or faxed documents. In addition, we expect the new process to reduce the number of "lost document" issues we've experienced over the past several months, eliminating the need for Supplier document copies.

File Capture Invoice E-Mail Guidelines

1. Invoices are required to be emailed in a TIFF or PDF file format.
 - a) One TIFF or PDF file equals one invoice.
 - b) Multiple invoices may be sent in one e-mail however each invoice must be a single TIFF or PDF file.
 - c) If the invoices are not sent in the correct format you will receive the following error message:
Your PO or Non-PO invoice submission to ConAgra Foods has failed due to improper invoice format. Invoices must be submitted as either a TIFF or PDF. Please correct the format and resubmit.

Thank you,
The ConAgra Foods Accounts Payable Team

2. Purchase order number and contact name are required data elements for every invoice.
3. Submit invoice types to the appropriate email boxes:

Purchase Order related invoices to the email address; POInvoice@conagrafoods.com

Non Purchase Order related invoices to the email; NPOInvoice@conagrafoods.com

Once the invoice has been received successfully you will then receive a email message: Your Invoice submission to ConAgra Foods was successful.

Questions regarding this process should be directed to Linda Kantor with the Accounts Payable Resolution Team linda.kantor@conagrafoods.com.