



A JSJ Business

Dear Valued Supplier,

GHSP is a paperless environment for our Accounts Payables System. The following email addresses should be used for Mexico locations:

ap-mx@ghsp.com

Please note the following guidelines:

1. The email addresses are to be used **only** for the purpose of supplier invoices and statements. Any other communication to Accounts Payables (ex. payment issues, and questions) will need to be communicated through each location's employee emails or phone. Invoices sent to a different email address will not be processed for payment and will not follow the PO payment terms.
2. Limit one invoice per email. If you have multiple invoices that are being sent over, each invoice needs to be emailed **separately**.
3. File must be a pdf file under 20MB. Do not send as a file folder or Zip file
4. No pictures or other attachments can be sent with the invoices. For example, signature plates, graphic art etc.
5. Only one invoice per email. No cover sheets required.
6. All invoices must be sent electronically before 3 calendar dates after the invoice date.
7. For Mexican Suppliers
 - a. Starting on December 01, 2017 all the invoices must be done in Version 3.3 according to the new rules SAT.
 - b. Must send PDF and XML invoice files per email.
 - c. For Freight Suppliers, additional to PDF and XML invoice files, need to add the support that belongs to freight charges.
 - d. The purchase order unit cost or extended cost DOES NOT include VAT (value added tax) or IVA (Impuesto Valor Agregado) or any other tax. Please include as a separate line on the invoice as applicable with Mexico government regulations.



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- e. All invoices must have a PO#. This number needs to be added on the invoice always and without exception. If this is not follow GHSP will not be responsible of issuing the payments in the terms agreed on the PO.
- f. After the payment, the supplier has 72 hours to send us the CFDI receipt payment, according the new rules SAT.

Please feel free to contact us with any questions or concerns with our request.

Thank you for your assistance.
GHSP Accounting Department