

Dear Supplier,



As we continue to make progress on our journey with Coupa, our goal is to increase our Invoice Automation process so that we can greatly reduce any risk of late payment or invoices being placed on hold. To aid in this, we want to make sure that the invoicing process is clear for all our Suppliers.

If the invoice is for a Coupa PO (PO# starts with 'CP') please see below for instructions/requirements:

- Prior to submitting, ensure details match the PO that was issued (ex. Currency, UOM, Line Number/Description/Price) and PO# is correct and displayed on the invoice.
- ONLY submit invoices after goods are shipped or services are performed. DO NOT submit future dated invoices.
- Submit invoices through the Coupa Supplier Portal (CSP)
- If not in the CSP, Submit Invoices via Email to: invoicesNNA@novelis.com
 - Do not email back-up documentation (if required, this should be emailed directly to the buyer or requestor of the PO).
 - Submit in PDF format (one invoice per PDF).
 - Invoices in any other format (word, zip, excel, etc.) will automatically be rejected.
- Send Invoice Inquiries/Statements To: NNAandCorporate_APHelpDesk@Novelis.com
- Failure to comply with above will result in possible invoice rejections and/or late payments.

In cases where the PO is not a Coupa PO (PO's **not** starting with 'CP') the process is different.

- Invoices should be submitted to the correct email address in the below table based on plant, location, or group:

Plant / Location / Group	Email Address
Ashville / Uhrichsville – Metals	NNAUBA_METAL@novelis.com
Ashville / Uhrichsville – Non-Metal	NNAUBA_AP@novelis.com
Buckhannon or Newport	AP@novelis.com
Richmond	NNARDL_AP@Novelis.com
Davenport / Lincolnshire	acctspayable@novelis.adityabirla.com
Berea	NNAB_AP@novelis.com
Fairmont	NNAF_AP@novelis.com
Greensboro	NNAG_AP@novelis.com
Kennesaw	NNAKE_AP@novelis.com
Guthrie	NNAGU_AP@novelis.com
Kingston	NNAK_AP@novelis.com
Kingston (Global Technology Center)	NNAKW_AP@novelis.com
NNA Headquarters	NNAHQ_AP@novelis.com
Novelis Corporate	NNACORP_AP@novelis.com
Novelis Metals	NNA_Metal@novelis.com
Novelis Tolling	NNA_Tolling@novelis.com
Oswego	NNAO_AP@novelis.com
Spokane / Solatens	NNASP_AP@novelis.com
Terre Haute	NNAT_AP@novelis.com
Warren	NNAW_AP@novelis.com

Starting **April 15, 2024** if a non-Coupa PO is emailed to invoicesNNA@novelis.com, it will automatically be rejected back to the vendor with the request to submit through the correct process.