

Supplier Guidelines & Information

Payment Terms

Unless agreed otherwise, all ADM non-commodity suppliers are on standard ADM Net 60 payment terms.

Payment Terms FAQs

Q: What does "Net 60" mean?

A: Net 60 means that the payment shall be made within 60 days of receipt of a valid invoice.

Q: Why is "Net 60" standard payment terms for ADM?

A: Net 60 payment terms is consistent with current market practices, as most companies, are currently paying their suppliers with terms ranging between Net 60 and Net 120 days.

Q: Are all ADM suppliers on "Net 60" payment terms?

A: In some cases exceptions are made when the supplier gives ADM additional discount in exchange for shortened payment terms.

New Suppliers

ADM Global Non-Commodity Procure-to-Pay Process Policy

Invoice Submittal

Accounts Payable address information

Invoice Requirements

Supplier Information Updates

Purchase Order Information

European Purchase Terms and Conditions

Supplier Expectations

Frequently asked questions

New Suppliers

Before doing any business with ADM new suppliers need to have an account set up in our AP system. Having agreed on scope, pricing and other conditions, ADM contact person will ask the supplier to provide information necessary to create an account and supporting documentation. After verification new supplier account is created and available to use for purchasing.

ADM Global Non-Commodity Procure-to-Pay Process Policy

All ADM non-commodity purchases must be in compliance with ADM Global Non-Commodity Procure-to-Pay Process Policy. According to this policy all purchases must be preceded by Purchase Order (see exceptions in [Purchase Order Information](#) section) and all purchases equal or above \$100 000 value require Global Procurement department involvement.

Invoice Submittal

Accounts Payable address information

Below you can find information on where to send the invoice for particular ADM entities.

ADM ENTITY	Vendor Queries Mailbox	Invoices with PO to be posted to ADM Entity	Non PO Invoices to be posted to ADM Entity	Invoices to be sent or posted to SSC directly (PO)
ADM Europort BV	SSCAPEuroport@adm.com	N/A	ADM Europort BV Elbeweg 125 Europort Netherlands 3198 LC	Electronic Invoices (pdf) please send to: sscap_ep@adm.com

ADM Hamburg AG - werk Hamburg	SSCAPDE@adm.com	N/A	ADM HAMBURG AG NIPPOLDSTRASSE 117 HAMBURG, 21107 DE Fax: 494075194300	Maximo invoices please post to: ADM SSC Europe Sp. z o.o. Ul. Kolorowa 6 60-198 Poznań Poland
ADM Mainz GMBH	SSCAPDE@adm.com	N/A	ADM MAINZ GMBH MAINZ TOLLER DAMMWEG 2 MAINZ, 55130 DE	Maximo invoices please post to: ADM SSC Europe Sp. z o.o. Ul. Kolorowa 6 60-198 Poznań Poland
ADM Spycck GMBH	SSCAPDE@adm.com	N/A	ADM Spycck GMBH Rheinstrasse Post Box 47518 Kleve DE	Maximo invoices please post to: ADM SSC Europe Sp. z o.o. Ul. Kolorowa 6 60-198 Poznań Poland
ADM Spycck GmbH Standort Straubing	SSCAPDE@adm.com	N/A	ADM SPYCK GMBH STRAUBING TOLLER EUOPARING 23 STRAUBING, 94315 DE	Maximo invoices please post to: ADM SSC Europe Sp. z o.o. Ul. Kolorowa 6 60-198 Poznań Poland
Sociét' Industrielle des Oléagineux (S.I.O.)	sio.payables@adm.com	N/A	SOCIETE INDUSTRIELLE DES OLEAGINEUX SIO 16 RUE DU GEN DE GAULLE BP 99 62053 ST LAURENT BLDY, FR Fax: 01133321580528	Maximo invoices please post to: ADM SSC Europe Sp. z o.o. Ul. Kolorowa 6 60-198 Poznań Poland
Archer Daniels Midland Erith Ltd	AccountsPayableErith@adm. com	ARCHER DANIELS MIDLAND ERITH LIMITED CHURCH MANORWAY ERITH KENT, GB	ARCHER DANIELS MIDLAND ERITH LIMITED CHURCH MANORWAY ERITH KENT, GB	Please post to: ADM SSC Europe Sp. z o.o. Ul. Kolorowa 6 60-198 Poznań Poland
Pura Foods Limited	AccountsPayableErith@adm. com	PURA FOODS LIMITED LONDON ROAD PURFLEET ESSEX ESSEX ENGLAND, - GB	PURA FOODS LIMITED LONDON ROAD PURFLEET ESSEX ESSEX ENGLAND, - GB	Please post to: ADM SSC Europe Sp. z o.o. Ul. Kolorowa 6 60-198 Poznań Poland

ADM Pura Limited	AccountsPayableErith@adm.com	ADM PURA FOODS LTD CHURCH MANORWAY ERITH KENT, DA81DL GB	ADM PURA FOODS LTD CHURCH MANORWAY ERITH KENT, DA81DL GB	Please post to: ADM SSC Europe Sp. z o.o. Ul. Kolorowa 6 60-198 Poznań Poland
ADM Prague - Olomouc	apcee@adm.com	ADM PRAGUE SRO KLIMENTSKÁ 121646 NOVE MESTO PRAGUE 1, 11002 CZ	ADM PRAGUE SRO KLIMENTSKÁ 121646 NOVE MESTO PRAGUE 1, 11002 CZ	N/A
ADM Szamotuly	apcee@adm.com	ADM SZAMOTULY SP Z OO UL CHROBREGO 29 SZAMOTULY, 64- 500 PL	ADM SZAMOTULY SP Z OO UL CHROBREGO 29 SZAMOTULY, 64-500 PL	Electronic Invoices (pdf) please send to: sscsp_pl@adm.com
ADM Czernin	apcee@adm.com	ADM Czernin 14 GORKI STREET CZERNIN, 82-400 PL	ADM Czernin 14 GORKI STREET CZERNIN, 82-400 PL	Electronic Invoices (pdf) please send to: sscsp_pl@adm.com
ADM Malbork	apcee@adm.com	ADM Malbork 110 DALEKA STREET MALBORK, 82-200 PL	ADM Malbork 110 DALEKA STREET MALBORK, 82-200 PL	Electronic Invoices (pdf) please send to: sscsp_pl@adm.com
Olenex Edible Oils GmbH	Olenex_Heavy_AP@adm.com	EDIBLE OILS LTD CHURCH MANORWAY ERITH KENT, GB	EDIBLE OILS LTD CHURCH MANORWAY ERITH KENT, GB	N/A
ADM Milling Tilbury	apfsc@adm.com	ADM MILLING TILBURY LTD TILBURY MILL TILLBURY DOCK ESSEX, RM18 7JU GB	ADM MILLING TILBURY LTD TILBURY MILL TILLBURY DOCK ESSEX, RM18 7JU GB	N/A
ADM Milling Avonmouth	apfsc@adm.com	ADM MILLING LTD AVONMOUTH MILL AVONMOUTH DOCK BRISTOL, BS11 9DL GB	ADM MILLING LTD AVONMOUTH MILL AVONMOUTH DOCK BRISTOL, BS11 9DL GB	N/A

ADM Milling Liverpool	apfsc@adm.com	ADM MILLING LIVERPOOL LTD LIVERPOOL MILL MILL STREET LIVERPOOL, L8 6 QZ GB	ADM MILLING LIVERPOOL LTD LIVERPOOL MILL MILL STREET LIVERPOOL, L8 6 QZ GB	N/A
ADM Brentwood Head Office	apfsc@adm.com	ADM Brentwood Head Office Kingsgate 1, King Edward Road Brentwood CM144HG	ADM Brentwood Head Office Kingsgate 1, King Edward Road Brentwood CM144HG	N/A
ADM Milling Seaforth	apfsc@adm.com	ADM MILLING LTD SEAFORTH FLOUR MILL SEAFORTH DOCK LIVERPOOL, L21 4PG GB	ADM MILLING LTD SEAFORTH FLOUR MILL SEAFORTH DOCK LIVERPOOL, L21 4PG GB	N/A
ADM Milling Edinburgh	apfsc@adm.com	ADM MILLING LTD EDINBURGH CHANCELOT MILL LEITH DOCKS EDINBURGH, EH6 6PQ GB	ADM MILLING LTD EDINBURGH CHANCELOT MILL LEITH DOCKS EDINBURGH, EH6 6PQ GB	N/A
ADM Milling Knottingly	apfsc@adm.com	ADM Milling Knottingly Forge Mill La Knottingly WF11 8HR, GB	ADM Milling Knottingly Forge Mill La Knottingly WF11 8HR, GB	N/A
ADM Milling Corby	apfsc@adm.com	ADM MILLING LTD CORBY BRUNEL ROAD EARLSTREES IND CORBYNORTHANTS, NN17 4SL GB	ADM MILLING LTD CORBY BRUNEL ROAD EARLSTREES IND CORBYNORTHANTS, NN17 4SL GB	N/A

Invoice Requirements

In order to receive payment on time, please follow below rules:

- Make sure that your invoice includes a correct Purchase Order (PO) number, complete name and address of your company and bank account number. Additionally supplier phone number and email address are welcome to enable contact in case of questions.

- Information on the invoice including supplier name, items, descriptions, quantities, and prices should match the information on the corresponding purchase order. This will ensure timely payment of the invoice.
- Invoice should be submitted no earlier than the delivery of material or services.

Supplier Information Updates

To update supplier information such as company name, address, bank details, etc., please reach out to your contact person in ADM. You might be asked to provide documentation to confirm your company details.

Purchase Order Information

Purchase order documents are usually sent by fax or email and indicate items, quantities and agreed-upon prices for products or services the supplier will provide to ADM. Documents sent by email are in PDF format.

Here you can see ADM Purchase Order template:



Purchase Order is required for any non-commodity purchases except listed below:

- Electricity
- Waste services
- Natural gas
- Water
- Phone
- Package delivery services such as UPS, FedEx or DHL
- Payments to governmental entities
- Freight and related charges, including customs brokerage and duties

European Purchase Terms and Conditions

Below European Purchase Terms and Conditions apply to all ADM purchases and are referenced in a Purchase Order Document.

- [European Purchase Terms \(Czech\)](#)
- [European Purchase Terms \(Deutsch\)](#)
- [European Purchase Terms \(Dutch\)](#)
- [European Purchase Terms \(English\)](#)
- [European Purchase Terms \(Français\)](#)
- [European Purchase Terms \(Polski\)](#)
- [European Purchase Terms \(Slovak\)](#)

Frequently asked questions

Q: How can I become an ADM supplier?

A: Please check [New Suppliers](#) section.

Q: How can I make sure that my invoice will be paid on time?

A: To ensure proper invoice processing, make sure that:

- Invoice includes correct Purchase Order number (unless Purchase Order is not required), complete name and address of your company and bank account number,
- Invoice has been sent to correct address (check [Accounts Payable address information](#)),
- Invoice matches items, quantities, prices with corresponding Purchase Order

Q: Does ADM accept electronic invoices?

A: Please see [Accounts Payable address information](#) to find out, which ADM entities can receive electronic invoices.

Q: How do I get a Purchase Order (PO) document?

A: Purchase Order will be sent to you by fax or email by ADM representative making the purchase (Buyer).

Q: Where can I find the Purchase Order (PO) number?

A: Purchase Order number is on the top of Purchase Order document.

Q: Who can I contact with questions about the Purchase Order details?

A: Buyer contact information including email and telephone number is available on the Purchase Order document under "Other Info".

Q: What are ADM standard Payment terms?

A: ADM Standard Payment Terms is Net 60 days.