



Foss Maritime and subsidiaries:

*Foss International, Foss Hawaii
Young Brothers, AmNav, Cook Inlet*

Dear Valued Supplier:

To aid in the timely processing of your invoices for purchases and/or services rendered we require that the following information be referenced on all invoices submitted for payment:

- A ten digit Purchase Order (PO) number
- Your Logo or Company Name
- Your Phone or Fax Number
- The Invoice Date
- The Amount Due
- Invoice Number
- The Document Type must be listed: (i.e. Invoice or Credit Memo)

By referencing this information it will enable us to process your payments promptly. In the event your invoice is returned to you due to noncompliance with one of the above mentioned requirements, we will begin the payment cycle (according to our standard payment terms, or terms specifically negotiated for the purchase order deducting appropriate trade or payment discounts) upon receipt of a corrected invoice .

Please submit all **via email** at ap@foss.com.

If you have questions or concerns regarding these requirements, please contact our Accounts Payable Department at (877) 204-6994 or via email at ap@foss.com.

We appreciate your support in assisting us to ensure the timely payment of your invoices.