



To our valued supplier:

For our **U.S.** locations, Smurfit-Stone utilizes a centralized accounts payable processing center in Jacksonville, Florida. So that we may process your invoices in a timely manner, please make sure you are sending them to the appropriate address, based on division and type:

Container / Recycling Division Invoices (products and services):

SSAP Container Invoices
PO Box 28849
Jacksonville, FL 32226

Mill Division Invoices (products):

SSAP Mill PO
PO Box 28789
Jacksonville, FL 32226-8789

Mill Division Invoices (services):

SSAP Mill Contracts
PO Box 26949
Jacksonville, FL 32226

Mill Division Invoices (bulk chemicals):

chemical.invoices@smurfit.com

To ensure timely processing of invoices by the Shared Services Center, it is critical that the following information is included on each invoice:

- **Invoice number**
- **PO# (and release # if applicable) or Contract number**
- **Single PO per invoice**
- **Line item pricing**
- **Timesheets and backup for T&M type agreements**
- **Waivers of lien when required**
- **Invoice total**
- **Current remit information**

*****Invoices missing some or all of the required information will not be processed and must be re-issued by the vendor with the missing information included*****

Please direct any invoice/payment inquiries for post-petition invoices to SSCC Shared Services Center:

(904) 714-7375

For non-U.S. SSCC locations, please coordinate with the operating locations. For Corporate purchases, please see bill-to information on the Purchase Order.

SSCC Shared Services Group