



J.R. Simplot Company  
Enterprise Solutions - Accounts  
Payable Boise, ID 83707

May 21, 2024

Dear Valued Supplier/Billing Department:

In today's economic environment, it is imperative to strive for operational efficiencies. To streamline and automate our accounts payable processes, the J.R. Simplot Company has implemented business process management (BPM) to positively impact the entire organization.

To facilitate prompt processing and to expedite payment processing, please send all J.R. Simplot Company invoices via e-mail to [invoiceprocessing@simplot.com](mailto:invoiceprocessing@simplot.com).

- Invoices must be attached to the email in PDF format.
- Each attached invoice should include your company name, remittance address, and invoice number.
- All invoices need to reference a Simplot purchase order number, routing code, or the name of the Simplot employee associated with the transaction.
- Multiple invoices can be sent together in a single attachment but must be individual PDF's.
- Any corresponding invoice backup should directly follow its relevant invoice in the attachment.
- All successful invoice submissions will receive an automated response confirming receipt of the invoice(s) from [invoiceprocessing@simplot.com](mailto:invoiceprocessing@simplot.com).
  - Please add this email address to your address book, to avoid responses being sent to your spam folder.
  - If no response is received, the invoice was not successfully submitted.

If e-mailing an invoice is not an option, please send all J.R. Simplot Company purchase order invoices to the following address:

J.R. Simplot Company  
PO Box 9168  
Boise, ID 83707

If you have questions regarding invoice submittals or have any payment inquiries, please contact our Enterprise Solutions Support Services Center by email at [sssupport@simplot.com](mailto:sssupport@simplot.com) or by phone at (208) 780-3287.

Sincerely,

*Krista R. Kelley*

Krista R. Kelley, Global Accounts Payable Sr. Manager