



NORTH AMERICA INVOICING INSTRUCTIONS

Kennametal's suppliers are a critical link in our vision to build a more sustainable future. We are committed to paying our suppliers accurately and on time, so we use scanners and optical character recognition to read invoices. Invoices from suppliers that follow these instructions can be scanned, processed, and paid more efficiently.

Invoice Content Requirements

Purchase Order (PO) Invoices

Suppliers must prepare invoices containing the following information taken from Buyer's PO:

- PO number
- PO line-item number
- PO material number (if applicable)
- Description of the product or service exactly as it appears on the Kennametal PO
- Unit of measure (must match the PO)
- Unit price (must match the PO)
- Item quantity
- Total invoice value

Non-Purchase Order Invoices

Any supplier submitting invoices to Kennametal without a valid PO number must be preapproved.

- **For non-PO invoices**, the invoice must be forwarded to the Kennametal end user for review. The Kennametal end user will submit the invoice to Accounts Payable for processing.

General Invoicing Guidelines

- The first page of the attachment should be the first page of the invoice.
- Suppliers shall provide supporting documentation as required to validate invoice charges.
- No invoice shall be issued prior to completion of services or shipment of products.
- An invoice is to **REFERENCE ONLY ONE PO NUMBER**.

All Invoices

Supplier's invoice shall also include:

- Invoice number.
- Invoice date.
- Supplier's phone number and remit-to address.
- E-mail address where Kennametal can contact the supplier if there are issues with the invoice.

Invoice Submittal

Kennametal's preferred method for invoice submittal is via email. Suppliers should submit invoices to the Billing Address specified on the PO. Suppliers must not submit duplicate invoices or use multiple methods for submitting the same invoice. In some cases, the PO may offer a fax number or mailing address for invoice submission.

Supported

- Detail Invoices – Apply against a single PO referencing a line item.
- Partial Invoices – Apply against specific line items from a single PO.
- Credit Invoices – Item level credits; price/quantity adjustments.

Not Supported

- Summary or Consolidated Invoices – Applied against multiple PO's are not accepted by Kennametal.
- Invoicing for Purchasing Cards (P-Cards) – An invoice for an order placed using a purchasing card is not accepted by Kennametal.
- Duplicate Invoices – A new and unique invoice number must be provided for each invoice; Kennametal will reject duplicate invoice numbers unless resubmitting a corrected invoice per request.

Service-Related Invoices

- For PO line items designated as Service, suppliers should submit invoices to K-CORP-Invoice.Service@kennametal.com for service entry and invoice posting. DO NOT submit invoices for service items to any other email address.

Preferred Submittal Method: Email

The preferred method for invoice submittal is email. This method will minimize transaction costs for both the supplier and Kennametal.

- Invoices should be emailed to the billing email address identified on the PO.
- Invoices are to be attached as **PDF FORMATTED** files and one PDF is to contain only one invoice. Submitting invoices in any other format is not acceptable and will result in the invoice not being processed.
- Each PDF file will be processed as a separate invoice.
- Only invoices and supporting documentation should be delivered to the billing email address.
- There can be **NO MORE THAN 10 ATTACHMENTS** included in a single email.
- Email size **CANNOT EXCEED 10MB**.

Alternate Submittal Methods: Fax/Mail

The alternate methods for invoice submittal via mail or facsimile is the last option.

- Invoices may be **faxed** to billing fax number identified on the PO.
- Invoices may be **mailed** to the billing address identified on the PO.

Non-Conforming Invoice Practices

Supplier invoices not in accordance with the above instructions may be rejected or cause for delay in payment.

Kennametal wants to pay suppliers in accordance with agreed upon terms. We greatly appreciate supplier's cooperation in adhering to these requirements as it will help us to process invoices more efficiently. Any exception to the content or submittal rules may result in **INVOICE REJECTION OR DELAYED PAYMENT** as well as additional communication and coordination between our companies.

The following examples lead to delays:

- Submitting the same invoice multiple times.
- Submitting an invoice to an email address other than the billing email address identified on the PO.
- Faxing or mailing an invoice as opposed to emailing the invoice.
- Emailing a single PDF with multiple invoices (any invoices after the first submission will not be processed).
- Emailing a ZIP file invoice or similarly unreadable format.
- Submitting documents that are not invoices, such as statements, POs, inquiries and notices, to the billing email addresses. The e-mail addresses for invoice submission are unmanned scanning centers for the submission of invoices only. Other communications will not be answered.

Evaluated Receipt Settlement (ERS) Process

ERS (Evaluated Receipt Settlement) is a procedure for the automatic settlement of a goods receipt or service PO. Suppliers on the ERS program are paid based on Kennametal's received quantity and the price on the PO at the time of receipt. An invoice for goods-related orders is not required for payment processing. Service-related invoices should still be submitted in accordance with the instructions provided above. Suppliers interested in enabling this process should contact K-CORP-AP.Inquiry@kennametal.com for additional information.

Preferred Method of Payment

Kennametal prefers to pay Suppliers electronically via the ACH (Automated Clearing House) payment system. To receive payments via ACH contact K-CORP-AP.Inquiry@kennametal.com for the necessary setup forms.

We're Here to Help

For general Accounts Payable questions, contact Kennametal Accounts Payable at K-CORP-AP.Inquiry@kennametal.com. For specific PO questions, contact your Kennametal Buyer directly.