

legal entities for billing

**For the following Canadian sites,
please address your invoice to
Agrium or Agrium Partnership:**

Carseland Nitrogen Operations
Fort Saskatchewan Nitrogen Operations
Joffre Nitrogen Operations
Kapuskasung Phosphate Operations
Redwater Fertilizer Operations
Vanscoy Potash Operations
Canadian Terminals

**For invoices related to the Calgary
Corporate Office, please address your
invoice to Agrium Inc.**

**For invoices related to the Triton project,
please address your invoice to
Agrium Triton Partnership**

**For the following US sites, please
address your invoice to Agrium US Inc.:**

Borger Nitrogen Operations
Kennewick Fertilizer Operations
Kenai Nitrogen Operations
North Bend Nitrogen Operations
West Sacramento Nitrogen Operations
New Madrid Coating Operations
US Terminals
Rainbow Facilities
Denver Corporate Office
Collinsville Corporate Office

**For invoices related to the Conda
Phosphate Operations, please address
your invoice to Nu-West Industries Inc.**

we're here to help you!

Our AP Support Team can help you with most questions you may have about the status of your invoices and payments. Simply e-mail us at:

apsupp@agrium.com

Agrium's goal is to pay our vendors as efficiently as possible. To help expedite communications for potential questions regarding your invoices, please supply your Accounts Receivable department's email address to apsupp@agrium.com. Your AR email address will be stored for quick reference to assist us clarifying invoices in a timely manner.



c/o Accounts Payable
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where the future is growing

how to get paid by Agrium



A Brief Guide to Ensuring Prompt Payment of Your Invoices

how to submit your invoice to Agrium

Agrium has a few key requirements to ensure that we can get your payment to you on time.

1. Agrium has several legal entities. Ensure you are **billing the correct legal entity** before sending your invoice. If you are in doubt, consult your purchase order or contact the Agrium employee who placed the order. The correct legal entity name is always indicated on page one of the PO. Invoices received showing an incorrect legal entity name will be returned to you for correction and will result in a delay in processing your payment.
2. Agrium issues Purchase Orders for virtually all of our services and material orders. Your invoice must show the full Agrium Purchase order number. When issuing your invoices do not refer to more than one PO number per invoice. Invoices received without a PO number or showing an incorrect PO number will be returned to you for correction and will result in a delay in processing your payment.
3. Ensure that the lines on your invoice clearly indicate which lines on our purchase order they apply to and that it clearly matches the quantity and description. The less room there is for confusion in processing your invoice the better we will be able to meet your payment terms.

how to get paid by Agrium

Payment Options

Agrium offers Electronic Funds Transfer (EFT) and Automated Clearing House (ACH) to most of our vendors. EFT and ACH offer the convenience of direct deposit into your accounts and eliminates the lag time of cheques sent through the postal system.

Payments are received in your bank accounts within days of our notice to you. Our notices will show you which invoices we are paying, the amount applicable to each invoice and the date that the payment will be transferred to your accounts. This service is offered at no cost to you.

Agrium performs electronic payment runs on a daily basis (with the exception of the last 2 business days of the month) while cheque payments are only run once per week.

**To apply for
EFT or ACH Payments
please e-mail our
AP Support Team at:**

**apsupp@agrium.
com**

getting your invoices to Agrium

We allow three different ways of receiving your invoice...

- 1 Our preferred method for receiving invoices is via e-mail. Please send your invoices to:

gaccount@agrium.com

Please note: If using this method do not mail or fax your invoice

- 2 Fax your invoices toll free to:
877-933-8933

Please note: If using this method do not mail or email your invoice

- 3 Mail your invoices to:
**c/o Accounts Payable
P.O. Box 5000, Station A
Calgary, AB
T2H 3B9**

Please note: If using this method do not fax or email your invoice