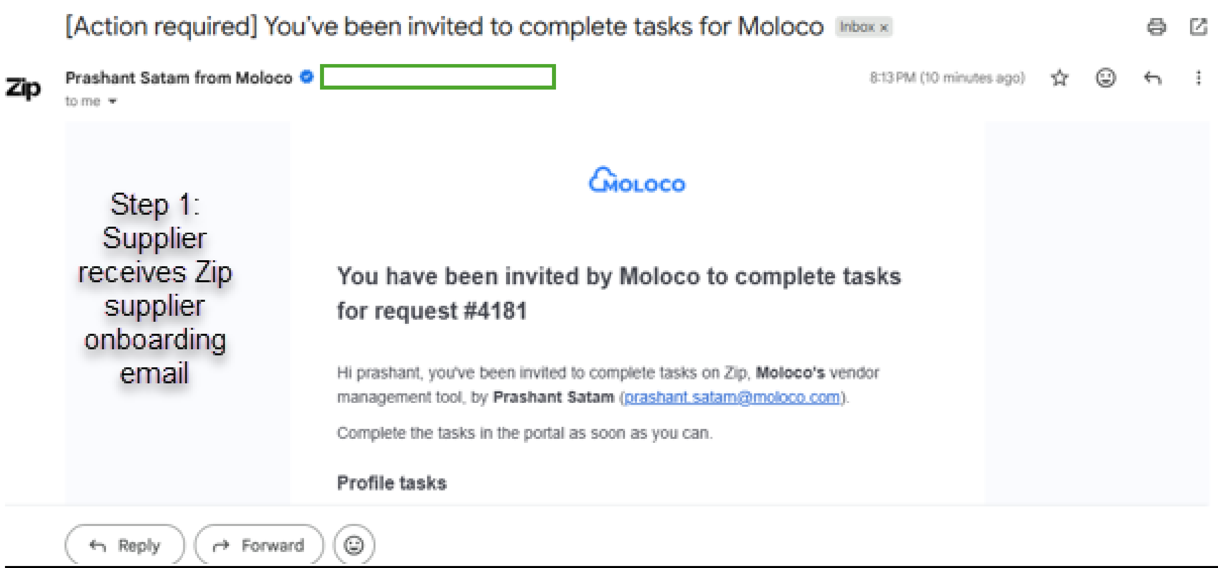
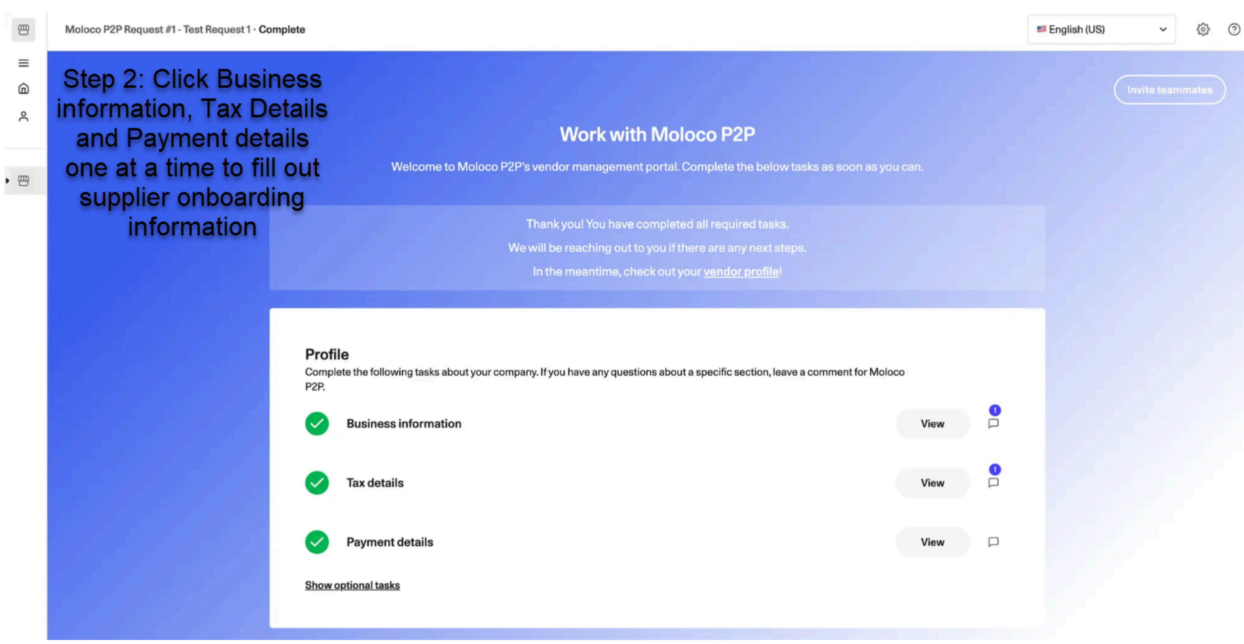
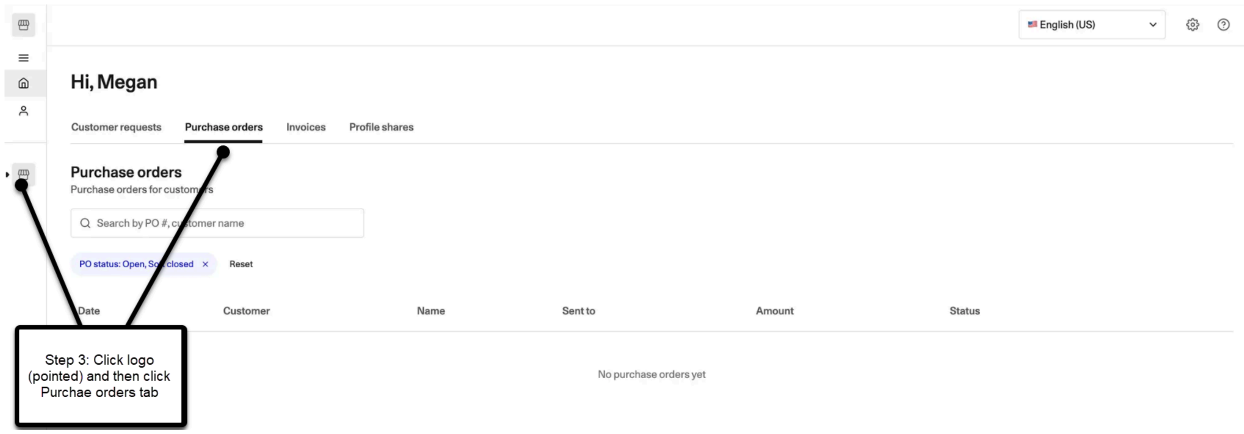
How to Submit an Invoice in Zip

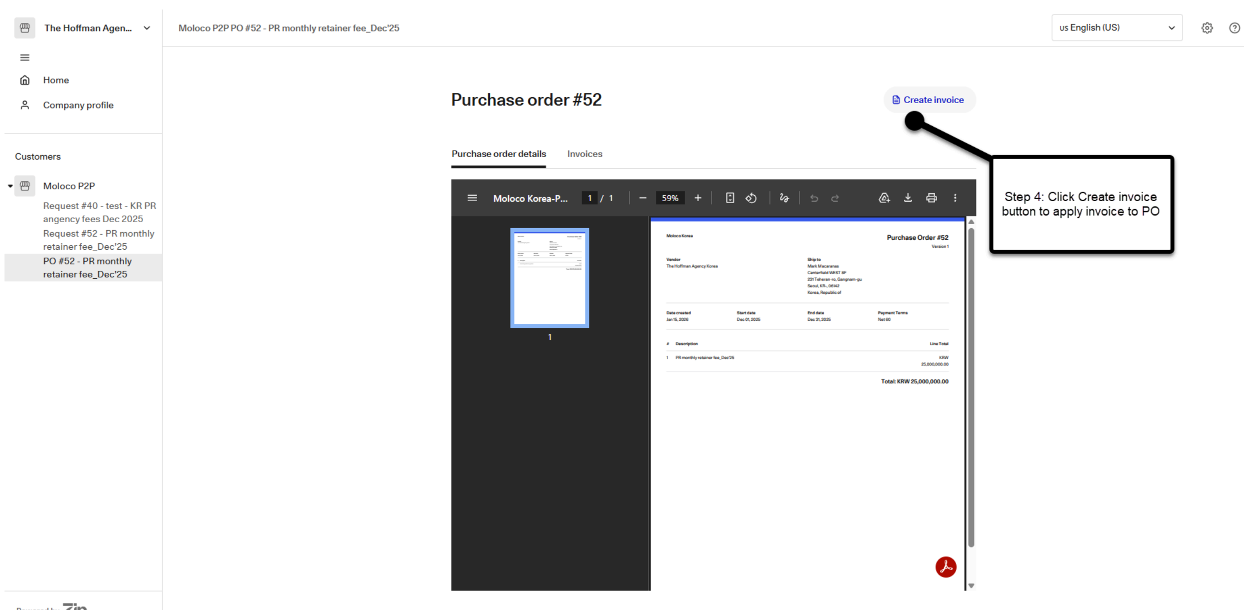
1. Supplier onboarding must be completed before submitting invoices in Zip; however, the onboarding process and invoice submission may be completed concurrently.





Steps 3 and 4 below are applicable if the PO was sent to the supplier. This would enable the supplier to view the PO and please select the PO that is associated with the invoice and upload the file. Please ignore for now until the PO is sent.





2. <u>Suppliers can also choose to send invoices directly to our Accounts Payable team. Invoices should reference the PO number.</u>

a) US & EMEA suppliers can send invoices to usap@moloco.com

b) APAC suppliers can send invoices to sgap@moloco.com