



The Procter and Gamble Company  
 General Offices  
 2 Procter & Gamble Plaza, Cincinnati, Ohio 45201

## Accounts Payable Bill to Addresses

The “Bill to Address” is key information to achieve an effective sorting process. When you mail correctly a document you are actually helping us reduce delays that potentially could affect our invoice payment process. Please see below the correct Bill to Address where send your invoices or credits.

| Invoicing or Crediting   | Your Purchase Order number should have this structure                                     | You should use the following P&G Bill to Address   |
|--|---|--|
| Checks   | -   | Procter & Gamble Company<br>PO BOX 599<br>Cincinnati, Ohio 45201-0599<br><b>TE-5 Banking Department</b><br>Cincinnati, Ohio 45201-0599 |
| Marketing Support Activities                                       | Starts with 45 followed by 8 digits   | Att. Accounts Payable<br>Procter & Gamble Company<br>PO BOX 5555<br>Cincinnati, Ohio 45201-5555  |
| Corporate Facilities   | Starts with 45 followed by 8 digits   | Att. Accounts Payable<br>Procter & Gamble Company<br>PO BOX 5555<br>Cincinnati, Ohio 45201-5555  |
| Merchandise  | Starts with 45,55,56 or 58 followed by 8 digits.  | Att. Accounts Payable<br>Procter & Gamble Company<br>PO BOX 701<br>Cincinnati, Ohio 45201-0701   |
| Plant Expense  | Starts with 45 followed by 8 digits   | Att. Accounts Payable<br>Procter & Gamble Company<br>PO BOX 5584<br>Cincinnati, Ohio 45201-5584  |
| Capital  | Starts with GBP followed by 10 digits   | Att. Accounts Payable<br>Procter & Gamble Company<br>PO BOX 5584<br>Cincinnati, Ohio 45201-5584  |
| FI – Payment   | No Purchase Order related.<br>P & G contact name <b>must</b> be indicated on the invoice. | Att. Accounts Payable<br>Procter & Gamble Company<br>PO BOX 5581<br>Cincinnati, Ohio 45201-5581  |
| Merchandise and Plant Expense only for Cayey and Manati PR plants. | Starts with 45, 55, 56 or 58 followed by 8 digits.  | Att. Accounts Payable<br>Procter & Gamble Company<br>PO BOX 5151<br>Cincinnati, Ohio 45201-5151  |