
DNA Supplier Information

As of July 2020, our corporate office address is:

6440 S. Millrock Drive, Suite 150

Salt Lake City, UT 84121

Please use the correct billing address when invoicing to ensure automation with processing. Electronic submission via email is always the preferred method, but invoices may be mailed to the corporate office for processing.

All non-invoice communication, including statements, should be emailed to payables.info@am.dynonobel.com.

All PO invoices should be submitted via the following emails:

US Entities:

- accounts payable@am.dynonobel.com

CAN Entities:

- dnci.accounts payable@am.dynonobel.com

Asia Pacific Entities:

- Queries.DynoNobel@ap.dynonobel.com

Please refer to the invoice submission instructions below for the specific requirements that must be followed for timely processing and payment.

Receive Payments Faster:

Dyno Nobel prefers to pay suppliers electronically via ACH deposit. To receive electronic payment via ACH, please complete the DNA EFT form (download link available below). To enroll, please email the completed form and/or your company's bank letter to dna.procurement@am.dynonobel.com.

Invoice Submission Instructions

General Invoicing Guidelines

DNA wants to pay all invoices within agreed upon terms. We greatly appreciate your cooperation in adhering to these requirements as it will help us to process your invoice faster. Any exception to these rules may result in invoice rejection or delayed payment.

- Electronic submission via email is the preferred method.

- Invoices must reflect the proper DNA legal entity name you are conducting business with.
- Invoices must be in PDF format. Invoices received in any other format will not be processed.
- One PDF is to contain one invoice (applicable backup can be included). The first page of every attachment must be the first page of the invoice.
- There can be multiple PDF files included in one email (not to exceed 15 total MB).
- Invoices should not be submitted prior to completion of services or shipment of products.
- The body of email submissions is not processed through with documents to Accounts Payable. All non-invoice communications must be sent to the DNA Helpdesk.
- Other reasons for rejection or delay include:
 - Using an incorrect PO number or not including a PO number listed on the invoice.
 - Not including a PO number or DNA contact's email on the invoice (invoices without a PO number cannot be matched to a receipt or routed for approval).
 - Sending the same invoice multiple times.
 - Emailing a single PDF file with multiple invoices (the invoices after the first will not be processed).
 - Emailing a link to an invoice file, zip file, password-protected file, or similar unreadable format.
 - Sending documents that aren't invoices, such as statements, inquiries, and notices to invoice-only mailboxes.

For general Accounts Payable questions, please contact the DNA helpdesk at payables.info@am.dynonobel.com or contact your DNA buyer or business partner directly.

Invoice Submission Requirements

All invoice submissions should be submitted to the correct mailbox for the DNA entity with which you are conducting business.

US Entities

accountspayable@am.dynonobel.com

- Dyno Nobel Inc
- Dyno Nobel Transportation Inc

Canadian Entities

dnci.accountspayable@am.dynonobel.com

- Dyno Nobel Canada Inc
- Dyno Nobel Dene (DWEI)
- Dyno Nobel Nitrogen
- Dyno Nobel Qaaqtuq

Suppliers must prepare invoice to include the following information:

- Proper legal name of DNA entity printed on Purchase Order

- Invoice date
- Invoice number
- Purchase Order number
- Business Registration ID (CAN)
- Description of product on service as described on PO
- Applicable sales tax itemized
- Total invoice amount

Trade documents are available upon request.