

Dear Partner,

I hope this message finds you well.

We are reaching out to clarify the purpose of the email address invoices@compass.coupahost.com. This inbox is designated exclusively for the receipt of invoices. Any invoices sent to this address are automatically uploaded into Coupa for processing by our Accounts Payable team.

Please refrain from using this email address for any queries, reminders, or general communication, as such messages will not be monitored or responded to.

For any inquiries or communication outside of invoice submission, kindly reach out to accountspayable@compass.com or your designated Compass point of contact.

Thank you for your attention and cooperation.

Best regards,