

## PURCHASE ADMINISTRATIVE REQUIREMENTS - INVOICE MANAGEMENT

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**Change Log:**

- ▶ The changes from the previous revision are indicated by red font.

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## 1 Introduction

It is **Purchaser's** intention that, in the implementation and administration of the **PO/Agreement**, **Supplier** shall utilize its own methods and procedures. However, to achieve the proper level of quality for the **Supply**, **Purchaser** has specified certain mandatory requirements as detailed in these Administration Requirements.

If a specific requirement, stated in this document, by nature, is not relevant for the **Supply** performed by **Supplier**, **Supplier** is exempt from adherence to such requirement without further acceptance from **Purchaser**.

This document shall provide the general minimum requirements for **Supplier** invoicing to **Purchaser** and enables invoices to be processed per contractual payment terms. It is applicable to all **Supplier** invoicing to **Purchaser**.

## 2 Reference documents

Doc. number	Title
GTF-GPS-COR-15014-01	General Terms & Conditions for Goods & Ancillary Services

## 3 Definitions and abbreviations

Refer to GTF-GPS-COR-15014-01, **Purchaser's** General Terms & Conditions for Goods & Ancillary Services, for definitions used in this document.

## 4 Procedure

### 4.1 Invoice Submission

**Suppliers** enabled for Ariba E-Invoicing must submit their invoices to **Purchaser** through the SAP Business Network (formally known as the Ariba Network). For these **Suppliers**, invoices received via any other means are not acceptable and will be rejected.

**Suppliers** not currently enabled for Ariba E-Invoicing must submit their invoices to **Purchaser** via the accounts payable email address specified in the **PO**. For these **Suppliers**, invoices received via any other email address, or any other means, are not acceptable and will be rejected.

Once an invoice submission method is established, this method shall not be deviated from without prior agreement from **Purchaser**. If in doubt of submission method, **Supplier** shall request clarification from the Commercial Point of Contact, prior to submitting the invoice.

Before processing payments, **Purchaser** may request clarification, authentication, or additional documentation in relation to any invoice, and **Supplier** shall promptly comply with any such request. In the event an invoice is submitted more than once, **Supplier** may expect delayed payment.

## 4.2 Invoice Content

**Supplier's** invoices to **Purchaser** must be generated on **Supplier's** accounting/billing/ERP software. Handwritten invoices are not acceptable.

As a minimum, invoices must include the following:

1. The relevant **Purchaser** legal entity name and address (bill/ invoice to).
2. The **PO** number.
3. The **PO** line, part number (if applicable), quantity and unit price, neither of which may exceed **PO** amounts.
4. Full Name and contact information of relevant contact at **Purchaser** (the requestor).
5. Unique invoice number.
6. Invoice date.
7. Amount excluding tax.
8. Tax amount.
9. Total amount to pay.
10. Currency (Invoices must be invoiced in the **PO** currency).
11. **Supplier's** legal entity name and address.
12. Tax reference if applicable (e.g., VAT registration number).
13. Bank details (bank name, address, account number, and relevant international codes).
14. Clear description of the **Supply** being invoiced, such as the specific progress/milestone.
15. Legible print (i.e. no italic font, shaded areas or handwriting).

## 4.3 Invoice File Format

**Supplier's** electronic invoices must meet the following criteria:

1. Invoices must be in PDF ~~or TIF~~ format.
2. Files may only contain one invoice.
  - ▶ Attachments or supporting documentation must be included in the same file.
  - ▶ Invoice itself must be on page 1, with supporting documents thereafter.
3. A single email may contain multiple invoices.
4. Each email must not exceed total size of 15 MB

## 4.4 Invoice Non-Compliance

Invoices that do not meet the requirements stated in this document will be rejected. Following any such rejection, **Supplier** shall resubmit a compliant invoice with a revised invoice date.

### Reminder - Payment Due Date:

As per the **PO** terms and conditions, the invoice due date is calculated based on the compliant invoice receipt date, plus the **PO** payment terms. Due dates written on invoices shall not be considered.