



# Purchase to Pay

## Perfect Invoice - Requirements

# Submit the invoice with all data for faster processing and on time payment

## PO

- Receive Purchase Order from O-I
- Any changes which impact the invoice require an updated Purchase Order
- Deliver in accordance with the Purchase Order

## Invoice

- Only raise your invoice once you have delivered the good/service (unless partial invoice have been agreed)
- The details on the invoice match those on the Purchase Order
- Invoice may contain only 1 Purchase Order
- The invoice is complete, accurate and complies with local regulations

## E-mail

- 1 invoice in 1 PDF
- Attachments to the invoice must be in the same PDF document as the invoice (Invoice always as 1st page)
- Multiple invoices (in separate PDFs) can be attached to 1 e-mail

# Please ensure that your invoice has all of the following information presented in a legible format:

- ✓ Our company name being billed, address and VAT Registration Number
- ✓ Your vendor number ID, name, address and VAT Registration Number
- ✓ Invoice number
- ✓ Invoice date
- ✓ Our Purchase Order number or designated employee name (for invoices that are not supported by a Purchase Order number)
- ✓ Invoice may contain only 1 Purchase order (invoices with more than 1 PO will not be processed and paid)
- ✓ Quantity
- ✓ Unit of measurement
- ✓ Price per unit
- ✓ Currency
- ✓ VAT rate and amount (if applicable)
- ✓ In case no VAT is charged due to the VAT reverse charge mechanism please ensure that the required VAT reference/wordings are mentioned
- ✓ In case no VAT is charged due to an exempted delivery, please ensure that the required VAT reference/wordings are mentioned
- ✓ Delivery date/ Delivery note number/ Delivery address
- ✓ Original invoice number in case of debit or credit note
- ✓ Your bank details
- ✓ Please do not provide hand-written invoices, as it cannot be read by automated scanning system and manually handled; which may result in processing delays.

# Purchase Order

N°: 4511475712

Please reference purchase order number, item number and material codes on all packages, invoices, shipping papers and correspondence. There must be only one order number reference per invoice. Invoice cannot be paid if they do not match the purchase order number.



Page: 1/2

Creation Date: 01/31/2024

### Goods Delivery Address:

Bowling Green  
1324 Production Avenue  
Bowling Green KY 42101  
United States

Legal Entity : Owens Brockway Glass Container, Inc.  
One Michael Owens Way  
Perrysburg, Ohio 43551-2999

### Invoice to be sent to:

O-I World Headquarters  
Accounts Payable  
North American Shared Services Center  
One Michael Owens Way  
Perrysburg, Ohio 43551-2999

Email PDF Invoices to: PAYABLES.MAILROOM@O-I.COM

### Terms and Method of payment:

/ACH PPD

### Delivery terms:

DAP DELIVERED AT PLACE

Vendor code: 1234567

Currency: USD

Item	Material Code	Description	Quantity	Unit	Net unit price	Del. date	Net item value
10		T&F - Transfer to Columbus	1	EA	2,300.00	05/31/2024	2,300.00
							/2024 00:00:00

0.00

USD 2,300.00

Please ensure that all the necessary data from PO are present on the invoice:

- ✓ PO number
- ✓ Bill to entity name and VAT number
- ✓ E-mail address where invoice should be sent
- ✓ Your company's Vendor ID in OI
- ✓ Quantity, Unit, Price per unit, Material Code, Description and Currency

# For Support / Queries

- **Vendor Query Portal:** In case payments are not received on invoice / queries regarding payment status, kindly submit the query along with invoice copy in Vendor Query Portal

➤ <https://oiprod.service-now.com/apNorth>

- **Helpdesk:** Questions relating to purchasing use the below



[O-I.Procurement.AM@gbs.o-i.com](mailto:O-I.Procurement.AM@gbs.o-i.com)



+1 312-265-4058 or +57 1 355 7239