



Purchase to Pay

Invoicing 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
- ✓ Avoid hand written invoices, these cannot be read by our automated scanning system and will have to be manually entered which may result in processing delays.

Purchase Order

N° 4530825715

Please ensure that the PO 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.

Delivery address:
GB-Harlow
O-I Europe Sarl
Edinburgh Way
Harlow CM20 2UG
United Kingdom

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Creation Date: 30.03.2017

Invoice to be sent to:
O-I Business Service Centre Sp. z o.o.
ul. Baraniaka, 6
631-131 Poznan
Poland

Supplier's Name

Supplier's address

Country

AP-PDF-CH@o-i.com

Terms of payment:
15th of month, 4 months after invoice

Delivery terms:
DDP As per delivery address

Vendor code: 101654

COO - 5117 - 18741
SALES QUOTE: 311703141

Quotation drawings valid for production.

Currency: EUR

Item	Material Code	Description	Quantity	Unit	Net unit price	Del. date	Net item value
10	5016331	PC.A3005117.00S500.SS	100	PC	9,70	+ Delivered	970,00

Total net value excl. VAT

EUR 970,00

TEST PRINT ONLY

Goods receipt : Raw Mat : 24 hours 7 days per week Packaging : Mon-Fri 0800-1600 Others : Mon - Fri 0730 - 1600

Acceptance of this Purchase Order confirms agreement to our general purchasing terms & conditions as well as our Ethics rules as published on o-i.com, <http://investors.o-i.com/phoenix.zhtml?c=88324&p=irol-govHighlights>

Purchase organization address:

O-I Europe Sarl
Route de Faraz 5
CH-1302 VUFFLENS-LA-VILLE
O-I contact: Michael Abrahams
Phone - Fax - Email: + 44 1279773136 / Michael.Abrahams@eu.o-i.com
Purchasing Department: Bernard Crastes

O-I Europe Sarl
Route de Faraz 5, 1302 Vufflens-la-Ville, Switzerland - For Goods supplies: VAT GB45863880 - For services: VAT CHE-112.181.506 TVA

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

- ✓ PO number
- ✓ Your company's Vendor ID in OI
- ✓ Quantity, Unit, Price per unit, Material Code, Description and Currency
- ✓ E-mail address where invoice should be sent
- ✓ O-I's Name, Address and Vat registration number to which invoice should be issued