# **Purchase to Pay**

## Invoicing requirements

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



- Receive Purchase Order from -0
- Any changes which impact the invoice require an updated Purchase Order
- Deliver in accordance with the Purchase Order

### Invoice

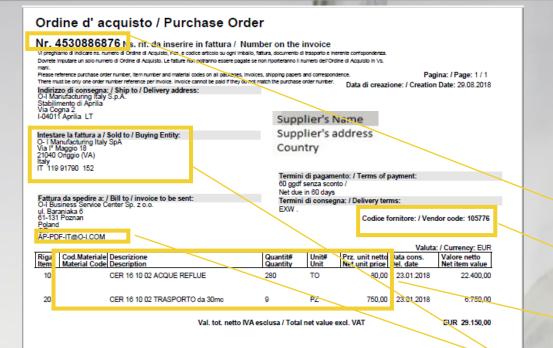
- Only raise your invoice once you have delivered the good/service (unless partial invoice have been agreed)
- The details on the invoice match those on the Purchase Order
- Invoice may contain only 1 Purchase
  Order
- The invoice is complete, accurate and complies with local regulations

## 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 email

#### 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 measurment
- ✓ 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.



### TEST PRINT ONLY

Entrata merce: / Goods receipt : Apertura magazzino dal Luned# al Venerd# dalle 8.00 alle 17.30

L'accettazione di questo ordine comporta l'accettazione delle condizioni generali di acquisto ed il rispetto delle regole etiche O-I pubblicate sul sito o-i.com, http://investors.o-i.com/phoenix.zhtml?c=88324&p=irol-govHighlights 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

Contatto O-I: / O-I contact: Justyna Kurczalska Telefono - Fax - Email: / Phone - Fax - Email: / Justyna.Kurczalska@o-i.com Ufficio acquisti: / Purchasing Department: Claudia Caravello Order confirmation to be sent / Order confirmation to be sent: Please ensure that all the necessary data from PO are prese 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
- ✓ Bill to entity name and VAT number