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

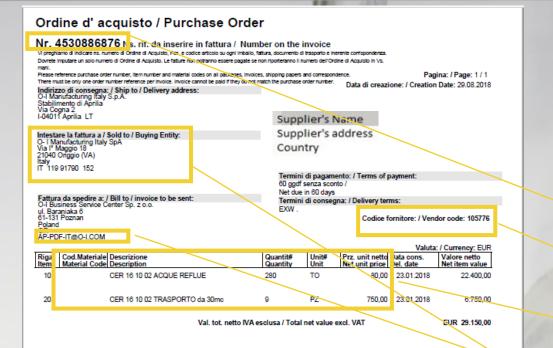
- Only raise your invoice once you have delivered the good/service (unless partial invoice have been agreed)
- The details on the invoice match those on the Purchase Order
- Invoice may contain only 1 Purchase
 Order
- The invoice is complete, accurate and complies with local regulations

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