

Important for Consignment Suppliers

Please find some common mistakes to avoid and guidelines for correctly preparing invoices. Adhering to these guidelines will help streamline the invoicing process and facilitate timely payment.

- **Consumption month:** The month of consumption must be clearly stated on the invoice. It's vital to ensure that the billing month aligns with the consumption month, as this affects the prices and quantities of goods ordered and delivered. Please state on the invoice, the consumption month as per the following format "MM,YYYY".
- **Invoice date:** The date of every consignment invoice should correspond to the final day of the consumption month. This method guarantees a single invoice each month, preventing any discrepancies that could lead to delays in invoice processing or necessitate further explanation. Invoice date format must be "DD.MM.YYYY" with the comment that the month should be stated in a numerical manner.
- **Material line:** To prevent misunderstandings or discrepancies, it is important to accurately represent data on your invoice. Please create a separate line for each material code. Avoid listing the same material code multiple times on multiple lines. This practice will make it easier to identify the goods/services you have supplied, and invoice will be paid in a timely manner.
- **Material code:** Similarly, as above, each line on the invoice should include the delivered material code. This always must be mentioned and will ensure clarity and accuracy in our invoicing process.
- **PO line:** In order to ensure the utmost accuracy of your invoices, we emphasize the necessity of entering "CO" in the PO (purchase order) field for consignment invoices. Please keep in mind that the consignment invoices should not contain any purchase orders numbers.

Should you have any questions or require further clarification, please do not hesitate to reach out to our accounts payable department at accountspayableinquiry_emea@goodyear.com.