



# Upfield™

## “Perfect Invoice” Instructions

Below you will find key steps to take to ensure that your invoice is paid timely

- You should only commence work once you have received a Purchase Order (PO) - if you did not receive the valid PO number, please reach out to your Upfield contact who ordered the goods or services from you
- Ensure that the product or service you deliver matches the PO specifications (location, quantity, price, etc.) which are outlined on the PO
- Only raise your invoice once you have delivered your goods or services (unless partial /staged invoices have been agreed)
- Ensure that the PO number is quoted clearly on your invoice
- Ensure the invoices are made out to the correct Upfield Business Unit which is outlined in the PO (Company Name and Address details are also outlined below)
- Ensure your invoice is in the same currency as per the PO
- Ensure your invoice is in the same metric and denomination as quoted on the PO – e.g. if the order is in kg then the invoice should be in kg, if the order is in CAN then the invoice should be in CAN
- Ensure that your invoice quotes your VAT number, your Bank Account and Upfield Entity VAT Number
- Ensure that your invoice is arithmetically correct and the amount/rate of VAT (if appropriate)
- Please ensure any previously agreed changes to the PO are reflected in your invoice
- If a credit note is required, please ensure it contains the necessary invoice number and PO number

- Ensure the INCO Term is correctly displayed and that your VAT and Customs Registration Numbers are in the correct location as required by legislation
- Ensure you submit your invoices via the agreed electronic invoicing channel. Please review your Tungsten profile for correctness of Company Name, VAT/Tax Registration, Bank Account information etc to ensure the tax invoice holds correct information always

**Note:** If any of the above information is incorrect, your unpaid invoice will be rejected back to you