Oracle Invoice Guidelines for Suppliers

1. Invoice Requirements

Supplier invoices submitted to Oracle "must" include the information contained in this document. These guidelines are being implemented to establish a more efficient and cost effective means of transacting business. We thank you in advance for your adherence to these guidelines as they are needed to ensure accurate and timely processing of invoices.

2. Invoice Number
You, the supplier, assign this number, to uniquely identify each invoice. This is the number that will be referenced on the remittance advice when payment is made. Oracle Technologies does not accept duplicate invoice numbers.

3. Purchase Order number
You are required to receive a Purchase Order for all materials and services that you will provide to Oracle. A valid Purchase order is required to be referenced on the invoice. Invoices without Purchase Order number will be rejected.

4. Purchase Order number line
Important: In addition to the Purchase Order Number, all invoices sent to Oracle are required to quote the Purchase Order Line number for accurate billing.

5. Service PO's
Important: Purchase Orders for services will be issued with a unit price value of "1" rather than an hourly rate or price per unit. Please ensure that any Oracle service PO is billed with a unit price of "1" to avoid holds in Oracle's Accounting system and subsequent delays.

6. Unit Price
The unit price on your invoice must agree with the unit price on the Purchase Order for each line item.

7. Total Invoice Price
This amount includes line value, tax, freight and any other incremental costs. Please verify and confirm that your total calculated amount is accurate prior to submitting invoices. Tax, freight and miscellaneous lines are not to quote Purchase Orders numbers/lines.

8. Paper Invoices
Please ensure that once invoices are submitted electronically to Oracle you cease sending paper invoices.

9. Tax
Oracle expects that all suppliers apply relevant country and EU council specific tax rules & regulations on their invoices. It is mandatory for Suppliers to ensure that Oracle has their current and most recent Tax ID's and/or Tax clearance certificates as applicable. It is important for

Oracle to receive your accurate "Properly updated" tax information in order to process your invoice without delays.

10. Legal Entity Name
Your invoice must reference the correct legal entity name of the Oracle location that you provide goods/services to. This name should be shown exactly as it appears on the Purchase Order.

11. Invoice/Payment inquiries
Please continue to direct your queries for successfully submitted transactions to:
p2p-helpdesk_ww@oracle.com

For invoice submission issues contact **Tungsten Network support team**:

- By **raising a ticket** from your Tungsten Network portal. Please log into your Tungsten account, go to section **Help and Support –> Create a ticket**

- By **calling** on any of the **local support phone numbers**