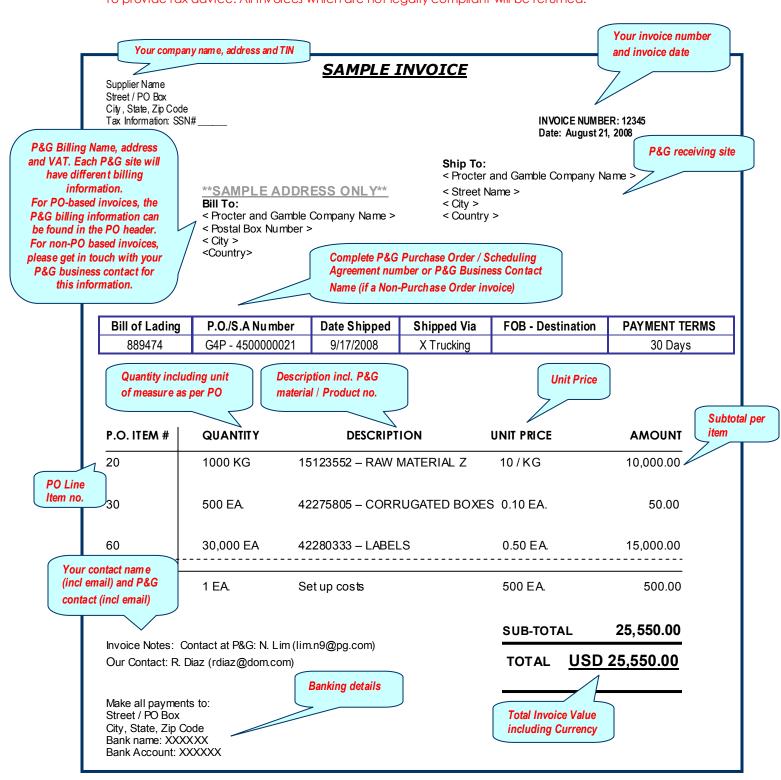
P&G Invoice Requirements

Reference Guide for Non VAT Invoice

For **Purchase Order** invoices, you must include the Purchase Order Number.

For Non-Purchase Order invoices, you must include a P&G Approver Name.

Disclaimer: It is the responsibility of suppliers to issue legally compliant invoices. P&G will not be able to provide tax advice. All invoices which are not legally compliant will be returned.

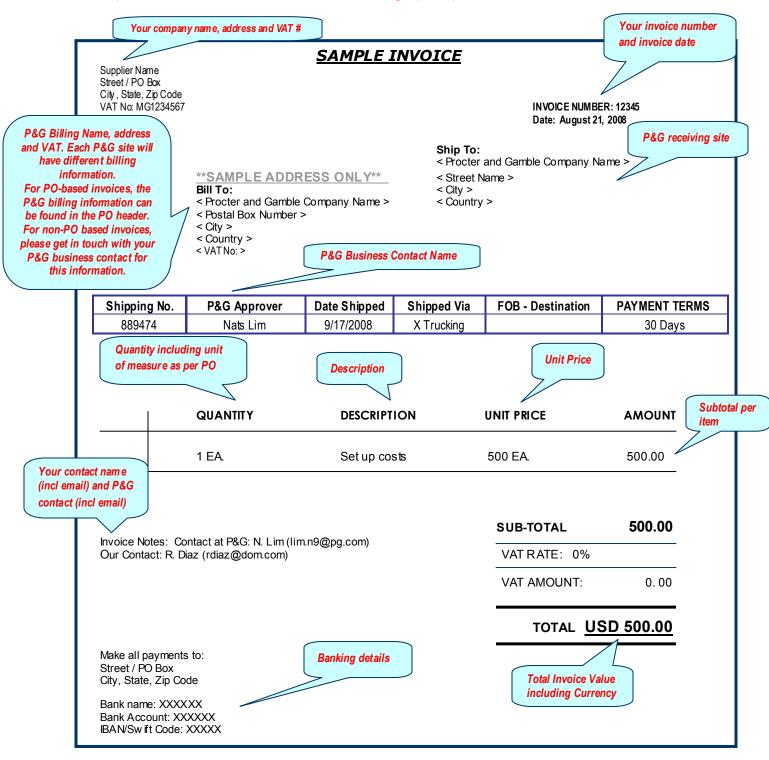


P&G Invoice Requirements

Reference Guide - Non Purchase Order Based (with VAT)

For cases when you do NOT have a P&G Purchase Order.

Disclaimer: It is the responsibility of suppliers to issue legally compliant invoices. P&G will not be able to provide tax advice. All invoices which are not legally compliant will be returned.



P&G Invoice Requirements

Reference Guide - Purchase Order Based (with VAT)

For cases when you have been issued a Purchase Order.

Disclaimer: It is the responsibility of suppliers to issue legally compliant invoices. P&G will not be able to provide tax advice. All invoices which are not legally compliant will be returned.

