

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.

Your company name, address and TIN

SAMPLE INVOICE

Your invoice number and invoice date

Supplier Name
Street / PO Box
City, State, Zip Code
Tax Information: SSN# _____

INVOICE NUMBER: 12345
Date: August 21, 2008

P&G Billing Name, address and VAT. Each P&G site will have different billing information.

For PO-based invoices, the P&G billing information can be found in the PO header. For non-PO based invoices, please get in touch with your P&G business contact for this information.

****SAMPLE ADDRESS ONLY****

Bill To:
< Procter and Gamble Company Name >
< Postal Box Number >
< City >
<Country>

Ship To:
< Procter and Gamble Company Name >
< Street Name >
< City >
< Country >

P&G receiving site

Complete P&G Purchase Order / Scheduling Agreement number or P&G Business Contact Name (if a Non-Purchase Order invoice)

Bill of Lading	P.O./S.A Number	Date Shipped	Shipped Via	FOB - Destination	PAYMENT TERMS
889474	G4P - 4500000021	9/17/2008	X Trucking		30 Days

Quantity including unit of measure as per PO

Description incl. P&G material / Product no.

Unit Price

Subtotal per item

PO Line Item no.

P.O. ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
20	1000 KG	15123552 - RAW MATERIAL Z	10 / KG	10,000.00
30	500 EA.	42275805 - CORRUGATED BOXES	0.10 EA.	50.00
60	30,000 EA	42280333 - LABELS	0.50 EA.	15,000.00
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	1 EA.	Set up costs	500 EA.	500.00

Your contact name (incl email) and P&G contact (incl email)

Invoice Notes: Contact at P&G: N. Lim (lim.n9@pg.com)
Our Contact: R. Diaz (rdiaz@dom.com)

Banking details

Make all payments to:
Street / PO Box
City, State, Zip Code
Bank name: XXXXXX
Bank Account: XXXXXX

SUB-TOTAL 25,550.00

TOTAL USD 25,550.00

Total Invoice Value including Currency

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.

Your company name, address and VAT #

Your invoice number and invoice date

SAMPLE INVOICE

Supplier Name
Street / PO Box
City, State, Zip Code
VAT No: MG1234567

INVOICE NUMBER: 12345
Date: August 21, 2008

****SAMPLE ADDRESS ONLY****
Bill To:
< Procter and Gamble Company Name >
< Postal Box Number >
< City >
< Country >
< VAT No: >

Ship To:
< Procter and Gamble Company Name >
< Street Name >
< City >
< Country >

P&G Business Contact Name

Shipping No.	P&G Approver	Date Shipped	Shipped Via	FOB - Destination	PAYMENT TERMS
889474	Nats Lim	9/17/2008	X Trucking		30 Days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1 EA	Set up costs	500 EA.	500.00

SUB-TOTAL 500.00

VAT RATE: 0%

VAT AMOUNT: 0.00

TOTAL USD 500.00

Invoice Notes: Contact at P&G: N. Lim (lim.n9@pg.com)
Our Contact: R. Diaz (rdiaz@dom.com)

Make all payments to:
Street / PO Box
City, State, Zip Code

Bank name: XXXXXX
Bank Account: XXXXXX
IBAN/Swift Code: XXXXX

Banking details

Total Invoice Value including Currency

Quantity including unit of measure as per PO

Description

Unit Price

Subtotal per item

P&G Billing Name, address and VAT. Each P&G site will have different billing information.
For PO-based invoices, the P&G billing information can be found in the PO header.
For non-PO based invoices, please get in touch with your P&G business contact for this information.

Your contact name (incl email) and P&G contact (incl email)

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.

Your company name, address and VAT #

SAMPLE INVOICE

Your invoice number and invoice date

Supplier Name
Street / PO Box
City, State, Zip Code
VAT No: MG1234567

INVOICE NUMBER: 12345
Date: August 21, 2008

P&G receiving site

P&G Billing Name, address and VAT. Each P&G site will have different billing information.

For PO-based invoices, the P&G billing information can be found in the PO header.
For non-PO based invoices, please get in touch with your P&G business contact for this information.

SAMPLE ADDRESS ONLY

Bill To:

< Procter and Gamble Company Name >
< Postal Box Number >
< City >
< Country >
<VAT No>

Ship To:

< Procter and Gamble Company Name >
< Street Name >
< City >
< Country >

Complete P&G Purchase Order / Scheduling Agreement number

Bill of Lading	P.O./S.A Number	Date Shipped	Shipped Via	FOB - Destination	PAYMENT TERMS
889474	G4P - 4500000021	9/17/2008	X Trucking		30 Days

Quantity including unit of measure as per PO

Description incl. P&G material / Product no.

Unit Price

Subtotal per item

P.O. ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
20	1000 KG	15123552 – RAW MATERIAL Z	10 / KG	10,000.00
30	500 EA.	42275805 – CORRUGATED BOXES	0.10 EA.	50.00
60	30,000 EA	42280333 – LABELS	0.50 EA.	15,000.00
	1 EA.	Set up costs	500 EA.	500.00

PO Line Item no.

Your contact name (incl email) and P&G contact (incl email)

Invoice Notes: Contact at P&G: N. Lim (lim.n9@pg.com)
Our Contact: R. Diaz (rdiaz@dom.com)

Banking details

Make all payments to:
Street / PO Box
City, State, Zip Code
Bank name: XXXXXX
Bank Account: XXXXXX

SUB-TOTAL 25,550.00

VAT RATE: 0%

VAT AMOUNT: 0.00

TOTAL USD 25,550.00

Total Invoice Value including Currency