



PROCURE TO PAY Communication Packet

Dear Valued Vendor/Suppliers,

Good day!

In our aim to have better relationship with you by paying your invoices on time, we need your FULL support by sending **compliant** invoices 20 days prior to net due date.

The following are the **invoicing requirement criteria** which are **mandatory** at the face of your invoices:

- Supplier Name, address and VAT Registration number
- Bill to correct invoicing party with the correct address / ship to address
- Purchase Order Number / Delivery Order Number
- Email address of your Unilever Contact Person
- Ensure that the invoice has invoice number, invoice date, description and accurate total amount.
- With ATP registration

For any inquiries, please contact our AP Helpdesk through the below email address:

Helpdesk PH:

Finance.AP.PH@unilever.com

Invoice checklist:

1	Supplier Name	14	PO/DO/SA number:
2	Supplier Address	15	PO Item No.
3	Supplier Contact details	16	Quantity
4	Supplier VAT Registration number	17	Unit of Measurement
5	Unilever Billing Name	18	Item Description
6	Unilever Address	19	Unit price
7	Unilever Contact person	20	Amount
8	Unilever Contact details	21	VAT
9	Unilever VAT Registration number	22	WHT
10	Bill to address title	23	Total
11	Invoice Number	24	Currency
12	Invoice Date/Document Date	25	Authority To Print (ATP) details
13	Delivery Note	26	Invoice validity statement

Kind Regards,

Accounts Payable Team, PH