



EA-KENYA



UNILEVER KENYA LIMITED

PURCHASE TO PAY

GUIDANCE FOR SUPPLIERS

June 2017

GOLDEN RULES: SUPPLIER'S ROLE IN THE UNILEVER PAYMENT PROCESS

Please find below the key steps to be taken to ensure your invoice is paid on time

- Step 1:** Unilever Kenya Limited (**UKL**) contacts the **Supplier** to provide the goods or services.
- Step 2:** **Supplier** sends the quote to Unilever Kenya Limited Contact person.
- Step 3:** **UNILEVER KENYA LIMITED** actions the Purchase Order (PO/DO) and sends it to the **Supplier**.
- Step 4:** **Supplier** can now commence the work for UNILEVER KENYA LIMITED. "No PO No Pay" Policy. Without the PO, the supplier must not continue.
- Step 5:** **Supplier** delivers the goods or completes the service to **UNILEVER KENYA LIMITED**.
- Step 6:** **Supplier** issues the tax invoice to **UNILEVER KENYA LIMITED** once steps 1-5 are complete.
- Step 7:** **Supplier's** tax invoice:
- Supplier** must place the **UNILEVER KENYA LIMITED** PO/DO number on their tax invoice i.e. DO9840304 & 4510981324
 - Supplier's** tax invoice must be dated after the **UNILEVER KENYA LIMITED** PO/DO date.
 - Supplier's** tax invoice must be compliant with all regulatory requirements for VAT purposes (see example layout below).
 - Supplier** can only issue the tax invoice once goods or services have been rendered to **UNILEVER KENYA LIMITED**.
- Step 8:** Once goods and services have been delivered to **UNILEVER KENYA LIMITED**, Supplier is to e-mail their tax invoice to: ULKE.Scanning@unilever.com
- Suppliers are to **choose 1 method** to submit invoices to UNILEVER KENYA LIMITED. i.e. if Suppliers are posting or delivering invoices to UNILEVER KENYA LIMITED then Supplier must not e-mail invoices to UL Scanning.
- Step 9:**
- Delivery notes are mandatory.
 - Delivery notes must be delivered to **UNILEVER KENYA LIMITED** sites when goods are delivered. The Delivery note must reflect the PO/DO number or supplier's tax invoice number.

Credit notes must reflect the **Supplier's** original invoice number or **UNILEVER KENYA LIMITED's** PO / DO number.

Banking details if varied banks are required for payment, the invoice must reflect the bank account to which the invoice must be paid and must at all time ensure that bank details are maintained in Unilever system correctly.

Invoices not meeting tax invoice compliance will not be processed by **UNILEVER KENYA LIMITED** and will be rejected back to the supplier for rectification. Therefore, always have correct email ID reflected in Unilever systems.

1. Help Desk information:

IBM in Bangalore are **Supplier's** key point of call for all invoice queries. E-mail your queries to address:

Finance.AP.KE@unilever.com

for all Accounts Payable, invoice and payment queries.

Telephone contact: local SA number: +254800720482

2. VQP – VENDOR QUERY PORTAL

Suppliers can register with Tungsten's VQP. Once registered, suppliers will be able to see the status of their invoices and payments. Click on Enroll (Link <http://www.tungsten-network.com/unileveriss/>)

Ensure your details are up to date and relevant - Ensure all your company details and contact information is up to date and accurately submitted to UNILEVER KENYA LIMITED. If, at any time, any details change, please notify us in writing and e-mail to ULKE.Scanning@unilever.com

Monthly Supplier statement - Please e-mail the monthly statement to:

ULKE.Scanning@unilever.com

Tax Invoice	Kenya Tax legislation requires all invoices to state " Tax Invoice ". If a copy of a tax invoice is sent, the invoice must state "Copy Tax Invoice".		
Correct Company/Entity Name	Unilever Kenya Limited		
Attention	Scanning Department		
Delivery address	Goods delivery address of the UNILEVER KENYA LIMITED site must appear on the tax invoice		
Tax Invoice Address	<table> <tr> <td><u>Physical Address</u> Attention: Scanning Dept Head Office, Industrial Area, Commercial Street</td> <td><u>Postal Address</u> PO Box 30062 Nairobi</td> </tr> </table>	<u>Physical Address</u> Attention: Scanning Dept Head Office, Industrial Area, Commercial Street	<u>Postal Address</u> PO Box 30062 Nairobi
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VAT Number UNILEVER KENYA LIMITED	For tax legislation VAT number for UNILEVER KENYA LIMITED must appear on the tax invoice Unilever Kenya Limited(UKL) Company registration No: UKL - C. 163377 VAT Number: P000591311A		
VAT number of supplier	For tax legislation, VAT number of Supplier must appear on the tax invoice		

Unilever vendor number	Invoice must state: “ Unilever vendor number: xxxxxxxx ”. Unilever Procurement contact will assist with this number.
Proof of delivery	Delivery notes are mandatory for factory material deliveries and must include a UNILEVER KENYA LIMITED PO / DO number
Tax Invoices must reflect	The following must appear on all your Tax invoices For delivery of goods: a) UNILEVER KENYA LIMITED PO Number b) Supplier delivery note number c) Must be a single Invoice per delivery note For delivery of services: a) UNILEVER KENYA LIMITED PO Number b) Optional - UNILEVER KENYA LIMITED Goods Receipt number (This will help expedite payment)
Methods of submitting tax invoices by Suppliers to UKL (only 1 method to be used, duplicate tax invoices will not be accepted)	Either 1 of the below Invoice delivery methods can be used: 1) E-mail to “Scanning Department” at e-mail address: ULKE.Scanning@unilever.com 1. Post to: P. O Box 30062, NAIROBI, 00100 (ATT: Scanning Department) 2. Physical address of Head Office: Industrial Area, Commercial Street. (ATT: Scanning Department) 3. Only 1 of the above methods must be used. Do not send duplicate tax invoices to the UL Scanning Department, unless specifically requested to do so by UL/IBM. 4. Foreign Suppliers for Goods – send invoice to the clearing agent (see above**)

COMPLIANT TAX INVOICE

Please Note: The layout need not be identical but the Invoice must include all required information

