



EA-ETHIOPIA



UNILEVER MANUFACTURING PLC

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 MANUFACTURING PLC contacts the **Supplier** to provide the goods or services.

Step 2: **Supplier** sends the quote to UNILEVER MANUFACTURING PLC Contact person (the service requestor).

Step 3: **UNILEVER MANUFACTURING PLC** actions the Purchase Order (PO/DO) and sends it to the **Supplier**.

Step 4: **Supplier** can now commence the work for **UNILEVER MANUFACTURING PLC**. "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 ETHIOPIA**.

Step 6: **Supplier** issues the tax invoice to **UNILEVER MANUFACTURING PLC** once steps 1-5 are complete.

Step 7: **Supplier's** tax invoice:

- a) **Supplier** must place the **UNILEVER MANUFACTURING PLC** PO/DO number on their tax invoice i.e. D09840304 OR 4510981324
- b) **Supplier's** tax invoice must be dated after the **UNILEVER MANUFACTURING PLC** PO/DO date.
- c) **Supplier's** tax invoice must be compliant with all regulatory requirements for VAT purposes (see example layout below).
- d) **Supplier** can only issue the tax invoice once goods or services have been rendered to **UNILEVER MANUFACTURING PLC**.

Step 8: Once goods and services have been delivered to **UNILEVER MANUFACTURING PLC**, Supplier sends the tax invoice in person to: **Rahwa Arkebe (UL ETH finance contact person)**

Step 9: a) Delivery notes are mandatory.

- b) Delivery notes must be delivered to **UNILEVER MANUFACTURING PLC** 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 MANUFACTURING PLC'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 MANUFACTURING PLC** 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.ET@unilever.com

for all Accounts Payable, invoice and payment queries.

Telephone contact: local number: +251 929908605 and for AP helpdesk - 27218311971

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 MANUFACTURING PLC. If, at any time, any details change, please notify us in writing and e-mail to ULET.Scanning@unilever.com

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

ULET.Scanning@unilever.com

Tax Invoice	Ethiopia Tax legislation requires all invoices to be system generated tax invoices and on attachment to state as " Tax Invoice ". If a copy of a tax invoice is sent, the invoice must state "Copy Tax Invoice".	
Correct Company/Entity Name	Unilever Manufacturing PLC	
Attention	Scanning Department (Rahwa Arkebe)	
Delivery address	Goods delivery address of the UNILEVER MANUFACTURING PLC site must appear on the tax invoice	
Tax Invoice Address	<u>Physical Address</u> Attention: Scanning Dept Head Office, Addis Ababa, Woreda 8, Kirkos sub city	<u>Postal Address</u> PO Box 2396 Addis Ababa
VAT Number UNILEVER MANUFACTURING PLC	For tax legislation VAT number for UNILEVER MANUFACTURING PLC must appear on the tax invoice Unilever Manufacturing PLC Taxpayer registration certificate No.: 103980060002 VAT Number: 10255360002	

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: xxxxxxx ". Unilever Procurement contact will assist with this number.		
Proof of delivery	Delivery notes are mandatory for factory material deliveries and must include a UNILEVER MANUFACTURING PLC PO / DO number		
Tax Invoices must reflect	The following must appear on all your Tax invoices For delivery of goods: a) UNILEVER MANUFACTURING PLC PO Number b) Supplier delivery note number c) Must be a single Invoice per delivery note For delivery of services: a) UNILEVER MANUFACTURING PLC PO Number b) Optional - UNILEVER MANUFACTURING PLC Goods Receipt number (This will help expedite payment)		
Methods of submitting tax invoices by Suppliers to Unilever Ethiopia (only 1 method to be used, duplicate tax invoices will not be accepted)	Invoice delivery method 1. Local Suppliers <table border="0"> <tr> <td><u>Physical Address</u> Attention: Scanning Dept Head Office, Addis Ababa, Woreda 8, Kirkos sub city</td> <td><u>Postal Address</u> PO Box 2396 Addis Ababa</td> </tr> </table> 2. Foreign Suppliers for Goods – send invoice to the clearing agent (MACCFA) or deliver through email to Unilever Ethiopia Finance AP Coordinator (Meseret.Tekle@unilever.com)	<u>Physical Address</u> Attention: Scanning Dept Head Office, Addis Ababa, Woreda 8, Kirkos sub city	<u>Postal Address</u> PO Box 2396 Addis Ababa
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All the suppliers must know:

- PO should be written on all invoices
- Invoice should be raised only for goods or services delivered
- Invoices raised in a specific month should be delivered to finance the same month.
- Unilever Manufacturing PLC Tax Identification No. 0040806006 should be stipulated in the invoices,
- In the invoice supplier business address, Tax Identification No and VAT registration no should be seen clearly,
- Items purchased should be clearly described in the invoice,
- For each fiscal receipt (Vat Receipt), attachment should be there,
- Make sure the fiscal receipt and the related attachment is matched in terms of date, description and amount,
- Fiscal receipts corrected by handwriting are not totally acceptable. In this case you have to request the supplier to replace the wrong fiscal receipt by the corrected one and
- Suppliers issuing only manual invoices, the invoice should be written in BLACK INK using only BOLD LETTERS

The 10 Golden Rules of Invoice

If Hand written	Black ink - Capital or Block Letters
Vendor Name & Address	Mandatory
Invoice Number	Mandatory
Invoice Date	Not to be back dated (must be on or after DO date)
PO / DO Number	Mandatory
Attention Person	Mandatory EG. Requester
Vendor Signature/stamp	Mandatory
Total Amount	1. If the total on the invoice is incorrect, correct value would be processed. 2. Amount to be given in both words and figures and must match
Currency	PO and Invoice currency must be the same
Tax Payer ID umber TIN (VAT & WHT)	Mandatory
Vat Amount	Mandatory
Description of items/Goods or Nature of Services	Mandatory

COMPLIANT TAX INVOICE

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

