



Unilever



**UNILEVER MARKET DEVELOPMENT (PTY) LTD**

# **PURCHASE TO PAY**

**GUIDANCE FOR SUPPLIERS**

June 2014

## GOLDEN RULES: YOUR ROLE IN THE UNILEVER PAYMENT PROCESS

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

- **No PO no Pay** - You should only commence after you have received a Purchase Order (PO / DO / MO) from your Unilever contact.
- **PO on tax invoice** - Ensure that the PO / DO / MO (Purchase Order / Direct Order / Maintenance order) number is quoted clearly on your tax invoice. No hand written PO / DO / MO numbers will be accepted.
- The PO / DO / MO must be dated before your tax invoice - any tax invoice generated before the date of PO / DO / MO will not be processed and a new tax invoice needs to be sent with correct dates.
- Please ensure any previously agreed changes to the PO / DO / MO are reflected in your tax invoice.
- Ensure the Goods delivery address is reflected on the tax invoice.
- Delivery notes are mandatory for factory deliveries and must include Unilever PO number.
- Ensure there's a single tax invoice per Delivery Note.
- Ensure the goods or service you deliver outlined on the PO / DO / MO matches the PO / DO / MO specifications (location, quantity, price, etc).
- Ensure the tax invoice is arithmetically correct and quotes the rate of VAT (If applicable).
- Ensure your tax invoice is in the same metrics and denomination as quoted on the PO / DO / MO – e.g. if the order is in kg then the invoice should be in kg, if the order is in USD then the invoice should be in USD.
- Only raise your tax invoice once you have delivered your goods or services. (Unless partial /staged invoices have been agreed). Invoices submitted prior to delivery of goods or service will not be paid.

**Credit notes** must reflect the Original invoice number or PO / DO / MO number.

**Banking details** if varied banks are required for payment, the invoice must reflect the bank account to which the invoice must be paid.

Invoices not meeting tax invoice compliance will not be processed and will be rejected back to the supplier for rectification.

### **APPLICABLE ONLY FOR FOREIGN SUPPLIERS / FOREIGN CURRENCY TAX INVOICES:**

Adhere to all of the above compliant tax invoices rules, and in addition:

For Goods Tax Invoices - \*\* All shipping documents, Customs documents and the tax invoice must be sent to your nominated Clearing and Forwarding Agent. The Clearing and Forwarding Agents are aware of Unilever's processes, and will ensure all documents are in order and will hand deliver these documents to Unilever's Head Office in Durban. The Scanning department will sign for the documents and scan for processing the same day. Please do not send your foreign tax invoices for goods to our Scanning department, the clearing agent must do so with all required supporting documents. In accordance with SA Reserve Bank rules, no foreign invoice for goods will be paid unless supporting documents are attached.

For Service Tax Invoices - All of the above compliant tax invoices rules to be adhered to.

- Send invoices to : [UMDCA.Scanning@unilever.com](mailto:UMDCA.Scanning@unilever.com)
- South African Reserve Bank clearance for services must be obtained prior to payment of foreign tax invoice.

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<b>Tax Invoice</b>	South Africa Tax legislation requires all invoices to state “ <b>Tax Invoice</b> ”. If a copy of a tax invoice is sent, the invoice must state “Copy Tax Invoice”.		
<b>Correct Company/Entity Name</b>	<b>Unilever Market Development (Pty) Ltd</b>		
<b>Attention</b>	Scanning Department		
<b>Delivery address</b>	<b>Goods delivery address</b> of the UMDCA site must appear on the tax invoice		
<b>Tax Invoice Address</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><u><b>Physical Address</b></u> <b>Attention: Scanning Dept</b> <b>15 Nollsworth Crescent,</b> <b>Nollsworth Park,</b> <b>La Lucia Ridge Office Estate</b> <b>La Lucia</b></td> <td style="width: 50%; vertical-align: top;"><u><b>Postal Address</b></u> <b>PO Box 1396</b> <b>Umhlanga Rocks</b> <b>4320</b></td> </tr> </table>	<u><b>Physical Address</b></u> <b>Attention: Scanning Dept</b> <b>15 Nollsworth Crescent,</b> <b>Nollsworth Park,</b> <b>La Lucia Ridge Office Estate</b> <b>La Lucia</b>	<u><b>Postal Address</b></u> <b>PO Box 1396</b> <b>Umhlanga Rocks</b> <b>4320</b>
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<b>VAT Number ULSA</b>	For tax legislation VAT number for UMDCA must appear on the tax invoice <b>Unilever Market Development (Pty) Ltd</b> <b>Company registration No : 1986/000431/07</b> <b>VAT Number : 4280240476</b>		
<b>VAT number of supplier</b>	For tax legislation, <b>VAT number of Supplier</b> must appear on the tax invoice		
<b>Proof of delivery</b>	<b>Delivery notes are mandatory</b> for factory deliveries and must include a <b>UMDCA PO / DO / MO number</b>		
<b>Tax Invoices must reflect</b>	The following must appear on all your Tax invoices <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><u><b>For delivery of goods</b></u> <b>a) UMDCA PO Number</b> <b>b) Supplier delivery note number</b> <b>c) Must be a single Invoice per delivery note</b></td> <td style="width: 50%; vertical-align: top;"><u><b>For delivery of services</b></u> <b>a) UMDCA PO Number</b> <b>b) Optional – UMDCA Goods Receipt number (help expedite payment)</b></td> </tr> </table>	<u><b>For delivery of goods</b></u> <b>a) UMDCA PO Number</b> <b>b) Supplier delivery note number</b> <b>c) Must be a single Invoice per delivery note</b>	<u><b>For delivery of services</b></u> <b>a) UMDCA PO Number</b> <b>b) Optional – UMDCA Goods Receipt number (help expedite payment)</b>
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<b>Send invoices to</b>	UMDCA.Scanning@unilever.com (Except Foreign Suppliers for Goods – see above rules for foreign suppliers **)		
<b>Methods of submitting tax invoices by Suppliers to UL</b>  (only 1 method to be used, duplicate tax invoices will not be accepted)	<b>Either 1 of the below Invoice delivery methods can be used :</b> <ol style="list-style-type: none"> <li>1. <b>E-mail</b> to “Scanning Department” at e-mail address : <a href="mailto:UMDCA.Scanning@unilever.com">UMDCA.Scanning@unilever.com</a></li> <li>2. <b>Post to</b> : P. O Box 1396, Umhlanga Rocks, 4320 (Att: Scanning Department)</li> <li>3. <b>Physical address</b> of Head Office : 15 Nollsworth Crescent, Nollsworth Park, La Lucia Ridge Office Estate, La Lucia. (Att: Scanning Department)</li> <li>4. 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.</li> </ol>		

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## IMPORTANT INFORMATION

### Help Desk information:

IBM in Bangalore are your key point of call for all supplier queries – payment queries, invoice queries, account status etc.

[Finance.AP.ZA@unilever.com](mailto:Finance.AP.ZA@unilever.com) for all Accounts Payable, invoice and payment queries.

[Finance.IP.ZA@unilever.com](mailto:Finance.IP.ZA@unilever.com) for all IP and purchase order queries.

Telephone contact for local South African Suppliers: 0214276684 (Local SA number)

Telephone contact for non South African Suppliers / Foreign Suppliers (international): 0027-214276684

### 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 ULSA. If, at any time, any details change, please notify us in writing and e-mail to: [SA.IPVendor@unilever.com](mailto:SA.IPVendor@unilever.com)

### Monthly Supplier statement

Please e-mail the monthly statement to: [UMDCA.Scanning@unilever.com](mailto:UMDCA.Scanning@unilever.com)

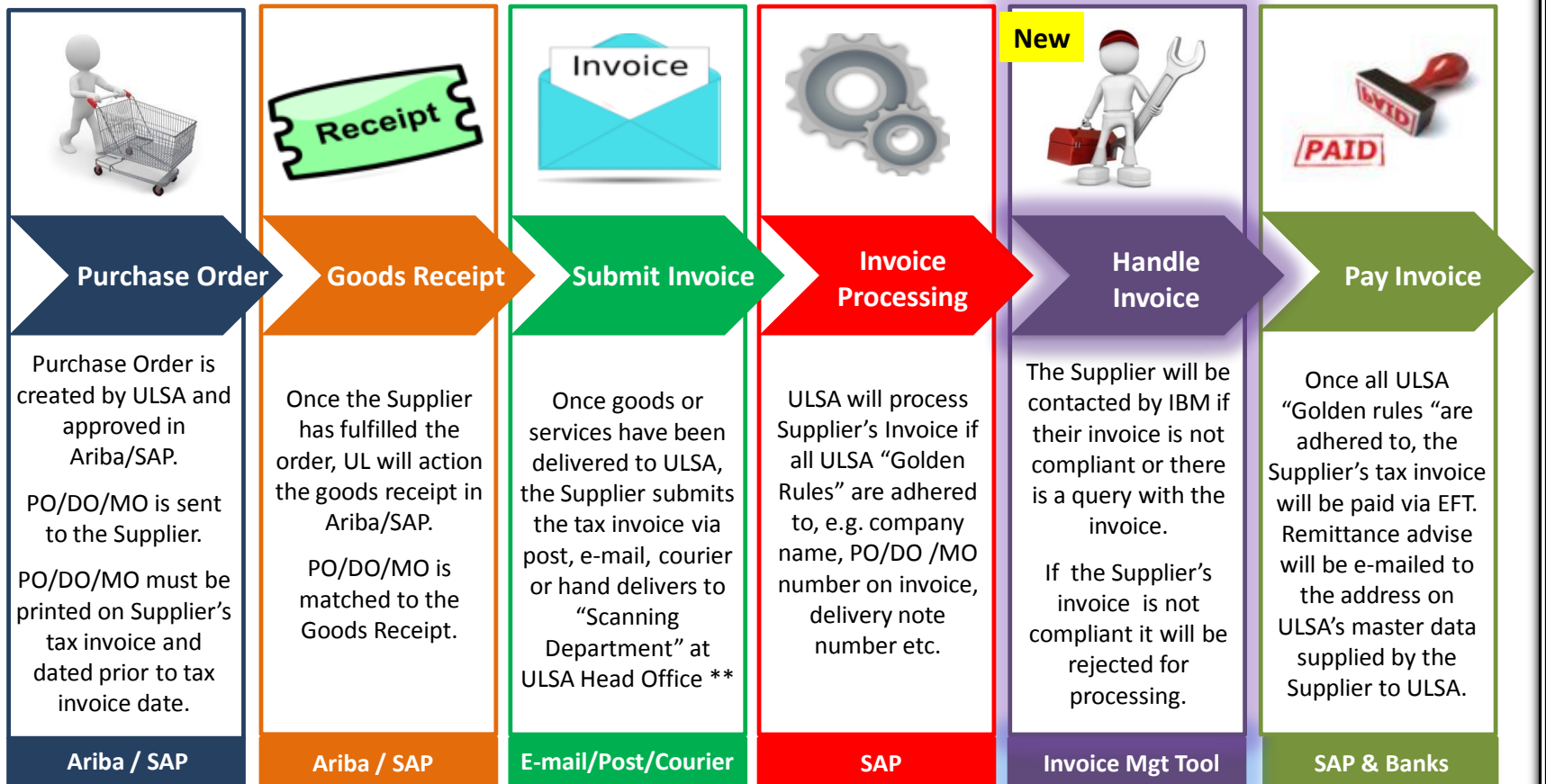
### Procure to Pay Process

Below is a summary of the Unilever P2P (Procure to Pay) Process and Supplier's role in the process. By following these simple processes, Supplier's tax invoices will be paid on time and in full.

# UNILEVER MARKET DEVELOPMENT (PTY) LTD



## Unilever South Africa (Pty) Ltd Procure to Pay (P2P) Process Overview for suppliers



\*\* Foreign supplier tax invoices for goods are required to have all shipping and customs clearance documents attached as support to the tax invoice (as per SA Reserve Bank regulations). The Clearing and Forwarding agents will submit the tax invoice and supporting documents to the Scanning Department at ULSA Head Office.

Invoice delivery details - use 1 method only (do not duplicate send)

1. Scanning Department e-mail address : [ULSA.Scanning@unilever.com](mailto:ULSA.Scanning@unilever.com)
2. Post to : P. O Box 4923, Durban, 4000
3. Physical address of Head Office : 15 Nollsworth Crescent, Nollsworth Park, La Lucia Ridge Office Estate, La Lucia.



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## COMPLIANT TAX INVOICE

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

