



Unilever

EA-TANZANIA



UNILEVER TANZANIA 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 TANZANIA LIMITED (**UTL**) contacts the **Supplier** to provide the goods or services.
- Step 2:** **Supplier** sends the quote to UNILEVER TANZANIA LIMITED Contact person.
- Step 3:** **UNILEVER TANZANIA LIMITED** actions the Purchase Order (PO/DO) and sends it to the **Supplier**.
- Step 4:** **Supplier** can now commence the work for **UNILEVER TANZANIA 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 TANZANIA LIMITED**.
- Step 6:** **Supplier** issues the tax invoice to **UNILEVER TANZANIA LIMITED** once steps 1-5 are complete.
- Step 7:** **Supplier's** tax invoice:
- a) **Supplier** must place the **UNILEVER TANZANIA LIMITED** PO/DO number on their tax invoice i.e. DO9840304 & 4510981324
 - b) **Supplier's** tax invoice must be dated after the **UNILEVER TANZANIA LIMITED** 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 TANZANIA LIMITED**.
- 1) Step 8:** Once goods and services have been delivered to **UNILEVER TANZANIA LIMITED**, Supplier is to e-mail their tax invoice to: ultz.scanning@unilever.com
Suppliers are to **choose 1 method** to submit invoices to UNILEVER TANZANIA LIMITED. i.e. if Suppliers are posting or delivering invoices to UNILEVER TANZANIA LIMITED then Supplier must not e-mail invoices to UL Scanning.
- Step 9:**
- a) Delivery notes are mandatory.
 - b) Delivery notes must be delivered to **UNILEVER TANZANIA 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 TANZANIA 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 TANZANIA 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.TZ@unilever.com for all Accounts Payable, invoice and payment queries.

Telephone contact: local UTL number: +254800780083

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 TANZANIA LIMITED. If, at any time, any details change, please notify us in writing and e-mail to ultz.scanning@unilever.com

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

ultz.scanning@unilever.com

Tax Invoice	Tanzania 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 TANZANIA LIMITED								
Attention	Scanning Department								
Delivery address	Goods delivery address of the UNILEVER TANZANIA LIMITED site must appear on the tax invoice								
Tax Invoice Address	<table> <tr> <td><u>Physical Address</u></td> <td><u>Postal Address</u></td> </tr> <tr> <td>Attention: Scanning Dept</td> <td>PO Box 40383</td> </tr> <tr> <td>Head Office,</td> <td>Dar Es Salaam</td> </tr> <tr> <td>4A Nyerere Road,</td> <td></td> </tr> </table>	<u>Physical Address</u>	<u>Postal Address</u>	Attention: Scanning Dept	PO Box 40383	Head Office,	Dar Es Salaam	4A Nyerere Road,	
<u>Physical Address</u>	<u>Postal Address</u>								
Attention: Scanning Dept	PO Box 40383								
Head Office,	Dar Es Salaam								
4A Nyerere Road,									
VAT Number UNILEVER TANZANIA LIMITED	For tax legislation VAT number for UNILEVER TANZANIA LIMITED must appear on the tax invoice UNILEVER TANZANIA LIMITED(UTL) Company registration No: UTL - 2736 VAT Number: 100038980								
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 TANZANIA LIMITED PO / DO number
Tax Invoices must reflect	The following must appear on all your Tax invoices For delivery of goods: a) UNILEVER TANZANIA LIMITED PO Number b) Supplier delivery note number c) Must be a single Invoice per delivery note For delivery of services: a) UNILEVER TANZANIA LIMITED PO Number b) Optional - UNILEVER TANZANIA LIMITED Goods Receipt number (This will help expedite payment)
Methods of submitting tax invoices by Suppliers to UTL (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: ultz.scanning@unilever.com 1. Post to: P. O Box 40383, Dar es salaam (ATT: Scanning Department) 2. Physical address of Head Office: 4A Nyerere Road. (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

