



Unilever

EA-UGANDA



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

Telephone contact: local SA number: +256800311312

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/>)

- 1. 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 UGANDA LIMITED**. If, at any time, any details change, please notify us in writing and e-mail to ULUG.Scanning@unilever.com

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

ULUG.Scanning@unilever.com

Tax Invoice	Uganda 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 Uganda Limited														
Attention	Scanning Department														
Delivery address	Goods delivery address of the UNILEVER UGANDA LIMITED site must appear on the tax invoice														
Tax Invoice Address	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Physical Address</u></td> <td style="width: 50%;"><u>Postal Address</u></td> </tr> <tr> <td colspan="2">UNILEVER UGANDA LIMITED</td> </tr> <tr> <td colspan="2">DFCU TOWERS 5th FLOOR</td> </tr> <tr> <td colspan="2">Plot 26 Kyadondo Road</td> </tr> <tr> <td colspan="2">P.O. BOX 3515</td> </tr> <tr> <td colspan="2">Kampala, UGANDA</td> </tr> <tr> <td colspan="2">Telephone: +256312531300</td> </tr> </table>	<u>Physical Address</u>	<u>Postal Address</u>	UNILEVER UGANDA LIMITED		DFCU TOWERS 5 th FLOOR		Plot 26 Kyadondo Road		P.O. BOX 3515		Kampala, UGANDA		Telephone: +256312531300	
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VAT Number UNILEVER UGANDA LIMITED	For tax legislation VAT number for UNILEVER UGANDA LIMITED must appear on the tax invoice Unilever Uganda Limited(UUL) Company registration No: UUL L- 2008 VAT Number :1000023913														

<p>VAT number of supplier</p>	<p>For tax legislation, VAT number of Supplier must appear on the tax invoice</p>
<p>Unilever vendor number</p>	<p>Invoice must state: “Unilever vendor number: xxxxxx”. Unilever Procurement contact will assist with this number.</p>
<p>Proof of delivery</p>	<p>Delivery notes are mandatory for factory material deliveries and must include a UNILEVER UGANDA LIMITED PO / DO number</p>
<p>Tax Invoices must reflect</p>	<p>The following must appear on all your Tax invoices For delivery of goods: a) UNILEVER UGANDA LIMITED PO Number b) Supplier delivery note number c) Must be a single Invoice per delivery note For delivery of services: a) UNILEVER UGANDA LIMITED PO Number b) Optional - UNILEVER UGANDA LIMITED Goods Receipt number (This will help expedite payment)</p>
<p>Methods of submitting tax invoices by Suppliers to UUL (only 1 method to be used, duplicate tax invoices will not be accepted)</p>	<p>Either 1 of the below Invoice delivery methods can be used:</p> <ol style="list-style-type: none"> 1) E-mail to “Scanning Department” at e-mail address: ULUG.Scanning@unilever.com 1. Post to: P. O Box 3515, Kampala (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

