



## “Perfect Invoice” Instructions

Below you will find key steps to take to ensure that your invoice is paid timely

- You should only commence work once you have received a Purchase Order (PO) - if you did not receive the valid PO number, please reach out to your Upfield contact who ordered the goods or services from you
- Ensure that the product or service you deliver matches the PO specifications (location, quantity, price, etc.) which are outlined on the PO
- Only raise your invoice once you have delivered your goods or services (unless partial /staged invoices have been agreed)
- Ensure that the PO number is quoted clearly on your invoice
- Ensure the invoices are billed to the correct Upfield Business entity which is mentioned on the PO (if in doubt, refer the [Company and Mailing details](#))
- Ensure your invoice is in the same currency as per the PO
- Ensure your invoice is in the same metric and denomination as quoted on the PO – e.g. if the order is in kg then the invoice should be in kg, if the order is in CAN then the invoice should be in CAN
- Ensure that your invoice quotes your VAT number, your Bank Account and Upfield Entity VAT Number
- Ensure that your invoice is arithmetically correct and the amount/rate of VAT (if appropriate)
- Please ensure any previously agreed changes to the PO are reflected in your invoice
- If a credit note is required, please ensure it contains the necessary invoice number and PO number
- Ensure the INCO Term is correctly displayed and that your VAT and Customs Registration Numbers are in the correct location as required by legislation
- Ensure you submit your invoices via the agreed channel of invoicing – electronic, email or paper. If you submit your invoices via Tungsten, please ensure to review your profile for correctness of your Company Name, VAT/Tax Registration, Bank Account information etc to ensure the tax invoice holds correct information always. If you need to know more about how to submit invoices, refer the [Supplier Centre page](#)

**Note:** If any of the above information is incorrect, your invoice will be rejected, and you will be notified at the email address on record.