

Quick Reference Guide on e-Invoice Data Standards

Recommendations to facilitate straight-through process and prompt payment of invoices

| REQUIRED INVOICE DATA | HELPFUL HINTS |
|--|---|
| VENDOR NAME | <ul style="list-style-type: none"> VENDOR NAME MUST MATCH THE “SUPPLIER” OR “PO TO” NAME ON THE PO IF YOUR VENDOR NAME OR ADDRESS HAS CHANGED FROM THAT ON THE PO, PLEASE CONTACT YOUR PROCUREMENT BUYER OR BUSINESS REQUESTER TO GET THIS CORRECTED/UPDATED YOU WILL ALSO NEED TO INFORM THE PO REQUESTER THAT THEY WILL ALSO NEED TO CREATE A NEW PO |
| VENDOR ADDRESS | <ul style="list-style-type: none"> VENDOR ADDRESS MUST MATCH THE “SUPPLIER” OR “PO TO” ADDRESS ON THE PO IF THE INVOICE IS BEING ISSUED BY A BRANCH, USE YOUR BRANCH ADDRESS IF YOUR VENDOR NAME OR ADDRESS HAS CHANGED FROM THAT ON THE PO, PLEASE CONTACT YOUR PROCUREMENT BUYER OR BUSINESS REQUESTER TO GET THIS CORRECTED/UPDATED YOU WILL ALSO HAVE TO INFORM THE PO REQUESTER THAT THEY WILL ALSO NEED TO CREATE A NEW PO WITH THE CORRECT INFORMATION |
| VENDOR EMAIL ADDRESS | <ul style="list-style-type: none"> THIS INFORMATION IS NOT A REQUIRED FIELD. HOWEVER, PROVIDING AN EMAIL ADDRESS WILL ALLOW US TO CONTACT YOU REGARDING ANY INVOICE PROCESSING ISSUES |
| TAXPAYER IDENTIFICATION NUMBER E.G. YOUR VAT REGISTRATION NUMBER | <ul style="list-style-type: none"> IF APPLICABLE THIS MUST BE PROVIDED |
| REMITTANCE ADDRESS OR BANK INFORMATION | <ul style="list-style-type: none"> NICE-PAK WILL ONLY MAKE PAYMENTS TO THE REMITTANCE ADDRESS OR BANKING INFORMATION THAT IS ON OUR VENDOR MASTER RECORD. IF CHANGES ARE REQUIRED TO THIS INFORMATION, PLEASE CONTACT AP TO GET THE RECORDS CORRECTED/UPDATED <p>NOTE: REMITTANCE ADDRESS OR BANKING INFORMATION PROVIDED ON INVOICES SUBMITTED VIA TUNGSTEN NETWORK DOES NOT CONSTITUTE NOTIFICATION OF CHANGE REQUEST TO NICE-PAK</p> |
| NICE-PAK LEGAL ENTITIES | <ul style="list-style-type: none"> YOU MUST SELECT THE APPROPRIATE LEGAL ENTITY (TUNGSTEN NETWORK BUYER ACCOUNT) WHEN SUBMITTING AN INVOICE THIS INFORMATION CAN BE FOUND ON THE PO IN YOUR TUNGSTEN E-INVOICING ACCOUNT |
| SHIP TO ADDRESS MUST MATCH THE INFORMATION ON THE PO | <ul style="list-style-type: none"> STREET NAME, CITY, STATE, POSTAL CODE AND COUNTRY |
| INVOICE NUMBER | <ul style="list-style-type: none"> NICE-PAK CAN ONLY PROCESS ONE REFERENCED PO PER INVOICE VIA TUNGSTEN. IF YOU ARE INVOICING FOR MULTIPLE POS, A SEPARATE INVOICE, WITH UNIQUE INVOICE NUMBER, MUST BE SUBMITTED FOR EACH PO INVOICE NUMBER/ REFERENCE CAN BE NO MORE THAN 16 CHARACTERS |
| INVOICE DATE | <ul style="list-style-type: none"> NO FUTURE DATING OF INVOICES IS ALLOWED |

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| PURCHASE ORDER (PO) | <ul style="list-style-type: none"> NICE-PAK ONLY ACCEPTS ONE PO REFERENCE ON EACH INVOICE VIA TUNGSTEN. INVOICES WITH MULTIPLE PO REFERENCES WILL BE REJECTED. YOU WILL RECEIVE AN EMAIL NOTIFICATION FROM TUNGSTEN NETWORK INFORMING OF THE CHANGES THAT WILL BE REQUIRED TO SUBMIT YOUR INVOICES SUCCESSFULLY TO NICE-PAK. FOR EACH PO YOU CAN CREATE MULTIPLE INVOICES AS LONG AS THERE IS A REMAINING BALANCE AVAILABLE ON THE PO IN QUESTION |
| INVOICING CURRENCY MUST MATCH THE PO CURRENCY | <ul style="list-style-type: none"> FOR THE AVOIDANCE OF DOUBT THIS INFORMATION WILL APPEAR ON THE PO IN THE “TERMS” SECTION AND WILL BE AS PER THE ISO STANDARDS, FOR EXAMPLE, USD FOR US DOLLARS, EUR FOR EUROS, GBP FOR UK POUNDS STERLING ETC. |
| UNIT PRICE | <ul style="list-style-type: none"> THE INVOICE UNIT PRICE SHOULD EQUAL TO THE PO UNIT PRICE |
| FULL VALIDATION PO’S (PRIOR RECEIPT REQUIRED) | <ul style="list-style-type: none"> THE INVOICE QUANTITY MUST BE EQUAL TO THE GOOD RECEIPT QUANTITY |
| PARTIAL VALIDATION PO’S (NO PRIOR RECEIPT REQUIRED) | <ul style="list-style-type: none"> THE INVOICE QUANTITY MUST BE LESS THAN OR EQUAL TO THE PO QUANTITY |
| FREIGHT/MISCELLANEOUS/SPECIAL CHARGES, IF APPLICABLE, MUST BE CLEARLY DETAILED AS A SPECIAL LINE ITEM ON THE INVOICE | <ul style="list-style-type: none"> IF YOU HAVE ANY MISCELLANEOUS CHARGES THAT IS NOT IN THE PO, PLEASE USE THE SPECIAL LINE ITEM ANY FREIGHT/SPECIAL CHARGES INCLUDED AS A “SPECIAL LINE” ON YOUR INVOICE, WILL BE SUBJECT TO THE APPROVAL OF THE BUSINESS REQUESTER |
| SUBMITTING ATTACHMENTS WITH YOUR INVOICE IS AVAILABLE. | <ul style="list-style-type: none"> ADDITIONAL ATTACHMENTS TO SUPPORT AMOUNTS BEING BILLED CAN BE INCLUDED WITH YOUR INVOICE. FOR NICE-PAK THE ATTACHMENTS RESTRICTIONS ARE AS FOLLOWS: <ul style="list-style-type: none"> PDF (PORTABLE DOCUMENT FILES) ONLY MAXIMUM NUMBER OF ATTACHMENTS: FIVE (5) MAXIMUM SIZE: 12 MB FOR INTEGRATED SUPPLIERS, PLEASE REFER TO THE TUNGSTEN NETWORK TRAINING VIDEO FOR ADDING ATTACHMENTS. |
| NET AND TOTAL INVOICE AMOUNT | <ul style="list-style-type: none"> THE NET AND TOTAL INVOICE AMOUNTS SHOULD BE LESS OR EQUAL TO THE PO NET AND TOTAL AMOUNTS |
| RELEVANT DELIVERY NOTE NUMBER AND DATE OF DELIVERY | <ul style="list-style-type: none"> DELIVERY NOTE AND DATE REFERENCES SHOULD BE INCLUDED ON THE INVOICE. |

PO CREDIT NOTES

- IN ADDITION TO THE INFORMATION REQUIRED ON AN INVOICE,
 - CREDIT NOTES MUST BE CREATED SEPARATELY AND CLEARLY MARKED AS A “CREDIT NOTE”
 - CREDIT NOTES MUST REFERENCE:
 - THE ORIGINAL PO
 - THE ORIGINAL INVOICE NUMBER
 - THE CREDIT REASON