



## PROCURE TO PAY Communication Packet

Dear Valued Vendor/Suppliers,

Good day!

In our aim to have better relationship with you by paying your invoices on time, we need your FULL support by sending **compliant** invoices 20 days prior to net due date.

The following are the **invoicing requirement criteria** which are **mandatory** at the face of your invoices:

- Supplier Name, address and GST Registration number
- Bill to correct invoicing party with the correct address / ship to address
- Purchase Order Number / Delivery Order Number & Delivery Note
- Email address of your Unilever Contact Person
- Ensure that the invoice has invoice number, invoice date, description and accurate total amount.

\*Invoice must be original. If you will issue a copy, it must be clearly marked with "Copy Only".

For any inquiries, please contact our AP Helpdesk through the below email address:

**Helpdesk AU:**

[Finance.AP.NZ@unilever.com](mailto:Finance.AP.NZ@unilever.com)

**Invoice checklist:**

- |    |                                  |    |                                    |
|----|----------------------------------|----|------------------------------------|
| 1  | Supplier Name                    | 14 | PO/DO/SA number:                   |
| 2  | Supplier Address                 | 15 | PO Item No.                        |
| 3  | Supplier Contact details         | 16 | Quantity                           |
| 4  | Supplier GST Registration number | 17 | Unit of Measurement                |
| 5  | Unilever Billing Name            | 18 | Item Description                   |
| 6  | Unilever Address                 | 19 | Unit price                         |
| 7  | Unilever Contact person          | 20 | GST Exclusive Price                |
| 8  | Unilever Contact details         | 21 | GST Amount                         |
| 9  | Unilever GST Registration number | 22 | Amount Payable Including GST       |
| 10 | Bill to address title            | 23 | Currency                           |
| 11 | Invoice Number                   | 24 | Payment Remittance Details such as |
| 12 | Invoice Date/Document Date       |    | Bank Account Details               |
| 13 | Delivery Note                    |    |                                    |



**ENTERPRISE &  
TECHNOLOGY SOLUTIONS**



Kind Regards,

Accounts Payable Team, NZ