



Unilever



UNILEVER SOUTH AFRICA (PTY) LTD

PURCHASE TO PAY

GUIDANCE FOR SUPPLIERS

June 2016

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 South Africa (Pty) Ltd (**ULSA**) contacts the **Supplier** to provide the goods or services.
- Step 2 :** **Supplier** sends the quote to **ULSA**.
- Step 3 :** **ULSA** actions the Purchase Order (PO/DO/MO) and sends it to the **Supplier**, who confirms pricing is correct before moving on to step 4.
- Step 4 :** **Supplier** can now commence the work for ULSA. "No PO No Pay" Policy. Without the PO, the supplier must not continue.
- Step 5 :** **Supplier** delivers the goods or completes the service to **ULSA**.
- Step 6 :** **Supplier** issues the tax invoice to **ULSA** once steps 1-5 are complete.
- Step 7 :** **Supplier's** tax invoice :
- Supplier** must place the **ULSA** PO/DO/MO number on their tax invoice.
 - Supplier's** tax invoice must be dated after the **ULSA** PO/DO/MO 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 **ULSA**.
- Step 8 :** Once goods and services have been delivered to **ULSA**, Supplier is to e-mail their tax invoice to : ULSA.Scanning@unilever.com
- Suppliers are to choose 1 method to submit invoices to ULSA. i.e. if Suppliers are posting or delivering invoices to ULSA then Supplier must not e-mail invoices to UL Scanning.
- Step 9 :**
- Delivery notes are mandatory.
 - Delivery notes must be delivered to **ULSA** sites when goods are delivered. The Delivery note must reflect the PO/DO/MO number or supplier's tax invoice number.

Credit notes must reflect the **Supplier's** original invoice number or **ULSA's** PO / DO / MO number.

Banking details if varied banks are required for payment, the invoice must reflect the bank account to which the invoice must be paid.

Invoices not meeting tax invoice compliance will not be processed by **ULSA** and will be rejected back to the supplier for rectification.

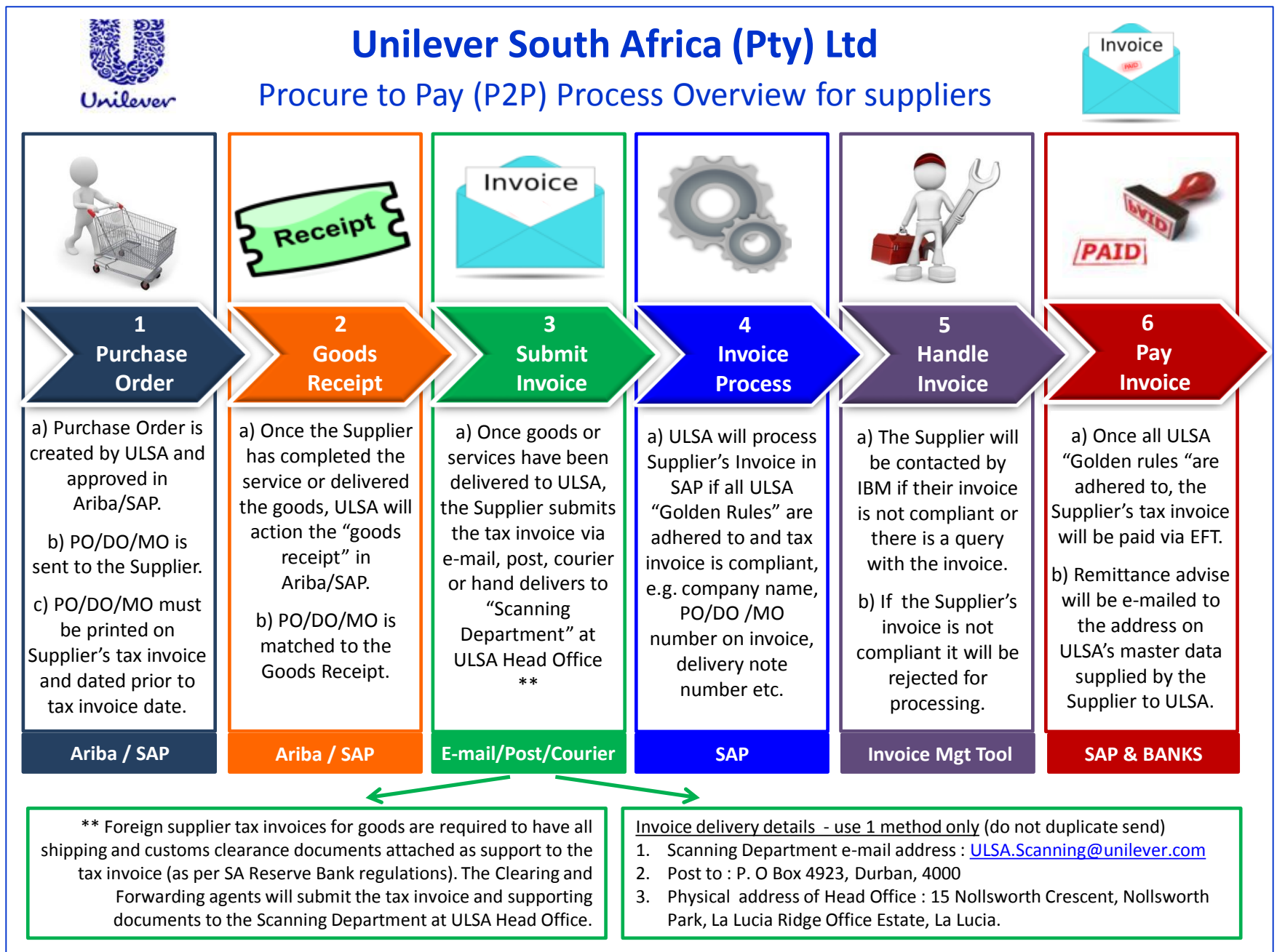
APPLICABLE ONLY FOR FOREIGN SUPPLIERS / FOREIGN CURRENCY TAX INVOICES:

Adhere to all of the above compliant tax invoices rules, and in addition:

For Goods Tax Invoices - ** All shipping documents, Customs documents and the tax invoice must be sent to your nominated Clearing and Forwarding Agent. The Clearing and Forwarding Agents are aware of Unilever's processes, and will ensure all documents are in order and will hand deliver these documents to Unilever's Head Office in Durban. The Scanning department will sign for the documents and scan for processing the same day. Please do not send your foreign tax invoices for goods to our Scanning department, the clearing agent must do so with all required supporting documents. In accordance with SA Reserve Bank rules, no foreign invoice for goods will be paid unless supporting documents are attached.

- For Service Tax Invoices
- All of the above compliant tax invoices rules to be adhered to.
 - Send invoices to : ULSA.Scanning@unilever.com
 - South African Reserve Bank clearance for services must be obtained prior to payment of foreign tax invoice.

Procure to Pay Process : Below is a summary of the Unilever P2P (Procure to Pay) Process and Supplier’s role in the process. By following these simple processes, Supplier’s tax invoices will be paid on time and in full.



SUPPLIERS - METHODS TO QUERY INVOICE PAYMENT PROGRESS

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.ZA@unilever.com
Finance.IP.ZA@unilever.com

for all Accounts Payable, invoice and payment queries.
 for all IP and purchase order queries.

Telephone contact : local SA number: **0214276684** / Foreign Suppliers (international): **0027-214276684**

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 ULSA. If, at any time, any details change, please notify us in writing and e-mail to : SA.IPVendor@unilever.com

Monthly Supplier statement - Please e-mail the monthly statement to: ULSA.Scanning@unilever.com

Tax Invoice	South Africa 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 South Africa (Pty) Ltd												
Attention	Scanning Department												
Delivery address	Goods delivery address of the ULSA site must appear on the tax invoice												
Tax Invoice Address	<table border="0"> <tr> <td><u>Physical Address</u></td> <td><u>Postal Address</u></td> </tr> <tr> <td>Attention: Scanning Dept</td> <td>PO Box 4923</td> </tr> <tr> <td>15 Nollsworth Crescent,</td> <td>Durban</td> </tr> <tr> <td>Nollsworth Park,</td> <td>4000</td> </tr> <tr> <td>La Lucia Ridge Office Estate</td> <td></td> </tr> <tr> <td>La Lucia</td> <td></td> </tr> </table>	<u>Physical Address</u>	<u>Postal Address</u>	Attention: Scanning Dept	PO Box 4923	15 Nollsworth Crescent,	Durban	Nollsworth Park,	4000	La Lucia Ridge Office Estate		La Lucia	
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Attention: Scanning Dept	PO Box 4923												
15 Nollsworth Crescent,	Durban												
Nollsworth Park,	4000												
La Lucia Ridge Office Estate													
La Lucia													
VAT Number ULSA	For tax legislation VAT number for ULSA must appear on the tax invoice Unilever South Africa (Pty) Ltd Company registration No : 1939/012365/07 VAT Number : 4680205715												
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 deliveries and must include a ULSA PO / DO / MO number												
Tax Invoices must reflect	The following must appear on all your Tax invoices For delivery of goods : a) ULSA PO Number b) Supplier delivery note number c) Must be a single Invoice per delivery note For delivery of services : a) ULSA PO Number b) Optional - ULSA Goods Receipt number (help expedite payment)												
Methods of submitting tax invoices by Suppliers to UL (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 : ULSA.Scanning@unilever.com 2. Post to : P. O Box 4923, Durban, 4000 (Att: Scanning Department) 3. Physical address of Head Office : 15 Nollsworth Crescent, Nollsworth Park, La Lucia Ridge Office Estate, La Lucia. (Att: Scanning Department) 4. 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. 5. 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

