

Invoicing Instructions

Invoices will be rejected forthwith in case:

1. Arabelle Solutions (AS) legal entity name: Mismatch of AS Legal entity (Name and Address) placing PO with the Legal entity mentioned on the Invoice.
2. Mismatch of currency of PO with currency of invoice.
3. Not sent to required address/bid-code at which the invoice is to be sent (as mentioned on the face of the PO).
4. Description, quantity and value of goods or services is not in line with and within the limits available in the PO, considering the previously invoiced amounts.
5. Invoice number/invoice date not mentioned on the invoice (AS shall however consider the start date for counting due date of payment as per the terms of the PO).
6. The document is not readable / image quality is poor.
7. The document cannot be scanned into our system.
8. The document contains multiple invoices.
9. The document is not clearly marked as INVOICE / CREDIT NOTE.
10. Invoice to address is missing and/or invalid.
11. The VAT registration number of the invoice to (if necessary) is missing or incorrect.
12. The supplier legal entity name / address missing / invalid.
13. The AS Purchase Order (PO) number is missing or incorrect.
14. The AS release number is missing or incorrect, where applicable.
15. The invoice covers multiple purchase orders.
16. The invoice does not contain enough information in order to be processed. E.g. There is no description of the billed items or other information on the invoice to determine how to record or match items to the Purchase Order (PO).
17. There is no invoice number on the document.
18. The invoice does not contain details corresponding to the PO line items clearly identified.
19. There is no invoice date on the document.
20. There is no gross amount indicated on the invoice.
21. VAT has been charged, but the supplier VAT registration number is missing on the invoice.
22. The sum of the VAT is missing on the invoice or not shown in a separate invoice line.
23. The VAT charged is not shown in local currency, if local currency is different from the transactional currency.
24. Freight - handled by Freight Audit Provider: will be returned because Freight invoices are handled by our Freight Audit Provider. You do not need to send invoices to AS Accounts Payable for freight costs for the AS Business identified on this invoice.
25. Bank details of the supplier may be mentioned in the invoice is not a reason for return, however the payment by AS shall be as per registered banking details in our system for the currency applicable.

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