



**IMPORTANT INVOICE INSTRUCTIONS FOR TIMELY RECEIPT AND PROCESSING OF YOUR INVOICES**

Please review this document and forward it to the appropriate individual at your organization for immediate action. If these instructions/actions are not implemented by your accounts receivable team, it will likely cause rejection of invoices which will result in delays in your payment!

Dear Valued Supplier,

In line with Capgemini business processes, we would like to ensure that your invoices are received, processed and paid in a timely manner. We would like to ask your co-operation and immediate action on the items below. Our invoice processing and internal compliance requires a minimum quality standard of the invoices you submit. To ensure your legally compliant invoice is processed properly and timely, please make sure, that you follow the instructions below.

1. The Capgemini purchase order (PO) number should be printed on your invoice. If PO number is not included then invoice will be returned back (RTV) and revised invoice will be required to resubmit with PO number.
2. Capgemini bill-to entity MUST match with the Capgemini legal entity details printed on Purchase Order (PO) issued by Capgemini.
3. Document must be an invoice, not a statement and your organization's tax ID/VAT ID should be printed on the invoice.
4. Follow the instructions on the PO for invoices submission.
5. All invoices should be submitted as a hard copy and soft copy (in a non-manipulative format – pdf, tif, jpeg) directly to **accounts.payable.ph@capgemini.com**. Both soft and hard copy should be submitted within five business days from the invoice date to prevent delays in processing and payment.
6. Alternatively, you can also post hard copy invoices to Capgemini address.
7. One pdf document should contain only one invoice copy. Multiple invoice copies in a single document will be not be accepted.
8. It is highly recommended that the bank account details of your organization for the relevant payment are printed on the invoice.
9. If you send a copy of the invoice to your Capgemini contact at their request, please clearly indicate on the invoice that it is a copy, this will help to prevent duplication in our systems and prevent payment delays.
10. Contact the Capgemini buyer and report any discrepancy between your invoice and the PO with the buyer / requestor. The Invoice must match the PO for it to process successfully. In case any query on the invoice, please do write us on the email Id of AP Helpdesk at [accounts.payable.ph@capgemini.com](mailto:accounts.payable.ph@capgemini.com) quoting Capgemini's purchase order number and Invoice number.