



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 soft copy (in a non-manipulative format – pdf, tif, jpeg) directly to **accounts.payable.tw@capgemini.com**. Invoices should be submitted within five business days from the invoice date. Soft copies will assist in reducing delays in processing and payment, therefore it is highly recommended you submit soft copies of invoices to above portal rather than hard copies.
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 should be attached with 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.
11. In case any query on the invoice, please do write us on the email Id of AP Helpdesk at **accounts.payable.tw@capgemini.com**, quoting Capgemini's purchase order number and Invoice number.

及時接收和處理您的發票重要說明

請查看此文件並將其轉發給貴公司的相關人員，以便立即採取行動。如果您的應收賬款團隊沒有依照這些指示/行動，可能會導致發票被拒絕，進而導致您的付款將會延遲！

親愛的供應商，您好！

根據凱捷的業務流程，我們希望確保及時收到、處理和支付您的發票。我們請求您的合作並立即對以下項目採取行動。我們的發票處理和內部合規性要求您提交的發票具有最低質量標準。為確保您的發票得到正確和及時的處理，請確保您遵循以下說明。

1. 凱捷採購訂單 (PO) 編號應顯示在您的發票上。如果沒有採購訂單編號，則發票將被退回 (RTV)，並且需要重新提交附有採購訂單編號的修正發票。
2. 發票的公司名稱必須與凱捷簽發的採購訂單 (PO) 上打印的凱捷公司詳細信息相符合。
3. 請款文件必須是發票，而不是報表，並且貴公司的統一編號/增值稅編號應列印在發票上。
4. 請按照採購訂單上的說明送交發票。
5. 所有發票都應以電子版（以下格式 - pdf、tif、jpeg）直接寄到 accounts.payable.tw@capgemini.com。發票應在發票日期起的五個工作日內提交。電子發票有助於減少處理和付款的延遲，因此強烈建議您寄送電子發票而不是實體發票至上述電子郵件信箱。
6. 或者，您也可以將紙本發票郵寄到凱捷公司地址。
7. 一份 pdf 文件應僅包含一張發票。在一份文件中同時含有多張發票將不予接受。
8. 強烈建議發票寄送時應附上貴公司相關付款的銀行帳戶。
9. 如果您應凱捷聯繫人的要求將發票副本發送給他，請在發票上清楚地表明它是副本，這有助於防止我們在系統中發現重覆並預防延遲付款。
10. 請聯繫凱捷採購者，並與採購者/請求者報告您的發票與 PO 之間的任何差異。發票必須與採購訂單相符才能成功處理。
11. 如果對發票有任何疑問，請寫信至 AP Helpdesk 的電子郵箱，地址是 accounts.payable.tw@capgemini.com，並註明凱捷的採購訂單編號和發票編號。