

EUROPE, MIDDLE EAST AND AFRICA INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

- For service and blanket Purchase Order (PO) invoices submitted through the Procure-to-Pay (P2P) Supplier Portal, invoices require:
 - Quantity of (1) should be used
 - If freight charges apply, information may be added to the Additional Items section
- Non-PO suppliers, Freight and Telecom suppliers are not required to invoice via our P2P Supplier Portal; contact your regional Accounts Payable team for proper invoice submission methods
- Out of scope for invoicing via our P2P Supplier Portal include:
 - Vendors subject to withholding tax
 - All vendors located in Russia, Ukraine, Turkey and Kazakhstan