



Purchase to Pay

Invoicing requirements

Submit the invoice with all data for faster processing and on time payment

PO

- Receive Purchase Order from ☺
- Any changes which impact the invoice require an updated Purchase Order
- Deliver in accordance with the Purchase Order

Invoice

- Only raise your invoice once you have delivered the good/service (unless partial invoice have been agreed)
- The details on the invoice match those on the Purchase Order
- Invoice may contain only 1 Purchase Order
- The invoice is complete, accurate and complies with local regulations

E-mail

- 1 invoice in 1 PDF
- Attachments to the invoice must be in the same PDF document as the invoice (Invoice always as 1st page)
- Multiple invoices (in separate PDFs) can be attached to 1 email

Please ensure that your invoice has all of the following information presented in a legible format:

- ✓ Our company name being billed, address and VAT Registration Number
- ✓ Your vendor number ID, name, address and VAT Registration Number
- ✓ Invoice number
- ✓ Invoice date
- ✓ Our Purchase Order number or designated employee name (for invoices that are not supported by a Purchase Order number)
- ✓ Invoice may contain only 1 Purchase order (invoices with more than 1 PO will not be processed and paid)
- ✓ Quantity
- ✓ Unit of measurement
- ✓ Price per unit
- ✓ Currency
- ✓ VAT rate and amount (if applicable)
- ✓ In case no VAT is charged due to the VAT reverse charge mechanism please ensure that the required VAT reference/wordings are mentioned
- ✓ In case no VAT is charged due to an exempted delivery, please ensure that the required VAT reference/wordings are mentioned
- ✓ Delivery date/ Delivery note number/ Delivery address
- ✓ Original invoice number in case of debit or credit note
- ✓ Your bank details
- ✓ Avoid hand written invoices, these cannot be read by our automated scanning system and will have to be manually entered which may result in processing delays.

Ordine d' acquisto / Purchase Order

Nr. 4530886876 n. s. nr. da inserire in fattura / Number on the invoice

Vi preghiamo di indicare n. numero di Ordine di Acquisto, Pos. e codice articolo su ogni imballo, fattura, documento di trasporto e inerente corrispondenza.
Dovrete imputare un solo numero di Ordine di Acquisto. Le fatture non potranno essere pagate se non riporteranno il numero dell'Ordine di Acquisto in Vis. man.

Please reference purchase order number, item number and material codes on all packages, invoices, shipping papers and correspondence.
There must be only one order number reference per invoice. Invoice cannot be paid if they do not match the purchase order number.

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Data di creazione: / Creation Date: 29.08.2018

Indirizzo di consegna: / Ship to / Delivery address:

O-I Manufacturing Italy S.p.A.
Stabilimento di Aprilia
Via Cogna 2
I-04011 Aprilia LT

Supplier's Name

Supplier's address

Country

Intestare la fattura a / Sold to / Buying Entity:

O-I Manufacturing Italy SpA
Via I° Maggio 18
21040 Origgio (VA)
Italy
IT 119 91790 152

Termini di pagamento: / Terms of payment:

60 ggof senza sconto /

Net due in 60 days

Termini di consegna: / Delivery terms:

EXW .

Codice fornitore: / Vendor code: 105776

Fattura da spedire a: / Bill to / invoice to be sent:

O-I Business Service Center Sp. z o.o.
ul. Baraniaka 6
61-131 Poznan
Poland

AP-PDF-IT@O-I.COM

Valuta: / Currency: EUR

Riga Item	Cod. Materiale Material Code	Descrizione Description	Quantita# Quantity	Unit# Unit	Prz. unit netto Net unit price	Data cons. del. date	Valore netto Net item value
10	CER 16 10 02	ACQUE REFLUE	280	TO	80,00	23.01.2018	22.400,00
20	CER 16 10 02	TRASPORTO da 30mc	9	PZ	750,00	23.01.2018	6.750,00

Val. tot. netto IVA esclusa / Total net value excl. VAT

EUR 29.150,00

TEST PRINT ONLY

Entrata merce: / Goods receipt: Apertura magazzino dal Luned# al Venerd# dalle 8.00 alle 17.30

L'accettazione di questo ordine comporta l'accettazione delle condizioni generali di acquisto ed il rispetto delle regole etiche O-I pubblicate sul sito o-i.com, <http://investors.o-i.com/phoenix.zhtml?c=88324&p=irol-govHighlights>
Acceptance of this Purchase Order confirms agreement to our general purchasing terms & conditions as well as our Ethics rules as published on o-i.com, <http://investors.o-i.com/phoenix.zhtml?c=88324&p=irol-govHighlights>

Contatto O-I: / O-I contact: Justyna Kurczalska

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Ufficio acquisti: / Purchasing Department: Claudia Caravello

Order confirmation to be sent / Order confirmation to be sent:

Please ensure that all the necessary data from PO are present on the invoice:

- ✓ PO number
- ✓ Your company's Vendor ID in OI
- ✓ Quantity, Unit, Price per unit, Material Code, Description and Currency
- ✓ E-mail address where invoice should be sent
- ✓ Bill to entity name and VAT number