



Purchase to Pay

Invoicing requirements

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

PO

- Receive Purchase Order from O-I
- 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 e-mail

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.

Purchase Order

N° 4530825715

Please ensure that all the necessary data from PO are present on the invoice:
There must be only one order number reference per invoice. Invoice cannot be paid if they do not match the purchase order number.

Delivery address:

GB-Harlow
O-I Europe Sarl
Edinburgh Way
Harlow CM20 2UG
United Kingdom

Page: 1 / 1

Creation Date: 30.03.2017

Invoice to be sent to:
O-I Business Service Centre Sp. z o.o.
ul. Baraniaká, 6
631-131 Poznan
Poland

Supplier's Name

Supplier's address

Country

AP-PDF-CH@o-i.com

Terms of payment:
15th of month, 4 months after invoice

Delivery terms:
DDP As per delivery address

Vendor code: 101654

COO - 5117 - 18741
SALES QUOTE: 311703141

Quotation drawings valid for production.

Currency: EUR

Item	Material Code	Description	Quantity	Unit	Net unit price	Del. date	Net item value
10	5016331	PC.A3005117.00S500.SS	100	PC	9,70	+ Delivered	970,00

Total net value excl. VAT

EUR 970,00

TEST PRINT ONLY

Goods receipt : Raw Mat : 24 hours 7 days per week Packaging : Mon-Fri 0800-1600 Others : Mon - Fri 0730 - 1600

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>

Purchase organization address:

O-I Europe Sarl
Route de Faraz 5
CH-1302 VUFFLENS-LA-VILLE
O-I contact: Michael Abrahams
Phone - Fax - Email: + 44 1279773136 / Michael.Abrahams@eu.o-i.com
Purchasing Department: Bernard Crastes

O-I Europe Sarl
Route de Faraz 5, 1302 Vufflens-la-Ville, Switzerland - For Goods supplies: VAT GB45863880 - For services: VAT CHE-112.181.506 TVA

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
- ✓ O-I's Name, Address and Vat registration number to which invoice should be issued