



## ***Invoicing Instructions: Integral part of the PO***

### **Invoice Requirements**

To ensure correct calculation of invoice payment date, please submit the documents directly to the email address listed on the front page of the PO or upload them into Cegedim SY Portal if you have registered, specifying the billing entity name. The due date of the invoice will be calculated from the date of submission.

1. Submit Supplier's Authorized Signatory / Digitally signed invoices in PDF format with a resolution of 800 dpi.
2. Suppliers are required to use e-mail addresses that can receive notifications (including rejection).

The Cegedim invoice handling tool does not support functionality to use the supplier's sender email ID for sending rejection notifications. Therefore, it is crucial that suppliers update their correct email address in the Jaggaer portal. This update will ensure accurate email id updated in OneStream ERP, enabling notifications related to rejections, payment remittances, and obtaining invoice copies against open GRs etc.

3. Ensure that the supplier's name and invoice number are clearly stated in the subject line of your email.
4. The invoice should clearly label the PO number, PO line, and PO description.
5. The invoice or document must include the correct "billed to" complete GE VERNONA Company Name, address, and GSTIN/Tax Registration Number (if necessary) as specified in the Purchase Order.
6. Each invoice must include the required supporting documents embedded in the same file as the invoice with the invoice as the 1<sup>st</sup> page. Any invoice received without supporting documents shall be rejected.
7. The supplier's bank account details must be clearly stated on the invoice (provide full bank account, bank key/routing number). If the bank details differ from those registered in the Jaggaer SSP system, the invoice will be placed on hold by GEV. The hold will remain until the supplier updates their bank account information in the system, including the correct currency. If supplier has multiple bank accounts in the same currency, the payment shall be processed to the account stipulated within the invoice.



## Causes of Rejections

Invoices will be rejected forthwith in case:

1. Invoices in Word, Excel, or password-protected formats, as well as other editable formats.
2. Multiple submissions of the same invoice will result in automatic rejection.
3. Please submit only one invoice per email. Including more than that one attachment in a single email will lead to rejection.
4. Mismatch of currency of PO with currency of invoice.
5. Description, quantity and value of goods or services is not in line with and within the limits available in the PO, considering the previously invoiced amounts.
6. The document is not clearly marked as INVOICE / CREDIT NOTE.
7. The GE VEROVA release number is missing or incorrect, where applicable.
8. The invoice covers multiple purchase orders.
9. There is no invoice date on the document.
10. There is no gross amount indicated on the invoice.
11. VAT has been charged, but the supplier VAT registration number is missing on the invoice.
12. The sum of the VAT is missing on the invoice or not shown in a separate invoice line.
13. The VAT charged is not shown in local currency if local currency is different from the transactional currency.
14. Freight - handled by Freight Audit Provider: will be returned because Freight invoices are handled by our Freight Audit Provider. You do not need to send invoices to GE VEROVA Accounts Payable for freight costs for the GE VEROVA Business identified on this invoice.