

About E-Invoicing

While P&G still offers suppliers the option of paper invoicing, we strongly encourage the use of our electronic invoicing solutions to process your invoices. These solutions have an excellent track record of on-time payment and have additional benefits, such as:

- Cash predictability. Using ERS or SOI, vendor knows when payment will be made.
- Reduction of contact regarding incorrect, unpaid and misdirected invoices
- Eliminates the cost of sending paper invoices
- More environmentally friendly
- 24 x 7 posting possible using EDI or XML

Web Invoicing or My Invoice Entry Tool is available to our U.S. suppliers via the Supplier Portal. This new tool will allow you to enter Invoices “online” using the Internet via the P&G Supplier Portal taking the “hassle” out of submitting paper invoices.

Benefits & Value Creation:

1. Supplier satisfaction
2. No more lost/misrouted paper invoices
3. Increased visibility of Invoice Status
4. Saves you paper and postage costs

The following e-Invoicing tools are also available to our suppliers and offer unique advantages in managing invoices and payments electronically. Please talk to your purchasing or accounts payable contact for more information about these technologies or to initiate the conversion process.

ERS or Evaluated Receipt Settlement is the process in which the payments are generated from the good receipts entered in our system by the plant. That means the payment is based on what P&G receives and are generated by a settlement run by P&G. Suppliers do not need to send any kind of invoice. Instead, they can receive weekly or monthly settlement information with further payment details.

SOI or Supplier Owned Inventory is the process in which the material is received in consignment and P&G pays what has been consumed during the month. The payments are completed by a settlement that is run at the site at the end of the month.

XML or Extensible Markup Language is a markup language that allows organizations to define their own data structures for exchanging information over the Internet.

EDI or Electronic Data Interchange is a technology created for the exchange of business documents from 2 or more companies using electronic solutions.

Through XML and EDI, invoices process automatically and errors can only occur through human intervention.

* Settlements and electronic invoices are not applicable in some countries due to legal restrictions that require paper invoicing.