



IMPORTANT: Information Procter & Gamble requires on your invoice

This provides guidance about the general P&G requirements that your invoice and credit note should meet in order to receive payment from P&G.

For the P&G Country specific requirements, suppliers should consult our [interactive map](#)

This isn't intended to provide guidance on Legal/Tax requirements and that remains the suppliers' responsibility. Further, this isn't an exhaustive listing and there may be other requirements specific to your transactions with P&G.

Your invoice or credit note should include:

Customer Information

- (1) Full P&G company name and **P&G "Bill To" address**, as indicated on your P&G Purchase Order (PO) or Scheduling Agreement (SA)
- (2) The exact **P&G address** at which you **delivered goods/services**.

Supplier Information

- (3) Suppliers' company **name and address** as indicated on your P&G Purchase Order (PO) or Scheduling Agreement (SA).
- (4) Your desired **remittance address/bank account details**.

General Information

- (5) Your **Invoice number** and **invoice date** (no future dates accepted).
- (6) The **P&G Purchase Order (PO) or Scheduling Agreement (SA) number**: (an example is G4P-1234567890)
- (7) The **Delivery note or Bill of lading number** for P&G to match the invoice
- (8) The P&G PO or SA line(s) or item(s) numbers and items description(s) exactly as shown on the P&G document (*if applicable*).
- (9) The Quantity delivered with the exact same unit(s) of measure, as the one(s) indicated on your P&G PO or SA (*if applicable*) or the extent and nature of the service(s) rendered.
- (10) The exact same unit price as the one indicated on each line item of your P&G PO or SA (*if applicable*).
- (11) Those Invoices **without** Purchase Order (PO)/Scheduling Agreement (SA) must indicate the name of the P&G person that made the order.
- (12) Local rules may require you to provide, **additional documentation** prior to paying the invoiced amounts, or to obtain foreign exchange approval. Please consult the P&G Country specific Requirements for more information.

Further considerations

- Do not send duplicate copies of your invoices, as our control procedures may keep us from paying either one.
- Do not submit invoices with manual alterations.
- Supplier statements, quotes or proforma invoices are not accepted as a valid invoice.