Fiscal and P&G Requirements for credit notes

What is the correct information in your CREDIT NOTE OR REBATE?

**Fiscal Requirements**
- Supplier's Name
- Supplier’s Address
- Invoice Number
- Invoice Date
- P&G’s Corporate Name Correct and Complete
- P&G’s Address Correct and Complete
- Description of Service/Quantity of goods supplied
- Unit price of each Service/product
- Total Amount of Each Service/Product
- Taxes/WHT/VAT

**P&G Requirements**

**With Purchases Order.**
- Purchase Order Number
- Material Number
- Line Item Number
- Quantity
- Amount
- Parked Credit Number (if available)
- Supplier Authorization Number (For Quantity Return it is the Return Authorization Number)
- Original invoice reference

**Without Purchases Order.**
- Supplier Code (Supplier Master Number)
- Cost Center/ Profit Center / SBL ID / WBS or Internal Order
- General Ledger (GL) Account
- Legal Entity (also known as Company Code)
- P&G contact name
- Original invoice reference is highly recommended

**NOTE:** If you have doubts about any of these requirements please check it with your purchases contact or