Fiscal and P&G Requirements for Invoicing Documents.

What is the correct information in your CREDIT NOTE?

Fiscal Requirements (Supplier information )

• Legal Entity of your company or name of natural person.
• NIT or ID number, or CF indication if it does not know.
• Fiscal and postal address.
• Invoice Number
• Invoice emission date (Documents with date for more than three months will not be processed).
• It must indicate the invoice type: Invoices, Debit Memo, Credit Memo or Special Invoices.
• Credit and debit notes must contain the reference of the invoice that it is modifying. The Credit and debit notes must be issued within the next 2 months after the original invoice was issued, if not, the credit/debit note will not be received.
• On the footer part of the invoice must be the following data: Authorized numerical rank, the number and emission date of the resolution, the printing house name, denomination and the NIT (Federal ID) who is in charge of the impression of documents.
• Invoices issued by the supplier computers system must contain a legend that reflects the following: 1) Resolution number approved by Tax authorities 2) Authorized invoice number range.
• It must be an original document, unless if it is a special invoice.
Fiscal and P&G Requirements for Invoicing Documents.

What is the correct information in your **CREDIT NOTE**?

**P&G Requirements (Invoiced product or service)**
- P&G’s Corporate Name Correct and Complete
- P&G’s Address Correct and Complete. Please review What is the P&G correct name? section.

**With Purchases Order**
- Purchase order number of 13 digits, for example G4P4500000000.
- Purchase order item number that you are invoicing.
- Lines or items must be the same that Purchase order has in terms of: price, quantity, unit of measure and currency. Delivered service month (on service cases).
- Sold product or delivered service description. The operation nature must be equal to the mentioned in the purchase order. For services provided by foreign suppliers, include the location where the service was provided.
- Unit price, total amount of each product and of the invoice indicated in numbers and letters, should be the same that PO mentions
- Parked Credit Number (if available)
- Supplier Authorization Number (For Quantity Return it is the Return Authorization Number)
- Original invoice reference
- Granted discounts.
- Total operation price, with the tax add.
- Attach a purchase order copy and/or Purchasing contact name for invoices created without purchase order
- If you is a **Custom Agents** must attach all supports of third party payments.
Fiscal and P&G Requirements for Invoicing Documents.

What is the correct information in your *CREDIT NOTE*?

**Without Purchases Order (It should only be used with payment services authorization)**

- Approver name on the Invoice or
- Cost Center/ Profit Center/ WBS/ Internal Order or General Ledger (GL) Account.
- Supplier Code (Supplier Master Number)
- Legal Entity (also known as Company Code)
- Original invoice reference is highly recommended

**Important notes**

- Every invoice from local supplier must be presented in the reception places and/or mailbox located in the plant, if you give your invoice to a PG contact or present it in another place payment terms will be affected and there is a risk of missing invoice.

- If the vendor is assigned to Great Contributor Regime it will have to indicate it in the invoice under the indication: "Subject to quarterly payments" so that it is not applied to it the corresponding withholding tax otherwise will be assumed that the withholding tax comes normally.