

Invoice Submission Instructions



Thank you for providing goods or services to Gen. This guide contains important information about **Invoice Submission Requirements** and **Special Rules**.

Invoice Submission Requirements

When supplying goods or services to Gen, do so only upon receipt of an official Gen Purchase Order (PO). If you supply goods or services without an official Gen PO, you do so at the risk of invoice rejection or non-payment unless alternative arrangements have been made with Gen's Global Procurement Organization. **Submit invoices to the bill-to information listed on the purchase order.**

To ensure timely payment of invoices, follow the guidelines below:

	Requirement	Explanation	Common Issues
A	Invoice date	This should not be a future date.	
B	Supplier full name and address	Prominent and ideally at the top of the page.	Advise in a separate communication if this changes via this link .
C	Supplier EIN/VAT/GST registration number	Tax-payer ID.	Advise in a separate communication if this changes via this link .
D	Gen billing entity name and address	Correct and complete company name (billing entity name) and address as per PO.	Should match the company name shown in the bill-to section of the PO.
E	Invoice number	A unique invoice number.	Do not send multiple copies as duplicates delay processing.
F	PO number and PO line number(s)	As per the PO document.	Both PO number and line number(s) must be included, or the invoice will be rejected.
G	Invoice line level description	Describe the goods or services (should match the PO line description). Reference the SOW or other unique identifier as applicable.	
H	Date of supply of goods or services rendered	Include if applicable for VAT/GST.	
I	Place of supply of goods or services rendered	Include if applicable for VAT/GST.	
J	Invoice currency	Currency should match currency on PO.	Particularly important for foreign currency invoices.
K	Quantity and unit price	Reflect quantities, unit prices, and unit of measure as per PO.	
L	Taxable amount	Subtotal excluding VAT.	Not specifying may cause rejection for insufficient funds.
M	Non-taxable amount	Amount not subject to VAT.	
N	VAT/GST rate	Applicable tax rate.	
O	VAT/GST amount	Taxable amount time VAT/GST rate.	
P	Withholding tax (if applicable)	Tax to be withheld and paid to tax authorities.	
Q	Total amount payable	Grand total.	

Special Rules

- In some countries, if appropriate documents are not received, the invoice will be subject to WHT at time of payment.
- For Gen entities that are GST registered traders, the following is required:
 - Line-item amounts should not include the GST amount
 - Subtotal of charges excluding GST
 - The rate of tax and total GST amount
 - Total amount payable including GST