

# time?

Truth is we want the same thing you do – to process your invoices smoothly and pay on time. Moving to Tungsten e-Invoicing platform enhances our capabilities to reach this goal, so why not use it in full extend? Below we've summarized for you a few tips on how to speed up the payment by providing relevant invoice information.

#### No 1 – Know your Purchase Order number

Most purchases of Mondelez International require SAP Purchase Order (PO), which is typically transmitted to your sales department per e-mail or fax (if you have not received it, please approach your contact person in Mondelez International). PO number is required for processing of your invoice, therefore please make sure that the number you provide:

- is relevant for the purchase you're invoicing (you might have multiple invoices per PO, but it is very unlikely that you can use one number for the whole year, most probably you're missing a fresh PO)
- has correct format (validation of invoices is partially automated, if the format is wrong, your invoice could be rejected), i.e.:

Late payment	Timely payment
4500123954/10 (PO line item added)	4500123954 (PO line item in separate field)
4300000123458 (more than 10 digits)	4300123458 (exactly 10 digits)
4600458923 (contract number)	4300478778 (call-off PO number)

Mondelez International entity which issued the PO matches Mondelez International entity to which you issue your invoice

Late payment	Timely payment	
TO: Mondelez	TO: Mondelez Europe Procurement GmbH	
Cadbury House, Sanderson Road	-UK branch	
Uxbridge, Middlesex, UB8 1DH	Cadbury House, Sanderson Road	
	Uxbridge, Middlesex, UB8 1DH	
	VAT Nr. GB 366 2627 38	



On our Purchase Order you can find all necessary detailscorrect PO Number, correct Mondelēz International's entity \*if the service you invoice does not require a PO - skip No 2-4 and continue with No 5

#### No 2 – State PO Line Item number on each invoice line

A PO can have more than one line, numbered 10, 20, 30... etc. Stating both PO and Line Item number for each invoice line allows us to post your invoice much faster (in some cases even automatically on receipt).

#### No 3 – State delivery note numbers for each invoice line

If you provide goods to Mondelez International (not services), we will match your invoice with appropriate goods receipt record on PO based on the delivery note number. Therefore it's crucial that this number is stated on each invoice line item.

## No 4 – Check purchase order information (unit of measurement, currency, material number)

If the PO is issued in kilograms, use kilograms as unit for your invoice. Using tons will create unnecessary discrepancies and your invoice will have to be approved before it can be released. Please make sure the currency of your invoice matches with the PO and Mondelez International material number (if applicable) is provided for each material type.=

#### No 5 – Don't forget the bank details

If you'd like to make sure we pay the money exactly where you expect to receive them, let us know your bank details. If this information is not provided on invoice we will remit the money to your bank account set as default in our vendor master record.

#### No 6 – Use appropriate transmission channel

If you have signed an e-Invoicing agreement Mondelez International will accept invoices from you exclusively via Tungsten. Paper invoices will be rejected. The condition is to know valid Mondelez International entity you are invoicing (contact details are below).

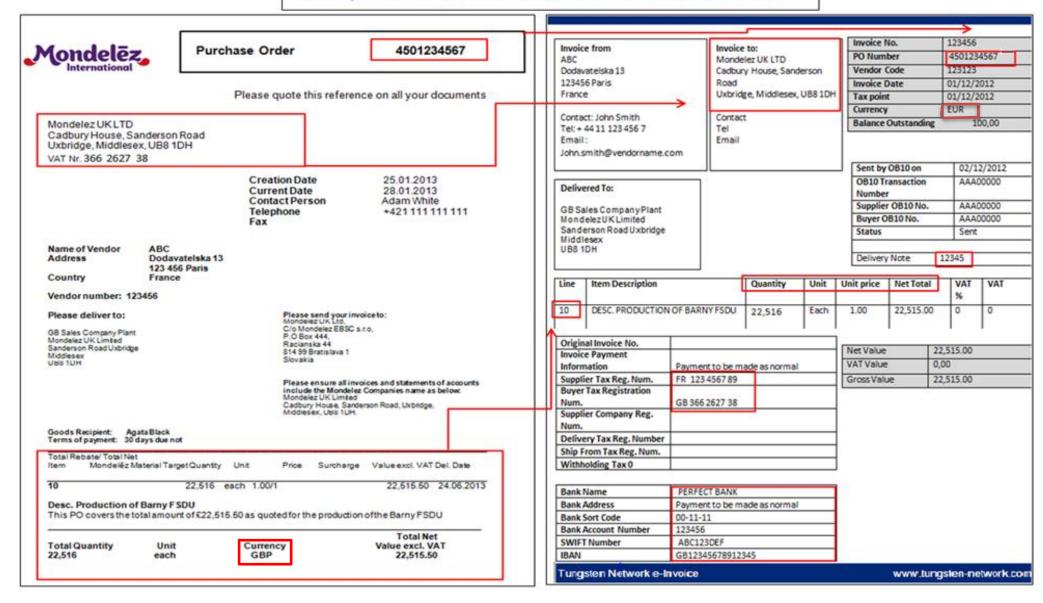
### No 7 – Let us know about any changes in your company's name, address or VAT number

If your VAT-relevant data stated on invoice do not match our vendor master data records your invoice will be put on hold for investigation. Therefore if your company's name, address or VAT registration number change, please send us written confirmation of the change in unchangeable format (PDF), so that we can update our database before your invoices reach due date.

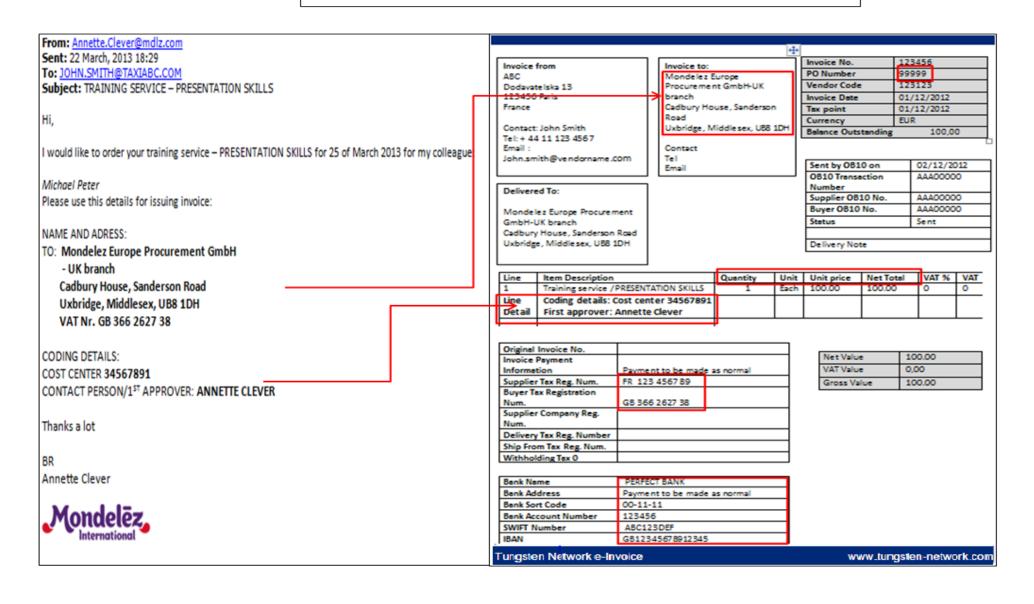
#### What if my invoice was rejected?

Check if your invoice is compliant with above instructions and all the invoice amounts add up (net+tax= gross, sum of all line items =net, etc). If yes, please contact Tungsten support – contacts available at <a href="http://www.tungsten-network.com/customer-campaigns/mondelez-europe/">http://www.tungsten-network.com/customer-campaigns/mondelez-europe/</a>.

#### Correctly issued invoice with Purchase Order - be aware of all details



#### Correctly issued invoice without Purchase Order - be aware of all details



### **Contact details for Mondelez AP Customer Service team:**

Region	Email ID	Contact Number
MEU	accountspayable@mdlz.com	1-703-466-4545
AMEA		+613 96765404
LATAM		1-703-466-4545
NA		1-703-466-4545
India		124623726