

## **APAC Accounts Payable Information –**

For prompt payment, follow these general invoice submittal requirements:

- The Infor Purchase Order number printed clearly on the invoice. These are usually 10 digits, typically “AA123456ZZ”. If you have not received a Purchase Order number from Infor, you should contact your Infor business contact who placed the order.
- Invoices must not refer to more than one Purchase Order.
- The correct Infor company name that placed the order, e.g. Infor (US) Inc. You can identify this by the ‘Bill To’ company detailed on the Purchase Order.
- Your Company (Supplier) name and address that match the Purchase Order.
- The word **Invoice** (or if a credit, the words **Credit Note**).
- A unique invoice number.
- The invoice date.
- Do not invoice for items that are not on the purchase order.
- Do not invoice Infor before the material or services are delivered.
- The value and currency
  - The invoice should show the VAT breakdown, i.e. the net value of goods and services, the rate and amount of VAT, and the gross (total) value of the invoice.
- If taxes and freight are applicable to the purchase, make sure that these items are added on a separate line.
- The VAT / GST / ABN Service Tax Registration Number (whichever is applicable to the respective country.)
- The description of goods and/or services supplied.
- Any unique reference number or information requested by your Infor business contact.
- Make sure that the invoice matches line items, descriptions, quantities, and prices with the corresponding information on the Purchase Order.
- China specific: Invoices should be received by Infor within 5 months of issued date of PO. All invoices must be original copies only.

### **Accounts Payable Mailboxes:**

South Asia and Pacific – [APACAP.INDIASSC@infor.com](mailto:APACAP.INDIASSC@infor.com)

North Asia – [APACAP.SSCShanghai@infor.com](mailto:APACAP.SSCShanghai@infor.com)

- Please obtain specific invoice submission requirements from your business contact in your respective region.