

LATAM 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, or other taxes such as PIS, COFINS, etc. i.e. the net value of goods and services, the rate and amount of VAT or (PIS COFINS, etc.), 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 Registration Number or Tax ID Number, where applicable.
- 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.
- Infor’s preferred payment method Wire payments. Infor requires the supplier to provide your banking institutions electronic payment information.

Submission of Invoices: Please address the Invoice to the BILL TO address found on the PO and submit to:

Brazil Contasapagar.brasil@infor.com

Argentina Argentinaap@infor.com

Chile chileap@infor.com

Mexico Ap.mexico@infor.com or Pola.valdes@infor.com

Colombia AP_Colombia@infor.com