



PHILIPS

Subject: Invoices via e-mail to Philips

Dear Supplier,

As part of our overall strategy, we are continuously improving quality, efficiency, service and speed. Philips is therefore moving away from paper-based processing and will provide you the possibility to send your invoices per e-mail (instead of physical paper invoices). It's our belief that this new process can be mutually beneficial to both Philips and its Suppliers.

The benefits of using invoices per e-mail can include:

- Direct invoice delivery
- Elimination of time-consuming paper-based processes
- Invoices processed quickly and accurately
- Lower processing costs

What's expected from you as a supplier?

To ensure an efficient and correct processing of your invoices / credit note please adapt the below listed requirements when sending your invoices / credit notes by e-mail:

- Send invoices / credit notes only once per e-mail to the below mentioned e-mail address(es)
- Invoices should be submitted as one invoice per PDF file. Any attachments should be delivered in the same PDF file;
- Multiple invoices per e-mail are not allowed;
- Invoices should not be included in the body of the mail, but only as attachment
- Invoices should be non-password secured PDF files and have a quality of at least 300 DPI;
- The email may not exceed the maximum size of 10MB;
- Not supported attachments will be ignored (for instance Word, Excel, zip, etc.)
- Provide the following information in the subject of the e-mail
 - Your invoice number (mandatory)
 - The invoice-to number - Philips entity or company code (optional)
- First page of the PDF document needs to be the actual invoice and any attachments needs to be added in the follow up pages;



- Invoices should not be rotated. Both portrait and landscaped invoices are allowed, but text should always run from left to right;
- Preferably send PDF documents in black and white.

From a tax and legal perspective, the PDF is the original VAT e-invoice. So by agreeing to use the PDF as VAT e-invoice, no other documents (e.g. paper invoices) can be raised and/or issued by you as Philips supplier. As supplier you will remain responsible for the invoices you raise to Philips.

In addition, we request you to mention our Purchase Order, Purchase Order line item number, our ship-to-number and our invoice-to number (Philips entity or company code) on each invoice you submit as this will also improve the processing of your invoices and on-time payment.

Where can you send your invoice?

See below the e-mail address per Philips organization.

Philips Organization	Company code	ORU	Invoice e-mail address	Vendor Query contact
Philips Electronics UK Limited Consumer Electronics Guildford Business Park Guildford Surrey GU2 8XG VAT GB407850060	GB15	420564	Invoice.GB15@philips.com	VQ.CL.UK@philips.com

In case you cannot send invoices in PDF format by e-mail your paper invoice is still required. Please contact uk.purchasing@philips.com in order to obtain the address for paper invoicing. Additionally, please specify the reason because of which you cannot implement the electronic invoicing process in the email.

***Hard copies should only be sent if there is no possibility to submit electronic copies.**

Reminders, statements or any other questions/remarks should be sent to our vendor query team.

If you have any questions, please contact us at the vendor query email address provided in the table.

Thank you for your continued support.