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Capgemini e-Invoice data standards

Quick Reference Guide to facilitate straight-through invoicing and prompt payment of your invoice

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<u>Required invoice Data</u>	<u>Helpful hints</u>
<u>Vendor Name</u>	<ul style="list-style-type: none">• <u>Vendor name must match the "PO To" name on Capgemini PO.</u>• <u>If your vendor's name or address has changed from that on the PO, please contact your Capgemini Procurement Buyer or Business Requester to start the Vendor Master Change Request Process.</u>• <u>You will also need to inform the PO requester that they will also need to create a new PO against the correct name.</u>
<u>Vendor Address</u>	<ul style="list-style-type: none">• <u>Vendor address must match the "PO To" address on Capgemini PO.</u>• <u>If your vendor's name or address has changed from that on the PO, please contact your Capgemini Procurement Buyer or Business Requester to start the Vendor Master Change Request Process.</u>• <u>You will also need to inform the PO requester that they will also need to create a new PO.</u>
<u>Vendor Email Address</u>	<ul style="list-style-type: none">• <u>This is not a required field however providing an email address will allow us to contact you regarding any invoice issues</u>
<u>Taxpayer Identification Number</u> <u>e.g., your VAT Registration No.</u>	<ul style="list-style-type: none">• <u>If applicable, this MUST be provided/updated in your account details in the portal</u>



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<u>Capgemini Legal Entity</u>	<ul style="list-style-type: none">• <u>For Integrated User, you MUST provide the correct legal entity name when submitting an invoice. You can find them here – Capgemini Entity List (This can be mapped using the data kept in Tungsten database)</u>• <u>For Webform Users if the PO is allocated in your account. This information is provided in the PO and automatically populates the buyer information field when you convert the available PO in the portal</u>• <u>This information can be found on all PO documents</u>
Ship to Address must match the information on the PO	<ul style="list-style-type: none">• <u>Street Name, City, State, Postal Code and Country.</u>• <u>For Webform Suppliers, we have defaulted in the Ship to Address from our Purchase Order. You will need to select the appropriate Country and State.</u>
Invoice Number	<ul style="list-style-type: none">• Capgemini only process one referenced PO per invoice. If you are invoicing for multiple POs, a separate invoice, with unique invoice number, must be submitted for each PO• Invoice Number/ reference can be no more than 16 characters• <u>The invoice number should not have any special characters</u>
Purchase Order (PO)	<ul style="list-style-type: none">• <u>Capgemini only accepts one PO reference on each invoice.</u>
PO Line-item number(s) of the PO	<ul style="list-style-type: none">• <u>PO Line-item reference must be included for each item that is billed to Capgemini. Where information is not provided, Capgemini has requested Tungsten Network to perform the following “data translation:”</u><ul style="list-style-type: none">○ <u>Invoices for single line POs will be applied to the PO Line-Item reference on the PO</u>○ <u>Invoices with multiple PO Line items, Tungsten Network will try to match the item description on your invoice to the unique PO Line Item for the referenced item description.</u>



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<u>Description and Product Code of the goods or services (must match the PO at the line-item level)</u>	
<u>Invoicing currency must match the PO Currency</u>	
<u>Unit of Measure must match the PO or SA Unit of Measure</u>	
<u>Inbound freight or miscellaneous charges, if applicable, must be clearly detailed as a line item on the invoice</u>	<ul style="list-style-type: none"> • <u>If the Freight Line Item was not included on the PO, please contact Capgemini requester to change the PO so you can submit invoices with no issues.</u> • <u>Any Freight/Miscellaneous Charges included as a "Special Line" on your invoice, subject to the approval of the Business Requester.</u>
<u>Tax Statements/Descriptor</u>	<ul style="list-style-type: none"> • <u>If you are a supplier based in EU, UK, Norway, or Switzerland and will be using a tax type that has 0 VAT, EU Triangulation, VAT Exempt or Reverse Charge is chosen for any goods or services, a supporting tax statement must be provided and an excerpt containing the relevant Article in the EU VAT policy</u>
<u>Remittance Address or Bank Information</u>	<ul style="list-style-type: none"> • <u>This is mandatory to be provided. Capgemini will only make payment to the remittance address or banking information that is in our vendor master record and if provided in the invoice. If changes are required to this information, please contact Capgemini to get the record corrected/updated</u> <p>**NOTE: <u>Remittance address or banking information provided on invoices submitted via Tungsten does not constitute notification of change request to Capgemini.</u></p>



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<p><u>Requester name and email Address must be referenced on all Non-PO invoices</u></p>	<ul style="list-style-type: none">• <u>This is specifically important for any allowable Non-PO Invoices and requires approval from Capgemini</u>• <u>Only valid email addresses are acceptable.</u>
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