

About Paperless Invoicing

Procter & Gamble (P&G) and HP Enterprise Services - Business Exchange Services (HP-BES) have partnered to implement receipt of paperless invoices from P&G's external business partners (EBP's).

These Paperless Invoice solutions will:

- Support environmental "green" sustainability goals
- Reduce cost of sending paper invoices
- Eliminate lost invoices reducing the potential for delayed payment
- Accelerate Invoice receipt which means that payment terms start immediately (vs. postal delays) with receipt of EBP's e-Invoice

P&G will provide capability to accept and process invoices via a **menu of paperless options** as follows:

- P&G's preferred provider E-Invoicing via EDI, web invoice or file transfer (HP re-sell Tungsten Network solution (formally OB10)).
- E-Invoicing with your current VAN/Business Network interconnecting with P&G's B2B Network via HP-BES
- E-Invoicing via EDI/XML/.CSV connecting directly with HP
- PDF invoice via secure e-mail (Note: PDF's may increase the time to process your invoice)

Tungsten Network

P&G strongly encourages suppliers to participate in the 'Web Invoice or File Transfer Solution' via the Tungsten Network e-Invoicing solution.

If you require more information on the paperless initiative, please contact the P&G/HP Paperless Invoice implementation team via the following link:

[Accounts Payable Customer Response Center](#) by choosing the country from the drop down list.

Accounts Payable Customer Response Center

Please select your country to find the phone number or email address for your Accounts Payable Customer Response Center

Country

Belgium

Belgium

Head Office & Plant

Phone: 0 800 84 094

Email: frbenluxplap.im@pg.com

Where is Paperless Invoicing currently offered?

Paperless invoicing is now available in these 16 countries. It is based upon location where goods sent / services provided. For example:

- Supplier based in China sending invoices to Germany = **OK**
- Supplier based in Germany sending invoices to China = **NOT OK**

- ASIA - Hong Kong, Malaysia, Singapore,
- Europe - Belgium, Czech Republic, France, Germany, Hungary, Netherlands, Spain, Switzerland, United Kingdom
- North America - Canada, United States
- Latin America – Guatemala & Mexico via Prospectiva* only

*Mexico and Guatemala can only receive domestic invoices via Prospectiva at this time

Current E-Solutions (Self Billing)

ERS (Evaluated Receipt Settlement) is the process in which the payments are generated from the goods receipt entered in our system and the price contained within the purchasing document. The 'settlement' creates the self bill invoice and posts the accounting entries within the system on agreed dates. Suppliers do not send an invoice but rather receive the self bill invoice generated by the customer with specific payment details.

SOI (Supplier Owned Inventory) is the process in which the material is received in consignment and P&G pays what has been consumed in the settlement period. The self bill invoice is based on consumption rather than goods receipt.

These Self Bill solutions are only available in 15 countries as follows where it is legally allowed to do self billing and strict guidelines are implemented prior to conversion. Please talk to your purchasing contact for more information on these solutions.

- Austria, Belgium, Canada*, Czech Republic, Germany, Hungary, Ireland, Italy, Japan, Netherlands, Romania, Spain, Switzerland, United Kingdom, United States (**Canada – not allowed for domestic invoices*)

Current E-Solutions (E-Invoicing)

XML (Extensible Mark-up Language) is an e-invoicing format that allows trading partners to define their own data structures for exchanging information over the internet.

EDI (Electronic Data Interchange) is an e-invoicing format that allows the exchange of structured data by agreed message standards by the trading partners.

EDI/XML will continue to be available as an E-Invoice option within the paperless program.

Web Invoicing or My Invoice Entry Tool – was previously used by US suppliers via the Supplier Portal. This option was decommissioned August 31st, 2013.